

# GILFORD HIGH SCHOOL

Student/Parent Handbook 2020-2021



Serving the Communities of Gilford and Gilmanton

# TABLE OF CONTENTS

## INTRODUCTION

Staff List .....	1
School Profile .....	2
Administration.....	2
SAU Personnel/Numbers.....	2
School Board/Meetings .....	2
Gilford School District Mission.....	3
Expectations .....	3
Long Range Strategic Goals .....	3
Accreditation Statement.....	3
GHS Mission Statement .....	4
Welcome.....	5

## GENERAL INFORMATION

Age of Majority .....	6
Absence from School.....	6
Limit of Absences.....	6
Pre-arranged Absences .....	6
School Sponsored Activities.....	7
Bicycles .....	7
Bus Services .....	7
Computers.....	8
Dismissals.....	8
Online Grading System.....	9
Evacuation Procedures.....	9
Food Services .....	9
Grading .....	10
Grade Point Average.....	10
Graduation .....	11
Highly Qualified Teachers.....	11
Health Services .....	11
Insurance.....	11
Lockers .....	11
Lost & Found.....	11
No School/Delayed Opening .....	11
Parking.....	11
Passes.....	12
Schedules.....	12
Regular .....	12
Early Release .....	12
Delayed.....	12
Advisory .....	12
Student Employment Regulations.....	12
Work Permits .....	13
Student Information Release.....	13
Student Messages.....	13
Student Resource Officer .....	13
Visitors .....	13

## ACADEMIC PROGRAMS

Competency Based Grading.....	14
Course Drop/Add Policy.....	14
Academic Information .....	14
Letters of Recommendation .....	14
Advanced Placement Classes.....	14
Community Service Elective.....	14
Crisis Intervention Counseling.....	15
Exam Schedule/College Board .....	15
Examination Dates.....	15
Guidance Department .....	15
Counselor Assignment .....	15
Homework Guidelines .....	16
Honor Roll .....	17
Interim Reports .....	17
Library/Media Center.....	17
Objectionable Material.....	17
Trips and Exchanges .....	17
National Honor Society.....	18
Report Cards .....	19
Running Start.....	19
Senior Privileges .....	19
Withdrawal from School.....	19

## STUDENT ACTIVITIES AND CLUBS

Activities.....	19
Participation.....	20
Dances .....	20

## ATHLETICS

Sports Offered.....	20
Attendance/Participation.....	20
Eligibility .....	21
Non-School Competition .....	21
Physical Exam .....	22
Family Obligations .....	22
Fundraising .....	22
Student Government .....	22
Student Publications .....	23

## SCHOOL RULES AND CONDUCT

Behavior at School Functions .....	23
Class Cuts .....	23
Cutting Detention.....	23
Detention.....	23
Discipline Continuum .....	23
Displaying Affection.....	23
Disruptive Behavior .....	23
Lasers.....	23
Dress Code.....	24
Drugs and Alcohol.....	24
Electronic Smoking Devices .....	24
Electronic Equipment .....	24
Recording Devices .....	25
Fighting.....	25
Food/Beverage.....	25
Harassment .....	25
Indecent Behavior.....	26
In-School Suspension .....	26
Insubordination.....	26
Leaving School Grounds.....	26
Misrepresentation .....	26
Obligations.....	26
Out-of-School Suspension .....	27
Plagiarism/Cheating.....	27
Profanity Towards Staff.....	27
Safety .....	28
Searches .....	28
Skateboarding/Roller Skating .....	29
Swearing .....	29
Tardiness to Class .....	29
Tardiness to School.....	29
Theft/Destruction.....	29
Threats Towards Staff.....	29
Truancy.....	29
Use/Possession Tobacco Products .....	30
Vandalism.....	30

## SCHOOL DISTRICT POLICIES

Athletic Policy .....	30
Appeals.....	32
Awards.....	32
Non-School Competition .....	32
Attendance, Absenteeism and	
Truancy .....	33
Attendance Policy.....	34
Appeals .....	34
Child Find Notice .....	35
Drug and Alcohol Policy .....	35
Medications in School.....	36
GHS Conflict Resolution Policy .....	36
GHS Appeals Committee.....	37
Handicapped Accessibility.....	37
Individuals with Disabilities Act.....	37
Bullying and Cyberbullying.....	37
Notice of Nondiscrimination.....	38
Notice of Drug Free Workplace .....	38
Public Notice .....	38
Pupil Safety & Violence Prevention	38
Right to Due Process.....	38
Procedural Guidelines.....	39
Residency.....	39
Suspension/Expulsion.....	39
Safe School Zones .....	40
Sexual Harassment Policy.....	41
Student Records .....	43
Use/Possession of Tobacco .....	43
Video/Audio Surveillance.....	43
Suicide Prevention and Response .....	45
Computer Network, Internet &	
3rd Party Sites Application for	
Accounts .....	46
School Wide Rubrics .....	50
Signature Page .....	52

## 2020-2021 STAFF – GILFORD HIGH SCHOOL

### Administration

Anthony Sperazzo, Principal  
Timothy Goggin, Assistant Principal  
Lori Jewett, School Counseling Dir.  
Rick Acquilano, Athletic Dir.

### Administrative Assistants

Cheryl Bryan, Asst. Principal/  
Athletic Dir.  
T.B.D., Principal  
Karen Madon, Guidance  
Kathy DuBois, Main Office

### Art Department

Leaman Antone  
Laura Weed  
Aaron Witham

### Performing Arts Department

Lyvie Beyrent, Instrumental  
Matt Demko, Director  
Scott Piddington, Technical Dir.  
Denise Sanborn, Choral

### Custodial/Grounds/Maintenance

Cody Dockham  
John Gillis  
Gary Glaude  
Greg Haynes  
Matt Howe  
Paul Lounsbrough  
Jamie Mercier  
Ken Mulleavey, Supervisor  
Paul Peloquin  
Mike Robbs  
Jake Ruggles

### Guidance Department

Jaedyn Bassett, Counselor  
Laurie Belanger, Student Assistance  
Dan Caron, Career Counselor  
Monica Sawyer, Counselor

### Student Academic Support

Julie Stuart

### Business/Computer Dept.

Michelle Bernard  
Steve O’Riordan  
Emily Soucy

### English Department

Abby Asciola  
Jessica Bishop  
Tyler Davis  
Deb Laliberte  
Ali McEvoy  
Emily Wolpin

### Media Center

Corey Nazer, Director  
Jennifer Wyatt

### School Nurse

Meg Jenkins, RN

### Study Hall Supervisor

T.B.D.

### Modern Language Department

Louise Jagusch, French  
Melissa Otis, Spanish  
Janice Stowell, Spanish  
Emily Wolpin, French

### Science Department

Jennifer Betournay  
Sarah Hengstenberg  
Jillian Nickerson  
Melissa Otis  
Andrew Pegg  
Lorienne Valovanie

### Food Services

Jonathan Dupuis, Director  
Carmen Baretto  
Jean Chapman  
Alyssