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HANDBOOK INTRODUCTION

This handbook has been prepared as a guide to the organization and operation of Conant High School. We have included information that should be helpful to every student and parent. The handbook is also a compilation of some of the federal and state laws that impact education, as well as Jaffrey-Rindge Cooperative School District School Board policies. While this handbook serves as a guideline, it must be noted that the primary source documents take legal precedent at all times. For links to School Board Policies, the New Hampshire Department of Education and the U.S. Department of Education, please access the district website at www.sau47.org.

JAFFREY-RINDGE SCHOOL DISTRICT MISSION STATEMENT

Being the Best

Our mission is to provide a learning environment that creates life long learners and productive citizens.

CONANT HIGH SCHOOL CORE VALUES AND BELIEFS

In a spirit of collaboration, Conant High School commits to inspiring excellence, honoring differences, building community, and nurturing resiliency.

ACADEMIC EXPECTATIONS

- Intellectual Rigor and Challenge
- Academic Honesty/Integrity
- Productive use of Technology

CIVIC EXPECTATIONS

- Informed and Responsible Citizenship
- Responsibility for local and global community and environment
- An appreciation for diverse cultures

SOCIAL EXPECTATIONS

- Positive social interaction skills
- Respect for self and all community members
- Healthy and informed decision-making

PROFILE OF STANDARDS

What Jaffrey-Rindge Learners Should Know and Be Able to Do

- * Learners will gain essential knowledge and develop specialized skills.
- * Learners will effectively communicate.
- * Learners will use a variety of strategies, resources, and technologies.
- * Learners will think critically and creatively to solve problems and make decisions.
- * Learners will understand work as a source of personal satisfaction, a contributor to academic achievement, and a means of economic survival.
- * Learners will be dependable, productive, and accountable for their performance.
- * Learners will cooperate, collaborate, and contribute.
- * Learners will demonstrate both responsibility and respect for self, others, and surroundings.

PHILOSOPHY OF CURRICULUM

The purpose of the Jaffrey-Rindge Cooperative School District curriculum is to facilitate learning and to prepare students to function in a changing world as productive citizens. The curriculum will reflect the following beliefs:

- All learners can be successful.
- High standards are necessary to provide appropriate levels of challenge for all learners.
- The needs of every learner must be addressed.
- Learners will be aware of different learning processes.

- Learning is an active process and engages the learner in authentic problem solving.
- Learning requires a safe, supportive, and secure environment.
- Learning involves taking risks and making appropriate choices.
- Learning is a continuous and life-long process accomplished at different rates and in different ways.
- Concepts and skills cross disciplines and span grades.
- In all content areas it is essential that learners understand concepts and master skills.
- Education is the responsibility of the entire community and should take advantage of available resources.
- Learners are ultimately responsible for their own actions and achievements.
- Teachers play important roles as instructors, academic coaches, advisers, and learners.
- Teaching, learning, and assessment are interdependent.

SCHOOL PROCEDURES

ARRIVAL

Students are expected to arrive to school no earlier than 7:00am but before the start of first period (7:25). Students should not be in the building prior to 7:00am without prior approval by school administration. All students who enter the building before 7:15 should report to the cafeteria until the first warning bell sounds (7:15).

DEPARTURE

The school day ends at 2:12. Students are expected to depart school grounds at 2:12 unless they are participating in a school sponsored activity or are under the supervision of school staff. Any student not in a school sponsored activity or under the supervision of a staff member will be required to leave at 2:12pm.

SCHOOL CLOSING / DELAY ANNOUNCEMENT

Students should utilize the following media sources to find information regarding school closures and/or delays.

Submit proper permission form to the main office for School Messenger phone call service

Radio: FM 103.7, 98.7, 92.5 New Hampshire Public Radio

Television: WMUR Channel 9

Web: www.sau47.org

SCHOOL MESSENGER SYSTEM

The school district uses *School Messenger*, an automated telephone messaging system, to communicate with families.

This system allows us to send important announcements, including school cancellations and delays, to many people within a short span of time. Messages will be sent to all numbers listed on your family's *School Messenger* form. If you have children at different schools, please fill out one form per school. Also, please remember that it will still be important for parents/guardians to watch television and/or listen to radio stations for critical or weather related announcements.

NOTE: Should your contact information change at anytime during the school year, it is your responsibility to notify the school by completing a change request form. Forms are available from school offices or the district web site. Please allow a minimum of three (3) school days for processing all change requests. *See School Board Policy EBD.*

ATTENDANCE POLICY

A parent or guardian of any child at 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 his district. Exceptions: Student is privately schooled; student is home schooled; student is attending a public school outside the district; or the Superintendent excuses student. All students, regardless of their age, are expected to abide by the attendance policy. (Reference: RSA 193:1)

Responsibilities

- Students: It is the student's responsibility to be in school prepared for class.
- Parents: Parents must ensure that their children are in school. Parents must make sure that the school is properly notified when their children are absent.
- School Officials: Absences will be monitored daily by calls home. Teachers will keep accurate attendance records.

Excused Absences

Absences for the following incidents would be considered excused:

- Illness, with a note, signed by a health care provider, stating the need and listing the days the student was out, or will remain out, of school. Students, who, for legitimate reasons, are unable to see a health care provider, may arrange for the school nurse to check on them at their home in lieu of a health care provider's note, in extreme circumstances.
- Recovery from an accident
- A death in the family
- Required court attendance
- Medical and dental appointments
- Observation or celebration of a bona fide religious holiday
- Post-secondary school visitation (confirmed)
- Other, out-of-the ordinary events may be approved at the discretion of the Principal.
- School sponsored activities (i.e. athletic contests, field trips, etc.) are excused and do not apply toward a student's number of absences.

*Parents may excuse their child for up to three days per quarter, with proper written documentation or verbal approval from the Principal or his designee

Attendance Failure

Students, whose absences exceed those stated in the above "Excused Absences" policy, will be subject to earning no higher than a grade of 57 for each class period for the grading period (quarter) in violation.

Appeal Process to the Attendance Policy

Any parent or guardian or student who does not feel that the attendance policy has been administered fairly by the school administration, may appeal the decision. At the end of each marking term, the Attendance Appeals Committee will meet to hear appeals. The student or parent/guardian shall write a formal letter stating the reason for the appeal and present a copy to the Dean of Students. The committee may request a hearing allowing the student to clarify his/her excuses more thoroughly. Students whose absences include class cuts will be denied his/her appeal and will receive a grade of 57. Any parent, guardian or student who is not satisfied with the ruling of the Appeals Committee may request, in writing, a hearing with the Principal with that decision being the final decision.

Cutting Class

Students who skip class will receive a zero for that day's class work and will be referred for administrative action.

Confirming Absences

A parent/ guardian should call the school office on the day of the absence; however, upon return to school a student must present a written note stating the reason for the absence. It is the student's responsibility to see that appropriate documentation is received in the Main Office when he/she returns to school.

Make-up Work

Work missed due to excused absence from school must be made up. Students shall be given one day to make up work for each day missed. Extended absences may require extended make-up time. It is the student's responsibility to make arrangements for make-up work with the teacher.

Tardiness

To school: The school day starts at 7:25. Students arriving to school later than 7:25 are considered tardy to school. Tardies will be excused for health and medically related circumstances and for family emergencies at the discretion of the administration/attendance monitor. Students who are tardy should bring with them written documentation explaining their tardiness. Students who do not provide documentation within 24 hours will be considered tardy unexcused and subject to disciplinary consequences. Students who are repeatedly tardy will receive disciplinary action including administrative and/or Saturday detentions. The administration shall have the option of increasing the consequences for tardiness, including revocation of other privileges. In terms of calculating the school's daily master attendance, students arriving 20 minutes or later to school unexcused are considered absent for the day and subject to after school detention.

To class: Students are expected to be on time for each class during the day. Students who are frequently tardy to class may receive disciplinary consequences by the teacher. Students, who accumulate three tardies to a class in a quarter, will be given a teacher detention. Repeated teacher detentions for tardiness will result in administrative consequences. In terms of calculating class attendance, a student is considered absent for the class if he or she misses (or is dismissed) more than twenty (20) minutes of the class period unexcused.

Dismissal from School

Students may be dismissed from school for important appointments if necessary, and with the approval of the administration. Students who need to be dismissed must present a signed note from a parent or guardian to the attendance monitor prior to the start of the school. Whenever possible, students should be dismissed in between class periods. Only

in the event of an emergency may a student be dismissed from school by a telephone call from a parent/guardian. Students shall not leave school grounds from the time they arrive until the time of their scheduled departure for home. Parents/students are asked to make appointments outside the school day whenever possible.

Truancy

Truancy is defined as any unexcused absence from school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

- Ten half days of unexcused absence during a school year shall constitute habitual truancy.
- A half-day of absence is defined as a student missing more than two hours of instructional time, but 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.

In some cases of habitual truancy, the school district may file a Child in Need of Services (CHINS) petition with the Jaffrey-Peterborough District Court, as required by state law. Such cases would only come after the school has attempted intervention strategies without success. (See School Board Policy: Attendance, Absenteeism, and Truancy). The following absence communication timetable will be minimally utilized:

- **Five Absences:** A letter will be mailed to the student’s parents and/or legal guardian.
- **Ten Absences:** A letter will be mailed to the student’s parents and/or legal guardian. The letter will include dates of absence. The letter may be followed by verbal communication from the school administrator and or guidance counselor.
- **Fifteen Absences:** A letter will be mailed to the student’s parents and/or legal guardian. The letter will include dates of absence and a copy will be sent to the Superintendent of Schools. A conference with the student, parent, and school personnel will be held and a CHINS may be filed.

CELLPHONE/PERSONAL ELECTRONICS USAGE POLICY

Personal electronic devices (PEDs) such as cell phones, MP3 players, cameras, electronic gaming devices, laptops, and other electronic devices **are permitted in the cafeteria during lunchtimes only.**

The use of cellphones for telephone calls is NOT permitted anywhere in school (including the cafeteria) or on school grounds during the school day.

If such devices are used outside the boundaries listed above, they may be confiscated and turned into the main office to be returned as follows:

- | | |
|---------------------------|--|
| 1 st offense | Device will be returned to student at the end of the school day and a thirty (30) minute detention is assigned. |
| 2 nd offense | Device will be returned to student’s parent/guardian and a sixty (60) minute detention is assigned. |
| 3 rd offense + | Device is returned to student’s parent/guardian and a Saturday detention and/or in- or out-of-school suspension is assigned. |

- **Any student found in violation of the above policy who refuses to surrender his/her PED to a staff member is considered insubordinate and subject to Saturday morning detention and/or out-of-school suspension.**

CHANGE OF ADDRESS/ GUARDIANSHIP

Parents/ students must report any change of guardianship, address, or telephone numbers to the School Counseling Office. In some cases, you may be asked to document these changes. Students who do not meet the residency requirements, as a result of these changes, must attend school elsewhere or apply to the Jaffrey- Rindge Cooperative School District School Board for continued enrollment.

EMERGENCY INFORMATION

All students are expected to have an Emergency Information Card on file in the school. The purpose of the card is to assist the school in reaching parents or guardians as soon as possible should a medical emergency arise. Without this card, the school may not be able to provide a student with full or immediate treatment. The school expects to be notified of changes of pertinent information.

GUEST PASSES/ VISITORS

Students who wish to bring a visitor to school must seek permission for a guest pass from the Main Office with at least 5 days in advance of the visit. Student visitors are not allowed without a specific school-related reason approved by the

administration. The student will also need to obtain permission from his/ her teachers. No guest will be allowed without parent/guardian acknowledgment. Guest passes will not be issued to people under junior high school age. If a visitor becomes disruptive, the visitor and student will be dismissed from school for the day and parents will be contacted for transportation. Guest passes will not be issued during mid-term and final exam periods.

STUDENT PARKING/ DRIVING PRIVILEGES

Vehicles parked on school property during the school day must be registered in the office by providing proof of insurance and registration. The parking permit must be visible. Vehicles should be locked. Students may not enter vehicles during the school day without permission from the office. The school is not responsible for the automobile nor its' contents. The speed limit in the parking lot is 5 miles per hour. Any infraction of vehicle safety regulations will result in disciplinary action including detention, Saturday detention, and loss of privileges to park or drive on school property. Students will register for parking privileges in advance. Parking permits cost \$25 per semester.

SCHOOL SAFETY

Fire Drills/Evacuation Drills

Drills are conducted at regular intervals to ensure safe, orderly, and prompt exit from the building in case of emergency. When the fire alarm rings, or when instructed, students are to leave the building immediately with their classroom teacher and report to the appropriate directed area. Teachers will take attendance once clear of the building.

STUDENT TRANSPORTATION SERVICES

District busing/transportation policies and procedures can be found in the School Board Policy Manual (*Section EEA, JICC*), which is available in the school district offices or online at www.sau47.k12.nh.us.

Cameras on Buses

Buses are equipped with video cameras. Cameras have both visual and audio recording capabilities.

Student Conduct on School Buses

The School Board and School Administration are concerned about safety as we transport our students. Cooperation from parents and students is requested as we work to keep buses safe for all concerned. It is the responsibility of the parent/guardian to see that a child is safely escorted and attended to at the bus stop. A school bus only stops at the designated stops established by the bus contractor and approved by the local school board. Students become the responsibility of the school district when they board the bus in the morning and cease to be the responsibility of the school district when they disembark from the bus in the afternoons.

THE FOLLOWING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED ON ALL BUSES:

1. Students should arrive at the bus stop at least 5 minutes prior to the scheduled arrival of the bus. The driver is not scheduled to wait after the scheduled pick-up time.
2. Students should stand at least 10 feet from the point where the bus will stop. Once the bus has stopped, lights are flashing and the entry door is opened, students should board the bus in single file and fill the seats from rear to front, unless assigned seats by the driver. The driver is authorized to assign seats.
3. Elementary school students (K-5) are allowed to sit three passengers per seat. Middle School and High School students (6-12) are allowed to sit two passengers per seat.
4. Students will sit in their seats at all times with feet on the floor. Students will not change seats without permission of the bus driver.
5. Students must be seated and are not permitted to change seats when the bus is in motion.
6. Students must stay in their seats until they reach their designated stop and the bus has come to a complete stop.
7. Once a student has boarded the bus, he/she may not get off the bus except at his/her destination (exception will be made only with a note initialed by the school office personnel).
8. Students may ride only the bus to which they have been assigned (exception will be made only with a signed note initialed by the office personnel). Only authorized riders will be permitted on the buses.
9. Keep head, hands, feet, et cetera inside the bus.
10. Students will not lower windows without the driver's permission.
11. Absolutely no smoking /drinking/eating of any kind on any bus, including charter trips, athletic events, field trip, et cetera (exception for water via medical approval).

12. No profane language, obscene gestures, excessive noise, fighting, bullying, wrestling or acts of physical aggression will be tolerated.
13. Students will be responsible for any and all damages to the bus.
14. There will not be any marking or defacing of the bus.
15. Throwing of objects in/at/outside the bus will not be tolerated.
16. Anything that would create a safety hazard for the passengers or bus will not be tolerated.
17. Emergency doors are for emergency use only.
18. Always cross the street in front of the bus.
19. The bus drivers have full authority to implement district policy and procedures and bus drivers have complete charge of the bus. Their decisions and requests must be followed.
20. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.
21. Any rule infractions will be brought to the attention of the Principal who, in turn, will notify appropriate parents/guardian. Repeated violations of rules or gross misconduct will be cause to exclude the student from transportation services for a stated period of time up to the remainder of the school year.
22. No student shall be discharged from the bus while traveling to and from school. The Principal and parents/guardian shall be notified before the student can be removed from any transportation service.

Bus Disciplinary Action

If the bus driver/contractor refers a student to the Principal for disciplinary action, the following procedural guidelines will be used. The frequency and severity of infractions will be considered in any disciplinary response.

- A. Warning - The principal or designee will meet with the student and inform the parent/guardian of the misconduct that made the **warning** necessary.
- B. Removal - The second offense may result in the loss of busing privileges for up to **five (5) school days**. Parents will be notified by telephone and letter with copies to the Bus Contractor and Superintendent.
- C. Removal - The third offense may result in the loss of busing privileges for up to **ten (10) school days**. Parents will be notified by telephone and letter with copies to the Bus Contractor and Superintendent.
- D. School Board Action – The Superintendent of Schools may take before the School Board for action any student who will not follow the rules and regulations after a warning, a second and a third offense.

Important notes regarding bus disciplinary action:

- By law, **parents/guardians are responsible for transporting students to and from school if students are removed from a bus for disciplinary reasons.**

Reference: RSA 189:9a.

A student **may lose his/her busing privilege after a first offense** if, in the interest of safety and well-being of others, his/her conduct so merits.

ACADEMIC INFORMATION

DIPLOMA OPTIONS

Conant High School Diploma

Subject	Minimum Required Courses	Credits
English	English 9-12; College Prep level or higher	4.0
Social Studies	World History, US History, Economics, Civics, One	3.0

	elective	
Mathematics	Algebra I	3.0
Science	Physical Science, Biology, Chemistry/Physics, One elective	3.0
Arts Education	One elective	0.5
I T C	Digital Literacy	0.5
Health Education	Healthy Life Choices	0.5
Physical Education	Coed PE and/or Athletic PE	1.0
Electives	Electives from any discipline	7.5
Total		23

NH Core Diploma

Subject	Minimum Required Courses	Credits
English	English	4.0
Social Studies	US and NH History, US and NH Government/Civics, Economics, World History/Global Studies/Geography	2.5
Mathematics	Mathematics that encompass algebra, mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis	3.0
Science	Physical Science, Biological Science	2.0
Arts Education	One elective	0.5
I C T	Digital Literacy	0.5
Health Education	Healthy Life Choices	0.5
Physical Education	Coed PE and/or Athletic PE	1.0
Electives	Electives from any discipline	6.0
Total		20

CHS Transition Diploma

Subject	Minimum Required Courses	Credits
English	Any English courses	4.0
Social Studies	Any Social Studies courses	3.0
Mathematics	Any Mathematics courses	3.0
Science	Any Science courses	3.0
Arts Education	One elective	0.5
Computer Education	Digital Literacy or part of individual program	0.5

Health Education	Healthy Life Choices or part of individual program	0.5
Physical Education	Coed PE and/or Athletic PE	1.0
Electives	Electives from any discipline	7.5
Total		23

- Complete a minimum of four years of high school as outlined in Diploma Options
- Meet the requirements of their Individual Education Program
- Are determined to be ineligible for the other academic diploma options by administration

Honors and Advanced Placement Classes

Conant High School offers a range of Honors and Advanced Placement courses for serious, highly motivated and most likely college-bound students. “Honors” courses are so designated when the department feels the requirements are such to place it well beyond the scope of college preparatory (CP) courses and/or are a great foundation for an AP course within the same subject. “Advanced Placement” courses are those, which are clearly college level, and provide the opportunity to take an Advanced Placement exam for college credit.

Both types of courses have high teacher expectations for student learning outcomes, and carry a weight of 1.1 when calculating grade point averages. **An interview with the teacher is required for enrollment in Honors and Advanced Placement courses.** Students are encouraged to seek the recommendation of their most recent teacher(s) before advancing into either type of course. Most Honors and Advanced Placement courses require summer assignments and are available through the teacher of the course. All students are required to check with their teacher before the start of summer prior to the beginning of the course to obtain the summer assignment. **Failure to pick up and complete a summer assignment will result in a withdrawal from the course. Students may be required to pay for the AP Exam(s).**

Conant High School offers the following Honors and Advanced Placement courses:

English 9- Honors	Studio Art- Advanced Placement
English 10- Honors	Biology- Advanced Placement
English 11- Honors	Calculus- Advanced Placement
French III- Honors	English 10- Advanced Placement
French IV- Honors	English 12- Advanced Placement
Spanish III- Honors	French- Advanced Placement
Spanish IV- Honors	Physics- Advanced Placement
Pre-Calculus- Honors	Spanish- Advanced Placement
Advanced Biology- Honors	U.S. History- Advanced Placement

Region #14 Applied Technology Center

Opened in the fall of 1996, the Region #14 Applied Technology Center provides career, vocational and technical education for students from Conant and ConVal high schools. While most courses are taught at the ATC complex at ConVal High School, some programs are taught at Conant.

Students may choose to take just one or two ATC courses to “test drive” a career or area of interest. However, other students may wish to specialize in a subject area by taking a series of courses leading to a Certificate in Vocational Studies. The ATC certificate programs are approved by the NH State Department of Education and typically require two years of concentrated study. Region #14 Applied Technology Center offerings have included*:

Accounting	CISCO Networking ⁴
Autobody/Collision Repair ¹	Culinary Arts
Automotive Service Technology ²	Graphic Communications
Building Trades ²	Health Occupations
Business	Law, Public Safety & Security
Cabinetmaking & Millwork	Machine Tooling ³
Computers & Electronics	Photography & Multi-Media
Careers in Education	Pre-engineering (Engineering by Design)

*Not all courses/programs are offered every semester/year. Please contact the School Counseling Office for more information.

Grade Point Average (G.P.A.)/Class Rank

A cumulative grade point average is calculated annually at the end of the school year at Conant High School. It is used primarily to determine class rankings for seniors. It is shown on each transcript, and is weighted to reflect the level of courses taken. Students need to have been enrolled at Conant High School as a full time student for at least 5 semesters in order to be ranked as well as eligible for ranking toward Valedictorian and Salutatorian.

The formula used in determining cumulative grade point average is as follows:

$$\frac{\text{The sum of (grade x weight x course credit) for each class}}{\text{Total credits attempted}}$$

Report cards show the raw scores earned in each course; thus without calculated weight. Raw, unweighted, scores are used in determining honor roll qualification. Weighting of course levels is done only for grade point averaging/class ranking, and is reflected only in the cumulative G.P.A. on the transcript. Transcripts list the courses attempted, the levels of each course, the final numerical average for each course, and the credits earned. It also shows the weighted cumulative grade point average, and the class ranking for each student.

HONOR ROLL

A student must be enrolled in at least three (3.0) credits to be considered for Honor Roll. One grade lower than an “83” will eliminate a student from the Honor Roll. The Honor Roll will be published at the end of each 9-week grading period.

High Honors	No grade below 90%
Honors	No grade below 83%

NEW HAMPSHIRE SCHOLARS

Students participating in the NH Scholars program and completing the program with a 77 average or higher in each course taken may be eligible for a scholarship that can be used toward post-secondary education.

Conant High School, in partnership with the New Hampshire Department of Education and New Hampshire College & University Council, is a member of the New Hampshire Scholars Program. NH Scholars is part of the State Scholars Initiative, a national program that uses business leaders to motivate students to complete a rigorous course of study in high school – one that will give them a boost in college and careers. NH Scholars gives students an edge – one that’s of real value to them, the schools they attend, the companies they work for, and the communities where they live.

The courses required at Conant High School to graduate as a NH Scholar are below and students must earn a grade of 77 or better in the listed courses to be eligible for NH Scholars:

- English** **4.0 credits**
- Social Studies** (Must be fulfilled as below) **3.5 credits**
 - Ancient Medieval History 1.0 credit
 - **or** Geography 0.5 credit and 1 elective course
 - US History 1.0 credit
 - Senior Civics 1.0 credit
 - Elective Social Studies 0.5 credit
- Mathematics** (Must be fulfilled as below) **3.0 credits**
 - Algebra I 1.0 credit
 - Geometry 1.0 credit
 - Algebra II 1.0 credit
- Science** (Must be fulfilled as below) **3.0 credits**
 - Physical Science 1.0 credit
 - Biology 1.0 credit
 - Physics 1.0 credit
 - Or Advanced Biology 1.0 credit
- World Language** (must be within same language) **2.0 credits**

COURSE LOAD

All students are required to attempt a minimum number of credits per year.

Seniors	6 credits (minimum 5 classes per semester)
Juniors	6 credits
Sophomores	6 credits
Freshmen	6 credits

ALTERNATIVE LEARNING OPPORTUNITIES

Alternative Learning Opportunities (ALOs) are options for students interested in earning credit outside the traditional classroom model. These opportunities can serve as credit recovery, credit acceleration, and/or enrichment. These options are not intended to replace core requirements or to relieve students from time in class; however they exist to enrich a personalized path towards graduation. Students choosing an online option must choose an accredited program (see school counselor for more information). Students who choose to take an online class during the school day will be assigned to a designated area/classroom for one period as part of their school day. Students will be required to be in that area/class and attendance will be taken. Students and parents must meet with the student's school counselor and complete an Alternative Learning Opportunity form before starting an ALO. ALO completed forms and verification of enrollment need to be on file prior to being scheduled for a period during school. Any appeals to the above policy need to be made to the Principal. Before students are granted administrative approval to enroll in multiple ALOs, they must demonstrate successful completion of one ALO.

GRADE PROMOTION (To begin at the conclusion of the 2013-14 school year)

At the end of each school year, student promotion to the next grade will be determined by the number of total credits earned as follows:

- To be considered a **Freshman**- student needs to have successfully completed eighth grade.
 - To be considered a **Sophomore**- student needs to have earned 5.5 credits, two of which must be in core subjects*
 - To be considered a **Junior**- student needs to have earned 11 credits, six of which must be in core subjects
 - To be considered a **Senior**- student needs to have earned 18 credits, nine of which must be in core subjects
- *Core subjects include English, math, science, and social studies.

Promotions in grade level will be made only at the end of each school year.

GRADUATION

Participation in the CHS graduation ceremony is reserved for students who meet all requirements for a high school diploma. Requirements for the diploma include all credit requirements established by the Jaffrey/Rindge School Board and the State of New Hampshire. Students must be in good standing, obligations must be fulfilled, and no current suspension can be in place. Obligations include, but are not limited to, returning books, uniforms, and serving detentions. Participation in graduation is a privilege and not a right for students.

GRADING SYSTEM

Conant High School uses a 100 point scale for grading with the minimum passing grade being a 65.

STUDENT PROGRESS

Parents and students have the ability to check student progress and attendance regularly using the Web2School program from the school's website. Parents and students are provided a password enabling them to log on to their accounts and check updated academics. For information regarding this program, please contact the Office of School Counseling at extension 227.

REPORT CARDS

Report cards will be issued to all students four times per year. They will be given approximately two weeks after the end of each quarter. The final report card of the year will be mailed home. Report cards will be issued in November, February, April and June.

ENRICHMENT/INTERVENTION BLOCK

E Block will meet every day and all students will be required to participate. The purpose of E Block is to provide students the opportunity to receive additional support and instruction in their enrolled courses, within the school day. Some students who are identified with skills deficits will spend two of their E Blocks per week engaged in learning designed to strengthen identified skills. The remaining days for those students will be spent in courses they or their teacher may choose.

E Block Expectations of Students:

- **Be present and engaged.** Students are expected to be where they are supposed to be, on time, and productive during E Block. Students who persist in engaging in unproductive behavior will be reported to the administration for disciplinary action. All school wide behavioral expectations shall apply within E Block as they do at other times of the day.
- **Be Responsible.** Students who are found in the hallways during E block without a “pass” will be subject to disciplinary action by teachers/administration. Students who do not report to their assigned bookings shall be written up as “cutting class”.

EXAMINATIONS

Final and mid term examinations at Conant High School serve several purposes:

For all, students and teachers, this testing period, properly developed and administered, provides an opportunity to measure the knowledge and skills that have been developed over the course or term.

For many they are an opportunity to develop test-taking skills that could be useful in the near and distant future.

Assessments may vary in form such as presentation, final project, written exam or other evaluative method.

Students are required to take semester and final exams on the dates listed. No student shall be permitted to take an exam prior to the scheduled time without the approval of the administration. Nor shall a student be permitted to make up an exam other than on the dates listed, except in an emergency. Make up time is provided for approved cases.

A schedule will be provided prior to the examination period.

SUMMER SCHOOL/CREDIT RECOVERY

Conant High School does not offer summer school courses. However, students who have failed a course during the regular school year may qualify to make up the lost credit over the summer. Please see the School Counseling office for details. A student must have earned no less than a 50 average in the course failed in order to attempt it in a summer session. Any lower grade will have to be made up during the following school year by retaking the course.

After successful completion of the summer school course, the grade and credit are transferred to Conant. The grade is not re-averaged with the lower one, but is added as a separate grade and course to the transcript. Therefore, both grades are figured into the cumulative grade point average. The credit earned makes up for the credit lost from the failed class.

Summer school credits **are not allowed as replacements** for classes not attempted. Therefore, a student may not take summer school in order to “get ahead.” Summer school enrollment costs are the responsibility of the student.

Education Records - RELEASE OF INFORMATION

Cumulative education records are maintained for each student in accordance with the Family Education Rights Privacy Act (FERPA). Test results, report cards, attendance records, notes, work samples, and other pertinent information may be kept in education records. Education records and student information will be released to parents unless the custodial parent or guardian has provided the school with a copy of the court order or decree that specifically limits the rights of the non-custodial parent. It is the responsibility of the parent or guardian to provide copies to the school of all court documents that restrict the release of information.

PARENT/TEACHER CONFERENCES/ COMMUNICATION

Communication is encouraged between teachers and parents at the Conant High School. The district has set aside an Open House Night during the first quarter for parents to experience their children’s schedule. In addition to this day, students and parents are encouraged to utilize the email system, phone voice mail, and guidance services to set up meetings with teachers as needed throughout the school year.

STANDARDIZED TESTING PROGRAMS

PSAT Test Dates:

October 14, 2015	October 28, 2015
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ACT Test Dates:

September 12, 2015	February 6, 2016
October 24, 2015	April 9, 2016
December 12, 2015	June 11, 2016

SAT Test Dates:

October 3, 2015	March 5, 2016
November 7, 2015	May 7, 2016
December 5, 2015	June 4, 2016
January 23, 2016	

AP Test Dates:

2016 Exam Calendar - Week 1		
	Morning - 8 a.m.*	Afternoon - 12 p.m.*
Monday, May 2	Chemistry Environmental Science	Psychology
Tuesday, May 3	Computer Science A Spanish Language and Culture	Art History Physics 1: Algebra-based
Wednesday, May 4	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-based
Thursday, May 5	Calculus AB Calculus BC	AP Seminar Chinese Language and Culture
Friday, May 6	German Language and Culture United States History	European History
	Studio Art- last day for coordinators to submit digital portfolios (by 8p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolio to coordinators before this date.	

2016 Exam Calendar - Week 2			
	Morning - 8 a.m.*	Afternoon - 12 p.m.*	Afternoon - 2 p.m.
Monday, May 9	Biology Music Theory	Physics C: Mechanics	Physics C Electricity and Magnetism
Tuesday, May 10	United States Government and Politics	French Language and Culture Spanish Language and Culture	
Wednesday, May 11	English Language and Composition	Italian Literature and Culture Macroeconomics	
Thursday, May 12	Comparative Government and Politics World History	Statistics	
Friday, May 13	Microeconomics Human Geography	Latin	

NWEA MAP Testing: Measures of Academic Progress

The Jaffrey- Rindge Cooperative School District has made an investment in charting student achievement over time and the NWEA test is administered at the start of the school year and again at the end of the school year for students in Grade 9 and 10. Test of Measures of Academic Progress are state-aligned computerized adaptive tests that accurately reflect the instructional level of each student and measure growth over time.

New England Common Assessment Program (NECAP)

Each spring, the NECAP Science Assessment is administered to students in grade 11. The assessment was designed to measure your child's progress in meeting the basic Science Curriculum Targets that are highlighted within New Hampshire's Grade Span Expectations, or GSEs. The GSEs define the knowledge and skills a student should have mastered in science by the end of grade spans K-4, 5-8 and 9-11.

Smarter Balanced Assessment

The Smarter Balanced Assessment provides a system of next generation assessment for English language arts and mathematics for grades 3-8 and 11 aligned to Common Core State Standards. The summative assessment will be adaptive and administered online, describing student achievement and growth of student learning as part of program evaluation and school, and state accountability systems. For more information on the Smarter Balanced Assessment please go to: www.smarterbalanced.org

PARENTS RIGHT-TO-KNOW

The Jaffrey-Rindge School District receives Title I Federal funding. Parents within Title I schools have a right to request information regarding the professional qualifications of their child's teachers. This information may include: whether or not the teacher meets state certification for grade levels/subject areas taught; whether or not the teacher is teaching under emergency or provisional certification; the BA degree or graduate degree of the teacher; and whether or not the child is provided service by paraprofessionals, and if so their qualifications. Additionally, Title I schools shall provide parents with: information on their child's achievement on the state assessment; and timely notice that their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

STUDENT INFORMATION/ STUDENT ACTIVITIES

ATHLETIC POLICY

Jaffrey- Rindge Cooperative School District Athletic Policy

Athletics exist as an essential part of the student- athlete's full education. As an education process, it serves the following purposes:

- To teach and instruct student- athletes in the rules, fundamentals, and skills of various individual and team sports
- To provide physical training and physical outlet of adolescent energy
- To provide healthy competition and cooperation within and between schools
- To inculcate in each student- athlete the principles of good sportsmanship

Governing Bodies and Classification

Conant is governed by the laws of the New Hampshire Interscholastic Athletic Association and classified as a Division III high school.

Attendance

In order to participate in practice or represent Conant High School in an athletic contest, student- athletes must arrive to school by **8:00am** and remain in school for the entire day. When events occur on the weekend, the attendance record for Friday serves as basis for eligibility. If a student- athlete needs to be dismissed during the school day, the Athletic Director must be notified and pre- approve the dismissal in order for the student- athlete to be eligible to participate in athletics that day.

Academic Eligibility

Conant student-athletes must be enrolled in 6 academic periods. In addition to the NHIAA standards, Conant student-athletes must pass all courses and receive no more than one grade below a 70. If a student-athlete meets NHIAA requirements but fails to meet Conant requirements, he/she may follow the appeals process to continue playing. Please see the Athletic Director or Student-Athlete Handbook for more information.

Student Expectations:

Student- athletes are expected to:

- Present a neat and clean appearance (i.e. groomed hair and appropriate footwear)
- Wear school issued uniforms
- Not wear clothing with inappropriate designs or phrases while at the event
- Behave and speak appropriately at all times
- Not engage in verbal or physical intimidation
- Not create an intimidating, hostile, or offensive team environment
- Inform the administration if there is a presence of bullying and/or harassment
- Complete and turn in appropriate medical and parental permission forms
- Report injuries to the coach
- Refrain from the possession/ use of tobacco, alcohol, & controlled drugs at all times
- Represent Conant High School, in and out of the playing arena, honorably

NCAA CLEARINGHOUSE FOR COLLEGE ATHLETICS

Students planning on attending a Division I or II college/university and planning on playing a sport during their freshman year of college will need to register with the NCAA Clearinghouse and meet their outlined standards. Student athletes need to register during their junior year and should meet with their guidance counselor to plan appropriate courses during each of their four years. Questions can be answered about the NCAA Eligibility Standards by visiting www.ncaaclearinghouse.net.

CLUBS/ORGANIZATIONS

Involvement in co-curricular activities can enrich a student's high school experience. Conant High School offers a variety of activities. The following is a sample of recent club offerings:

Big Brothers/Big Sisters	Gay/ Straight Alliance
Chess Club	Granite State Challenge
Conant Athletes Reading for Enrichment	Green Club
Destination Imagination	Homework Club
Dungeons and Dragons	Human Rights Club
Drama Club	International Club
Enviro – thon	National Honor Society
Environmental Club	Ping-Pong Club
Family, Career, & Community Leaders of America	S.A.D.D.
Fellowship of Christian Athletes	Student Council
	Yearbook

Please check the Main Office or School Counselors Office for up-to-date clubs and organizations.

DANCES

Each year, CHS hosts several school dances. These dances are intended for the students of Conant High School. In cases where a Conant High School student wishes to bring someone from outside of Conant High School, the CHS student must complete a "Dance Guest Form" and return it to the Main Office by the specified time. All guests must be between the ages of freshman in high school through the age of 19. The school reserves the right to deny student attendance based on conduct that may have a negative effect or endanger the health and/or safety of other students.

STUDENT GOVERNMENT

Conant High School encourages all students to participate in the operation of the student government. Each of the classes will elect four officers: President, Vice-President, Secretary, and Treasurer. They work closely with the class advisor and with their classmates to plan activities, fundraise, and plan for their graduation.

Student Council

The Student Council is an organization of students in the high school. All students are welcome to join and participate in Student Council. As representatives of the student body they articulate the wishes and desires of the students to the faculty and administration. They plan and direct student activities with their advisor and constantly work to improve the school. Each year students hold elections for officers of the Student Council which consists of a President, Vice President, Secretary and Treasurer. Meetings are held once a week.

Fundraisers and activities during the school year are cleared through the Student Council. Organizations, classes, and groups wishing to hold an activity must attend a Student Council meeting to be granted permission to do so.

Election of Class Officers

Elections for class officers are held in the spring of each year. The process for nominating, voting, and electing candidates will be presented to the Administration for approval.

Removal from Office as a Class Officer or Student Council Representative

A class officer or member of the Student Council may be removed from office for the following reasons: three unexcused absences per quarter; failure to carry out his/her duties as an officer or representative; passing fewer than two of their major classes; or any actions which are detrimental to the welfare and best interests of the school. A member's removal may be initiated by the student organization and their advisor through an approved process. A student may appeal the decision to the administration within five days of their notification of removal.

SENIOR PRIVILEGES

Senior Privileges allow the senior to leave the building during open blocks & lunches upon meeting the guidelines below. Eligibility requirements for senior privileges in September 2014 are based on academics, effort and conduct in class, attendance, behavior, and reconciliation of all financial obligations to the school. You are expected to meet the following criteria to qualify for senior privileges:

- **ACADEMICS:** All seniors must have earned at least a 74 in all classes term 4 of the previous school year. Seniors must maintain a 74 average at the end of each term during their senior year. If a student fails to earn a 74 in any class his/her privileges will be revoked for the next term. They will have the opportunity to earn back the privilege at the end of the next term. **All seniors will need to be enrolled in a total of five Conant High School courses each semester unless prior approval from the administration has been granted.**
- **BEHAVIOR:** Any disruptive behavior in school, on school grounds, during school sponsored events/extracurricular activities, or off school grounds during lunch, or open blocks will result in loss of senior privileges (duration determined by the administration)
- **ATTENDANCE:** Students are expected to attend and be on time to school and classes. If any of the following occur privileges will be revoked immediately.
 - 4 unexcused tardies to school per term
 - 4 unexcused tardies to class per term
 - 4 unexcused absences per term
- **DETENTION:** Failure to serve detentions from a teacher or administration will result in loss of senior privileges until time is served.
- **DRIVING:** A senior exhibiting unsafe driving practices on school grounds will have privileges revoked. All parking fees must be paid. Seniors will not be allowed to transport underclassman during their open block or lunch.
- **FINANCIAL OBLIGATIONS TO SCHOOL:** All financial obligations to the school must be reconciled, including book fines, overdue library books, and any other fees or fines owed to the school
- **E-BLOCK:** It is mandatory that all seniors attend e-block and assemblies

Seniors who do not earn privileges will be assigned to a class or study hall.

Students must demonstrate proficiency in reading, writing and mathematics to qualify for Senior Privileges. Proficiency may be demonstrated by reaching one of the benchmarks as listed below:

- A score of proficient or better on the Smarter Balanced Mathematics, Reading, and Writing assessments in grade 11; OR
- Meet the ACT College Readiness Benchmark Scores for English (18), Mathematics (22), Reading (21) & Science (24). Receive a combined score of 1470 or better on the critical reading, math & writing sections of the SAT, OR
- Successful completion of all academic IEP goals and objectives by students with disabilities; OR
- Seniors who fail to reach one of the above benchmarks may complete a capstone project and meet all established benchmarks of the capstone project. The principal will have final approval of the completed Capstone Project.

The project will need to be completed no later than the end of semester one of student's senior year, in order to be eligible for senior privileges.

Project Components:

- Minimum of 16 hours of independent mentor work
- Correlation of Research Paper to Fieldwork
- Time Management, Responsibility, and Accountability
- 5-8 page thesis driven paper related to the student's fieldwork
- Reflection on Math encountered during the Project
- Statistical Analysis
- Use of Math Standard
- Oral communications
- Professional presentations to a board of community judges lasting 8-12 minutes

LOST AND FOUND ARTICLES

Lost and found articles are kept in the main office. Lost items may be claimed there. At the end of each marking period these items are removed from the school. Please check regularly for missing items.

FUNDRAISING GUIDELINES

No fundraising activity may be initiated without prior approval by the Principal or Administration.

Note: Fundraising (solicitation) done by an individual on his/ her own behalf is strictly prohibited.

LOCKERS AND BACKPACKS

Students will be permitted to carry backpacks during the school day. Students are reminded to keep belongings in a safe place. Students' books, notebooks, coats and lunches can to be stored in lockers assigned in the corridor. The school is not responsible for the security of valuables left in lockers. Students are recommended not to leave any valuables in their lockers. Any locker malfunction should be reported to the main office. The lockers are the property of the Conant High School and are subject to inspection by the administration (with or without notice). The principal or his/her designee upon reasonable suspicion that illegal or prohibited items/substances are present may conduct specific inspections of individual lockers (see Search Procedures on page 33).

- It is everyone's responsibility to avoid damaging school property, including books, lockers, and school furniture.
- Locker numbers are assigned and cannot be changed without administrative permission. Students are not to use anyone else's locker, nor share a locker without permission from the grade level team or administration.

Lockers in the athletic locker rooms (available to students on a sports team or in a PE class) require a combination lock. Students should see the Athletic Director or Physical Education teacher if they cannot provide their own.

STUDENT SERVICES

MEDIA CENTER

The Conant High School Library/Media Center (LMC) strives to meet the information and resource needs of students and staff, as well as ensure students achieve basic competency in information skills to prepare them to be independent library users in their communities and at college.

The LMC is open each school day from 7:15 a.m. until at least 2:45 pm. It houses a collection of 7,000 books, ebooks (online books), current print and non-print periodicals including newspapers. Media such as DVDs, CDs, and equipment necessary to run all types of media are available. There are more than 35 computers in the LMC, which include a variety of PC's, Chromebooks, ipads, laptops, and desktops. Both platforms of Microsoft Office and Open Office Sourceware are available.

Digital cameras, both still and video are available for school projects. Flash drives (overnight use only), DVD tapes, and other media storage devices are available for student use.

The LCM subscribes to 5 databases of information, which are accessible using the library homepage. The user names and passwords are given out to students, and are always available in the library. The databases include World Book Online, Newsbank (newspapers), EbscoHost (periodicals), Facts on File (issues and controversies), and Career Cruising, which is offered thru the ATC program.

In order to protect the safety of students, students should have a pass with them to come to the library during the day, either from a teacher, or the main office. It is very important that we account for who is in the library in case of an emergency.

All school rules, such as no portable electronic devices (unless curriculum approved), no food or drink other than water, apply when using the library. We hope to keep the Library Media Center a welcome, safe environment, where respect for others is a priority.

All of our information can be found by accessing the district web site at www.sau47.org and following the links to the Conant library.

TECHNOLOGY RESOURCES

All students are required to read and sign the JRCSD Acceptable Use Policy before being allowed to use any school computer. Students who violate this policy will be referred to the administration for disciplinary consequences. *See School Board Policies EGA and EHAA.*

Acceptable Use Policy

At school, students may use the Technology Resources for research, to learn, and to communicate with others. They agree to follow rules of appropriate behavior while using the Technology Resources. Students will follow these rules:

- I will use the Technology Resources for their intended use.
- I will respect copyright laws. I will not copy materials without permission. I will be sure to tell where I found my information.
- I will only use web sites that are appropriate.
- I will treat all equipment with respect and ask for help if I need it.

Privileges

- Being able to use the Technology Resources is a privilege and my teachers and principal are the decision makers when it comes to whether I may use them. If my behavior using the Technology Resources is not appropriate, I may lose this privilege and/or be subject to other disciplinary action.

Online Safety

- I will follow the following rules about safety:
- I will not give out personal information about myself or others (such as name, home address, telephone number, school name, etc.) to anyone on the Internet.
- If I find anything on the Internet that makes me uncomfortable or nervous, I will get a responsible adult to help me immediately.
- If I get a message that is mean or frightening I will tell a responsible adult.
- If I accidentally access inappropriate material, I will notify my teacher or a responsible adult right away.

Etiquette

- I am expected to follow rules for appropriate behavior using the Technology Resources. Some (but not all) of those rules are listed below:
- Remember that e-mail is not private. What I write may be seen by others.
- Be polite when writing a message.
- Use appropriate language.
- Follow directions from my teacher or a responsible adult when using equipment.

Security

- I will only use the District's Technology Resources when a teacher or responsible adult is present or under their direction and supervision.

Vandalism

- I will not cause any damage to the Technology Resources or Equipment.
- I will not change or delete files that belong to others.
- Passwords given to me are for my use only. I will not give it to anyone else.
- I will not use anyone else's password.

SCHOOL LUNCH PROGRAM

The Lunch Program at our school is operated through the cooperative efforts of the school and the Parent Council. All students can register in the program. Details on costs are provided on the registration form, which is available at the office. Free and reduced cost lunches are available for those students who qualify. Applications are available in the main office. Students are expected to eat lunch in the cafeteria and are **not allowed to leave school grounds during this time.**

SCHOOL COUNSELING PROGRAM

Jaffrey-Rindge Cooperative School District's School Counseling Program's Mission Statement:

Working collaboratively to encourage and support student success and resiliency in our diverse and changing world.

The School Counseling Department at Conant provides a wide range of services for students, parents, and the community in direct reflection of the district's mission statement and through individual, group, and classroom settings. Conant's school counselors make an organized effort to help students achieve their full potential in the school setting. The School Counseling Department assists students in developing an awareness of their strengths and weaknesses, interests, and needs. In addition, it strives to assist them with coping and problem-solving skills necessary to succeed in school and ultimately in a complex and changing society. It is a cooperative effort involving students, parents, teachers, and community.

Traditional services available through the School Counseling Office include: academic advising (course selection, scheduling, study skills, credit attainment, testing interpretation, etc.); career planning (assessments, career/vocational exploration, college preparation, financial aid and scholarship information, military services planning, employment opportunities and skills development, and transition services); social and personal counseling (school adjustment, personal planning, interpersonal relationships, crisis intervention, consultation, and referral).

Student Assistance Program

Students who need assistance in coping, identifying, and treating conflicts such as anger management, conflict resolution, alcohol and drug awareness and/or recovery, family stress, tobacco cessation, life skills, stress management, and teen/peer relationships should speak to their school counselor, school nurse, or another adult whom they have a connection with in the Conant educational community. The student issue will be referred to the school counseling office so that proper support can be offered.

Note: Any student voluntarily coming forward seeking assistance during a personal or medical emergency is not subject to disciplinary action.

Schedule Changes

Diminished progress may occur when an attempt is made to change a course after the beginning of the school year.

During the first days of class, each course builds a foundation for the entire course. To attempt to succeed without the foundation in any subject is a dangerous venture. Students and parents/guardians are asked to give careful attention to selecting the full school year's schedule. In order to maintain a balanced schedule that creates a class environment that best promotes learning, the following procedure for schedule changes is:

Requests for a schedule change WILL NOT be accepted after the first day of the school year for which the schedule is valid has begun. The following exceptions are deemed to be beyond a student's control and can result in a schedule change:

- The schedule is not full (7 credits for all underclassmen)
- The course does not reflect the selections by the student during the scheduling process
- The student does not meet the prerequisite of the course
- The student is requesting a course level change
- The student needs to retake a failed course
- The teacher requests a level change for the student
- The administration requests a change of course in the best interest of the student
- Any other circumstance(s) that gain the approval of the administration

All schedule changes require the appropriate add/drop papers, found in the School Counseling Office, filled out with parent and teacher signatures on file before a schedule change can take affect. **Students are required to attend all classes and complete all coursework until their school counselor advises them that their schedule has been changed and all teachers have been notified.** Dropped courses may result in a Withdraw Pass (WP) or Withdraw Fail (WF) on the report card if the student has earned any grades in the class. A WF may be earned in cases where students have failed to report to a class and completed any work without following the above procedures.

Withdrawal from School

Arrangements for withdrawing from school are made in the guidance office. A special form must be completed and returned to the School Counseling Office before a student can "officially" withdraw. Alternative schooling options are

available to a limited number of students. These options include Job Corps and Virtual Learning Academy. Students and parents are encouraged to discuss their options with a school counselor before making the decision to withdraw from Conant High School.

Transcript Requests

Requests for transcripts, or permanent records, must be made in writing to the school counseling office. Copies are free for matriculating students. Please contact: School Counseling Office at Conant High School, 3 Conant Way, Jaffrey, NH 03452. Graduates requesting release of transcripts must be made in writing by the graduate student.

Assist Services

Assist Services are offered to students through a team referral/placement process. The mission of the Assist Services is to provide students with support during their school day and a sense of community within the school building through a connection with anchoring adults and a variety of services, which include:

Academic: Students work on academic subject skills. This is done in regular education classes, special education classes, and individual meetings with Assist teachers, night classes and/or other alternative formats to meet the needs of the student.

Anchoring: Students receive the emotional anchoring support from Assist staff. This support is important for success in the educational, social, and work communities. This support comes in the form of: anger management, mediation skills, organizational skills, health issues, and employment readiness.

Experiential Learning: These activities are designed to foster personal relationship building, teamwork skills, self-evaluation skills, the application of knowledge, respect of self and others, and goal setting skills. Students may participate in activities such as trips to the Mount Wachusett Fitness Club, and vocational field trips.

Transition Services

Per the federal Individual Disabilities Education Act (IDEA), all students with an Individual Education Plan (IEP) must have a Transition Plan developed within the school year that the student turns sixteen years of age. The Transition Plan is based on the student's preferred future (after high school) and it must include at least two post high school goals and a set of activities that will occur during high school to help the student reach his/her goals. The intent of the plan is to provide students with information; contacts and/or services that will help them transition from high school life out into the adult world of work and living. The plan is created and updated as necessary according to data collected from the students. Some of the activities that a student might participate in as part of their Transition Plan are workshops, field trips, workshops, field trips, job shadows and internships. Students are introduced to educational assistive technology. In addition, career exploration and post-secondary planning activities are included as part of the coursework.

HEALTH SERVICES

The school nurse, who is a registered professional licensed in New Hampshire, oversees all health services. Students may be referred to the nurse when they have problems pertaining to their health. Health services include:

1. Emergency care of illness or injury
2. Auditory and visual screening
3. Maintaining health records
4. Ensuring that all students are fully immunized and have an admissions physical
5. Teaching health topics to students
6. Consulting with parents and teachers regarding health care and instruction
7. Administration of medication

Immunization Requirements

State law requires that all children be immunized prior to school entrance according to the recommendations of the State Public Health Agency. Students transferring into the Jaffrey-Rindge Cooperative School District must present a copy of their immunization record to be admitted. Failure to comply may result in exclusion from school for the child. A notarized statement of exemption for religious or medical reasons must be on file in the Health Office prior to the first day of school for those requesting exemption.

Reference: RSA 200:38

Physical Examination of Students

Physical examinations, including vision and hearing tests, will be required for all children entering kindergarten, grade six (6) and grade nine (9). Physicals are to be done by a physician of the family's choosing and must be completed before the first day of school. Examinations by a chiropractor are not acceptable. Any child who has not had a physical examination, or who has not been granted a waiver for religious reasons, may be excluded from school until the school nurse has been notified of the appointment date.

All students transferring into the Jaffrey-Rindge Cooperative School District must provide proof of a pre-entry physical examination done within the last year or have a physical examination completed within 30 days of school entry.

All students participating in athletics, including cheerleading, must have a physical examination **annually**. A physician's statement certifying that the student has passed an adequate physical examination and in his/her opinion is fully able to participate in athletics must be on record in the school Health Office. *Reference: RSA 200:32*

Allergies / Medical Conditions

If a child has any potentially life-threatening allergy or illness (i.e. asthma, food allergy, latex allergy), it is the parent's responsibility to notify the school annually and provide physician documentation, as well as any necessary medication. The School Nurse maintains health records on each child and will work with a parent to gather any information necessary to keep a child safe and healthy (e.g. Latex Allergy Assessment).

We have students enrolled in our school who have severe allergies to peanuts or fish. Eating or being in contact with even a very small amount of these foods/oils may cause difficulty breathing and result in a potentially life-threatening situation. To avoid such an emergency, we ask that everyone cooperate with prevention measures. As the need arises, we will designate peanut or fish free classrooms and establish a peanut or fish free table in the cafeteria. Thoroughly washing hands after eating peanuts, peanut butter or fish also helps to ensure that oils from the food are not transmitted to an allergic student.

Latex Balloons

Due to the known health risks associated with latex allergies, latex balloons are prohibited in our school buildings (when these balloons burst latex particles are dispersed into the air).

Administration of Medicines to Students

General Guidelines:

- A. Whenever a student has health needs which require taking medication during the school day, it will be considered as a program adjustment.
- B. Prescribed medicine should not be taken during school hours, if it is possible to achieve the medical regimen at home during non-school hours.
- C. Non-Prescribed (Over-the-Counter) Medication will be available **only if there is a Registered Nurse in the building to assess the student**. No non-prescribed oral medication will be administered without written parental permission being on file. Students should not be sent with over-the-counter medication from home.

Specific Guidelines:

- A. The school nurse will administer medications. In the absence of the school nurse, a designee of the school principal may assist* the student in taking prescribed medications only.

**Assist* in this case means having the required medication available to the student as needed, and observing the student as he takes or does not take his own medication.

- B. **Physician's orders** for prescribed medications shall specify in writing the duration of the order, name of the medication, the dosage and **reason for use**. Physician's orders shall be renewed each school year if long term (or more often if a change in medication, dosage or time schedule is indicated). A copy of the *Physician's Request for Giving Prescribed Medication at School* is included in the handbook or is available in the nurse's office.

- C. **Prescribed Medication:**

The medication should be delivered in its original container properly labeled with the student's name, the physician's name, the date of the original prescription, name and strength of medication, and directions for taking.

For field trips, a second labeled prescription container will be necessary for the medication needed while on the field trip.

All prescribed medication will be stored in a locked cabinet in the nurse's office.

No more than one month's supply of currently prescribed medication shall be stored in the school. Unused medication shall be picked up by parent or guardian within ten days, or disposal by the school nurse will be carried out and recorded.

- D. The nurse maintains records of medication taken by each student in accordance with guidelines established by school district policy.
- E. State Law forbids any child for any reason to take medication without written permission of the child's parent or legal guardian. **Permission slips** are available in the nurse's office. A copy of the *Parental Request for Giving Prescribed Medication at School* is also included in this Handbook.

Medical Excuse from Activities

Students will participate in all school activities (including physical education and recess) unless parents provide a doctor's note indicating a medical reason for the child to be excused.

BEHAVIORAL EXPECTATIONS

Conant High School is a learning community of students, faculty, and staff. As such, expectations of behavior exist that exemplify our mission and embody our core values to help maintain a productive, healthy, and safe school environment. We expect CHS students to embrace and act in accordance with our core values, while CHS faculty and staff guide students toward an active pursuit of these ideals.

DISCIPLINE CODE:

In this environment, CHS understands that each student matures and experiences growth through the choices he or she makes everyday. CHS behavioral expectations provide the structure within which a student is free to make decisions. As life is a series of decisions followed by consequences, we endeavor to help students learn to make choices that affect their lives in positive ways. When a student's behavior interferes with teaching and/or learning, and are deemed unacceptable in school, consequences will follow.

CONSEQUENCES

The Conant High School utilizes the following consequences for disciplinary referrals:

Teacher Assigned Detention

Teachers have the capability of assigning detentions at their discretion for behaviors that are in violation of their classroom and/or school expectations, including failure to complete assignments. Students will receive a 24-hour notification. Failure to comply with teacher assigned detention policy will result in administrative action, in all likelihood a Saturday morning detention.

Administrative Office Detention.

- **Lunch Time Detention:** Students will receive their lunch from the cafeteria and report to the main office and remain in silence until their respective lunch period ends.
- **After School Detention:** Students will report to the designated room no later than 2:20 and remain there until dismissed. After school administrative detention may last up to 90 minutes.

Saturday Detention:

Saturday detention is the assignment of a student to a quiet, supervised area for three hours (8am-11am) on a Saturday morning.

- Students will report to the main entrance of the school on Saturday morning between 7:45-8:00 am. If the student reports later than 8:00am, he/she will not be allowed entrance to detention, and it will count as skipping the detention.

- Students are responsible for bringing schoolwork or reading to keep busy for three hours.
- Eating, sleeping, talking, and personal electronic devices (PED) are not permitted. Students may bring water to drink, but nothing else.
- ***Students are responsible for his/her own transportation to and from detention.***
- During this three-hour session, students will be given one ten-minute break.
- Students must come with work in hand. Students will not be permitted to visit their locker at any time on Saturday morning.
- **Skipping Saturday detention will result in the followings:**
 - 1st offense = one day out of school suspension and Saturday detention the following Saturday.
 - 2nd offense = two days out of school suspension
 - 3rd + offense = three days out of school suspension
- Students dismissed from detention for failing to abide by the rules or for being disruptive will receive an out-of-school suspension.
- Students with outstanding detention obligations may be denied participation in school activities that may include (but are not limited to): trips, games, prom, and commencement.
- Detention obligations must be completed by the end of the school year.

WORK DETAIL

Work detail assignments may be assigned to a student depending on the disciplinary code infraction. Work detail may be assigned to be completed in school, or with organizations outside of school at the administration's discretion. It is the student's responsibility to approach organizations regarding work detail projects. Students may not be compensated for the hours they are performing their work detail.

SUSPENSION FROM SCHOOL

There are two types of suspensions. Students are expected to complete all academics while suspended. Students will be notified of the dates of the suspension in advance as well as notification to parents via phone and a formal letter of suspension mailed home.

In-School Suspension (ISS) means that a student will remain in school under close supervision and will be isolated from the rest of the school population as well as barred from participating in school-sponsored activities for the duration of the suspension. Students in ISS are expected to comply with ISS expectations, and complete school work. Failure to meet these expectations will result in Out- of-School Suspension, and the original ISS will be completed upon return.

Out-of-School Suspension (OSS) means that a student is barred from the school campus and from participating in school-sponsored activities for the duration of the suspension.

A. YOU CAN EXPECT A TEACHER or ADMINISTRATIVE OFFICE DETENTION IF YOU CHOOSE TO:

- Arrive tardy to school/ class repeatedly
- Cut a class or homeroom
- Be in an out-of-bounds area
- Show disrespect (derogatory remarks, name-calling, other) for others
- Repeated use offensive language
- Create a disturbance or be disruptive
- Consume food or drink (except water) in inappropriate area
- Disobey classroom rules
- Engage in repeated inappropriate public displays of attention (PDA)
- Disregard the school dress code
- Leave a classroom without proper permission
- Refuse to participate in class

B. YOU CAN EXPECT SATURDAY DETENTION/ IN-SCHOOL SUSPENSION IF YOU CHOOSE TO:

- Cut administrative office OR teacher detention
- Leave school grounds without permission
- Be truant from school
- Repeatedly cut class
- Repeatedly violate parking/driving regulations
- Repeatedly violate the PED policy
- Repeatedly be late to school

- Misbehave persistently or chronically.
- Call yourself or someone else in falsely absent or tardy
- Forge a signature, note or pass
- Fail to respect school property
- **See Saturday Detention on page 28.**

C. YOU CAN EXPECT SUSPENSION, POSSIBLE LEGAL ACTION, RESTITUTION, and/or EXPULSION IF YOU CHOOSE TO:

- Assault someone (fighting)
- Be disrespectful, abusive, or insubordinate toward school personnel
- Refuse a staff member’s reasonable request
- Not hand over a PED at the request of a staff member
- Be on school grounds when suspended
- Create an excessive disturbance in school
- Be involved in disruptive confrontations in school
- Repeatedly violate district Internet Policy
- Engage in hazing, harassment, bullying, cyber-bullying
- Engage in unwanted physical contact
- Ignite, possess or transfer an explosive device such as a firecracker, smoke bomb, pepper gas or other dangerous object
- Possess, use, be under the influence of and/or transfer of alcohol or a controlled substance
- Set off a fire alarm or cause the building to be evacuated
- Possess/use tobacco products in school or on school grounds (see Tobacco Policy)
- Steal, vandalize or destroy school or personal property
- Threaten the physical or psychological well-being of others
- Violate town, state or federal laws on school grounds
- Violate district weapons policy
- Violate district policy on sexual harassment
- Misbehave persistently and/or chronically

*Other forms of misbehavior, which are neither anticipated nor listed, will be dealt with individually. Mitigating circumstances will be considered and dealt with individually. Students who repeatedly violate school rules are subject to extended out-of-school suspensions.

STUDENT WELLNESS, SAFETY, AND RIGHTS

STATE LAW OF SUSPENSION AND DISMISSAL OF PUPILS

R.S.A. 193:13 The Superintendent, or his representative as designated in writing, is authorized to suspend pupils from school for gross misconduct, providing that where there is a suspension lasting beyond ten (10) school days, the parent or guardian has the right to appeal any such suspension to the local board. Any suspension to continue beyond twenty (20) school days must be approved by the local board. Any pupil may be dismissed from school by the local school board for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school and said pupil shall not attend school until restored by the local board. Any dismissal must be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such dismissal by the local board to the State Board of Education.

DUE PROCESS

When a student is referred to the administration for alleged misconduct, discipline consequences will be imposed in accordance with due process requirements. As a general principle, due process requires that the student be notified of the allegation of misconduct, and be given an opportunity to be heard. The specific procedure depends upon the type and length of discipline to be imposed. The specific procedures are set forth in this Handbook, RSA 193:13 and the rules adopted by the New Hampshire Board of Education in Ed. 317. A copy of Ed317 form is available in the Conant High School main office.

SAFE SCHOOL ZONE- Referenced Policies

It is the policy of the Jaffrey-Rindge Cooperative School District that all school buildings, property, bus stops and routes, and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct which threatens harm by means of weapons or objects used as weapons. All discipline issues involving drugs/ alcohol, firearms/ other weapons, homicide, sexual acts, robbery/ theft, arson, criminal mischief/ vandalism, and assaults/ threats will be filed with the Jaffrey Police Department under the Safe Schools Act. It is the policy of the Jaffrey Rindge Cooperative School District that the provisions of RSA 193- D:2, the Safe School Zone Act, be carried out in all respects. A summary of the policy follows.

Tobacco Use, Possession, and Sale Policy

No person shall sell, give or furnish or cause or allow or procure to be sold, given or furnish tobacco products to a minor. (RSA 126-K:4). Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

No person under 18 years of age shall purchase, attempt to purchase, possess, or use any tobacco product. (RSA 126-K:6) No person shall use any tobacco product in any facility maintained by the school district, or on any of the grounds of the district.

(RSA 126-K:7) *Note: any persons found to be in violation of the above laws regarding the possession, sale or use of tobacco on school property will be subject to out of school suspension, legal action, or both, according to JRCSD policy and will be referred to the student assistance program for follow-up. Legal action may include prosecution by law enforcement authorities, and/or, fines payable to local district court up to the amount of \$100.00 for those under 18 years of age, and, up to \$750.00 for those 18 years of age and over, plus court cost.*

Students who possess or use tobacco products on school property during school and/or school-sponsored events will be suspended out-of school as follows:

- 1st offense- Possession-one (1) day
Use- three (3) days
- 2nd offense- Possession- three (3) days
Use- five (5) days
- 3rd offense- Possession- five (5)
Use- up to ten (10) days of OSS
- 4th offense- Recommendation for expulsion to the Office of Superintendent

Drug/ Alcohol Use, Possession, and Sale Policy

Students suspected of being in possession of, selling, distributing, using or being under the influence of alcohol, drugs, inhalants or any other substance will be referred to the administration immediately. The student will be escorted to the Health Center and the school nurse or administration will notify the parents. The nurse or administration will call the family physician, if possible, or any doctor available. In case of an emergency, the hospital will be notified and the student will be transported to the emergency room. The administration may notify the police and complete an Ed 317 form. All cases, including possession of drug paraphernalia, will be reported to the administration.

Note: A student voluntarily coming forward seeking assistance during a personal or medical crisis is not subject to disciplinary action.

1st incident:

- **Possession and/or Use:** Five to ten days Out of School Suspension
- **Selling and/or Distribution:** Recommendation for expulsion from school for the remainder of the school year in accordance with RSA 193:13

2nd incident:

- **Possession and/or Use:** Recommendation for expulsion from school for the remainder of the school year in accordance with RSA 193:13

False Fire Alarm/ Bomb Scare/ Building Threats Policy

Any student deliberately causing a fire alarm to be sounded in the school, tampering with the alarm system, or participating in a bomb threat and or causing building chaos will, upon apprehension, be referred to the administration.

Weapons Policy

A. Weapons such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:20), clubs, billy clubs, knives, metallic knuckles, or containers containing chemicals such as pepper gas or mace or other objects used as weapons are not permitted on school property, school buses, or at school sponsored activities. "Weapons" shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, to threaten to cause bodily harm or injury to any person. Student violations of this policy will result in both school

disciplinary action and possible notification of local police. A student, who brings or is in possession of a weapon on school grounds or at bus stops, will be summarily suspended from school until a meeting of the school board determines the outcome of the hearing. (RSA: 193-D)

B. In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval 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 and district policy.

C. Weapons under control of law enforcement personnel are permitted.

Theft/ Destruction/ Violence Policy

A. "Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing."

B. The Report required above will be completed using Ed 317 form.

Bullying, Taunting, and/or Hazing Policy

A physical or verbal act directed at a student by another student that has the effect of humiliating, intimidating, harassing, insulting, etc. will not be tolerated and will be referred to the administration.

Harassment

The Jaffrey-Rindge School District is committed to providing all pupils a safe school environment in which all members of the community are treated with respect. Verbal or physical intimidation that is based on race, religion, ethnic origin, gender, sexual orientation, or disability is prohibited. Students who are feeling harassed should speak with a trusted adult. The incident must also be reported to an administrator.

Bullying

State Law 193-F:3 defines bullying as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

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

Bullying or cyber bullying shall occur when an action or communication as defined in RSA 193-F:3:

- (a) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (b) 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.

Cyber-Bullying

Cyber-bullying is any form of bullying as defined above using electronic devices. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. Any electronic communication that disrupts or prevents a safe and positive educational environment may also be considered cyber-bullying. Cyber-bullying using district technology, and/or cyber-bullying that impacts the educational environment, will not be tolerated. Students should report an incident immediately to a teacher or principal and should also preserve evidence of the cyber-bullying.

Sexual Harassment

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or violence is prohibited and should be reported immediately to an administrator. *See School Board Policy JBAA.*

Reporting To Jaffrey Police Department

The Safe School Policy pursuant to RSA 193:13 requires that the school officials report to the Jaffrey Police Department incidents of theft, vandalism and actions involving drugs/ alcohol, firearms/ other weapons, homicide, sexual acts, robbery/ theft, arson, criminal mischief/ vandalism, and assaults/ threats. If your son/daughter has been involved in these behaviors, the school administration will share this information with the police who may take additional action.

Interrogations and Searches

It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials should observe the following:

- A student may not be interrogated on school premises by an authority without the knowledge of a school official.
- Parents of minor students will be notified prior to student involvement in police business while on school property. (Except pursuant to RSA169-C:38.)
- Any interrogation must be done in private and with an official school representative present.
- In a situation where the student is the subject of the investigation, the police will notify parents prior to contact on school property or will provide a court order to school personnel in the form of signed verification. (Except pursuant to RSA169-C:38.)
- A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
- If a student is removed from the school by legal authority, the school will attempt to contact the student's parents.
- The school district reserves the right to inspect lockers, desks and/or cubbies at all times. The school district retains ownership and possession over student storage areas.

Before conducting a search of a student or the student's personal belongings (other than lockers, desks, and/or cubbies) the Administrator and/or his/her designee will attempt to gain the consent of the student to conduct the search. The Administrator and/or his/her designee may conduct a non-consensual search of a student (and/or items ie: backpack, car, etc.) if the Administrator and/or his/her designee has reasonable grounds to believe the search will turn up evidence that the student has violated or is violating the law or the rules of the school.(School Board Policy JFG)

Procedures Regarding Students with Disabilities

In the event a student being considered for long-term suspension or expulsion is disabled, certain additional procedures will apply. These procedures may require a meeting of the student's team to consider whether the behavior is a manifestation of the disability and a Student Services Discipline Form will be filed with the office of student services. Certain additional time periods apply to cases involving a student with disabilities. The full school policy and state and federal regulations should be consulted by any parent or student who questions whether a student being disciplined is or might be disabled.

Legal Services:

There is low cost or no fee legal services available to students and parents. Information may be obtained from the New Hampshire Bar Association telephone number (603) 224-6942) or through the principal's office.

DRESS CODE

Philosophy of the Conant High School Dress Code

It is the philosophy of Conant High School that appropriate school dress demonstrates respect for oneself, classmates and faculty. Clean and tasteful grooming nourishes a sense of pride in the school and in the learning process. By keeping to the spirit of the dress code students display maturity and dignity. While it is the right of each individual to express oneself by dressing according to his or her personal preference, the execution of this right must not interfere with the rights of others. As such, student dress will be free from distraction, will not cause disruption to the educational process or atmosphere, damage school property, violate lawful statutes, or constitute a health or safety hazard to fellow students, faculty, staff, or visitors.

Regulations of the Dress Code

The following regulations have been developed to assure adherence to Conant High School's dress code philosophy. These rules are not comprehensive and the administration will have discretion to state what is and is not appropriate in keeping with the dress code philosophy should an issue arise.

- No undergarments should ever be visible.
- Clothing cannot display or promote the use of drugs, alcohol, tobacco products, violence, discrimination, vulgarity and sexual activity or innuendo.
- Hoods and Hats: Hooded clothing is allowed, however hoods are not to cover the head or face while in the school building. Hats and caps are allowed, however in the classroom teachers reserve the right to have students remove their hats/caps.

- **Tops:** Tops must not expose large areas of the upper body (backs, chests, underarms, midriffs) other than the arms. Exposure of cleavage is not permitted. Accordingly, muscle shirts, tube tops, strapless shirts, backless shirts, halter-tops, spaghetti straps, or one-shoulder tops are not permitted. Tops must extend to the start of the clothing article that covers the lower body when the wearer is walking or standing.
- **Pants:** Pants must meet the bottom of the shirt when the wearer is walking or standing. Pants must not drag on the floor and must be worn at or above the hips.
- **Shorts and Skirts:** The top of shorts and skirts must be worn at or above the hips. They must extend the length of the wearer's arms with fingertips fully extended while standing. Any slits in the garment must not extend higher than the extended fingertips.
- **Dresses:** Dresses must conform to the requirements articulated for both tops and shorts/skirts.
- **Jewelry:** No jewelry or accessories shall be worn that could be considered a safety hazard. Examples include but are not limited to: pocket chains or other heavy chains, spiked collars, spiked wristbands, etc. Jewelry or accessories that create a distraction, generate a hazard, or refer to sex, violence, discrimination, or drugs (including alcohol and tobacco products) shall not be allowed.
- **Footwear** must be worn at all times.

Dress Code Important Note:

The above regulations apply during the regular school day (7:30- 2:12). At special events, after- school and co-curricular functions, students are still expected to adhere to the basic standards of modesty and decency. This includes refraining from wearing clothing articles that promote or display the use of alcohol, drugs, tobacco products, discrimination, violence, vulgarity, or sexual references.

Consequences for Violating the Dress Code

Violation of this policy will result in the following:

- 1st offense** Student receives a warning and is given the opportunity to correct the violation: **Depending on the level of violation, parents may be contacted.** If the student cannot or will not correct the violation, the student shall be sent home and readmitted only when the matter is rectified.
- 2nd offense** Student is given the opportunity to correct the violation, **parents will be contacted, student will receive a 30 minute detention.** If the student will not correct the violation, the student is suspended out of school for one day. The student shall be required to be appropriately dressed for readmission.
- 3rd offense** Student is given the opportunity to correct the violation, parents will be contacted, student **will receive a 60 minute administrative detention.** If the student will not correct the violation, the student is suspended for up to three days. Parents are contacted. The student shall be required to be appropriately dressed for readmission.
- 4th plus offense** Student is given the opportunity to correct the violation **and will receive a Saturday Detention.** If the student will not correct the violation, the student is suspended for up to five days. Parents are contacted. A referral may be made for additional disciplinary action up to possible expulsion. The student shall be required to be appropriately dressed for readmission.

Academic Dishonesty

Cheating/Plagiarism – Plagiarism is claiming someone else's work as your own. This is usually done by using the exact words another person has written or spoken without giving credit to that person or by using the opinions or ideas of another person by simply putting them into your own words. To avoid plagiarism, you must put quotation marks around someone else's exact words and credit the ideas of others when you use them in reports, essays, or research papers. Academic cheating, like plagiarism, makes use of information which is not your own. Common forms of cheating involve copying from others, with or without their knowledge, or using unauthorized notes. If/ when a student is found guilty of plagiarism or cheating; his/her parent/guardian will be contacted, administration and guidance counselor will be notified; a copy of the piece of work in question will be kept in student's file; the student may receive a zero grade on the entire work or project depending on the circumstances; and additional disciplinary consequences will be determined by administration and the teacher involved if necessary. Students will not be allowed to make-up the assignment. If a student is found guilty of cheating/ plagiarism more than one time, there will be a hearing of the Faculty Review Committee to determine possible failure of the course and/or further disciplinary actions. Students may appeal all cheating/ plagiarism decisions to the administration.

DISTRICT REGULATIONS, PROCEDURES, AND POLICIES

RESIDENCY

Summary: Our schools serve residents of Jaffrey and Rindge.

Parents must fill out a Town of Residency Form annually. Only students who are residing in Jaffrey or Rindge with a parent or legal guardian may attend **Conant High School**. Proof of residency may be requested at any time. Non-residents must submit a written request to attend **Conant High School** to the Superintendent of Schools. Tuition will be charged to non-residents of Jaffrey-Rindge. Guardians of students who move out of the district during the months of May or June may submit a written request to the principal to complete the year with the parents providing transportation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Summary: We respect the privacy of students and families.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records (also see School Board Policy EEO). They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Requests should be made in writing to the School Principal or Director of Student Services.
2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of privacy rights. Amendment requests should be made in writing to the School Principal or Director of Student Services.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Directory Information).
4. FERPA allows for disclosure without consent to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Directory Information

Summary: Some information can be shared within our community.

Under FERPA guidelines, the Jaffrey-Rindge Cooperative School District may disclose the following "directory information" without written consent:

- a) The student's name and town of residence.
- b) Grade level or major field of study.
- c) Participation in officially recognized activities and sports.
- d) Dates of attendance.
- e) Weight and height of members of athletic teams.
- f) Awards, honors and degrees received.
- g) Date of birth.
- h) Most recent educational institution attended.

The primary purpose of directory information is to allow the school district to recognize students in school publications (e.g. newsletter, yearbook or event program). Directory information may also be disclosed to outside organizations (e.g. local newspaper). If you do not want the Jaffrey-Rindge School District to disclose any or all directory information from your child's education records without your prior written consent, you must notify the building principal in writing **by the third Monday in September of each school year**.

WELLNESS POLICY

Summary: We will create a healthy school environment.

The Jaffrey-Rindge Cooperative School District is committed to creating a healthy school environment that enhances the development of life-long wellness practices. The district recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic illnesses. Each school, in conjunction with the Director of Food Services, will implement the wellness policy to promote wellness as a part of school and community activities. We do so in partnership with families, since both families and schools have influence over students' eating, physical activity and other wellness practices. *See School Board Policy JLCF.*

ASBESTOS MANAGEMENT & HAZARD EMERGENCY RESPONSE

Summary: We keep our school buildings free from hazardous materials.

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that all school buildings be inspected for asbestos-containing material. School districts are also required to develop an asbestos management plan and to notify the public of asbestos abatement actions. The AHERA Management Plans for schools in the Jaffrey-Rindge Cooperative School District are available for viewing in the office of the Maintenance Supervisor, SAU 47, 81 Fitzgerald Drive, Unit #2, Jaffrey, NH.

NON-DISCRIMINATION

Summary: Our school district offers equal opportunities for all.

The Jaffrey-Rindge Cooperative School District does not discriminate in any of its educational programs, activities or employment practices on the basis of race, color, religion, national origin, sex, sex orientation, marital and familial status, disability, or age. *See School Board Policy AC.*

The following person has been designated to handle inquiries regarding the district's non-discrimination policies:

*Superintendent of Schools
81 Fitzgerald Drive, Unit #2
Jaffrey, NH 03452
(603) 532-8100 x 211*

Grievance procedures, which provide for prompt and equitable resolution of complaints, may be obtained by contacting the Office of the Superintendent. For further information on non-discrimination, you may also contact the enforcement office serving our region:

Office for Civil Rights (Boston Office)
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0150
OCR.Boston@ed.gov

Title IX

Summary: Females and males will have equal rights.

As required by Title IX of the Education Amendments of 1972, the Jaffrey-Rindge Cooperative School District does not discriminate on the basis of sex in the education programs or activities it provides. The district officials responsible for the coordination of activities relating to nondiscrimination on the basis of sex are:

*Susan Shaw-Sarles, Title IX Coordinator
18 School Street, Jaffrey, NH 03452
(603) 532-8355*

*John Stone, Title IX Coordinator
58 School Street, Rindge, NH 03461
(603) 899-3363*

Individuals also have a right to seek a remedy from the NH Human Rights Commission, the Equal Employment Opportunity Commission, and the Office for Civil Rights.

Section 504

Summary: People with handicaps will have equal rights.

As required by Section 504 of the Rehabilitation Act of 1973, the Jaffrey-Rindge Cooperative School District does not discriminate on the basis of handicap in admission or access to its programs and activities, including vocational education programs.

The district official responsible for the coordination of activities relating to this act is:

*David Beauchamp, Assistant Superintendent
81 Fitzgerald Drive, Unit #2
Jaffrey, NH 03452
603) 532-8100 x 226*

Individuals also have the right to contact the Office for Civil Rights.

2015-16 Bell Schedule

Period Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:25-8:13	1	1	1	2	1
8:16-9:04	2	2			2
9:07-9:31	E	E	E	E	E
9:34-10:22	3	3	3	4	3
10:25-11:13	4	4			4
11:16-12:30*	5	5			5
12:33-1:21	6	6	7	6	6
1:24-2:12	7	7			7

* Includes lunch period
 Lunch A- 11:16-11:39
 Lunch B- 12:07-12:30

Delayed Opening

Period Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:25-10:00	1	1	1	2	1
10:03-10:38	2	2			2
10:41-11:16	3	3	3	4	3
11:19-12:19	4	4			4
12:22-12:57*	5	5	5	5	5
1:00-1:35	6	6			6
1:38-2:12	7	7			7

* Lunch A- 11:19-11:42
 * Lunch B- 11:56-12:19

Assembly/Community Time Schedule	
Time	Period
7:25-8:09	1
8:12-8:56	2
9:01-9:51	Assembly/CT
9:56-10:40	3
10:43-11:27	4
11:30-12:37*	5
12:40-1:24	6
1:27-2:12	7

*Lunch A- 11:30-11:5
 *Lunch B- 12:14-12:37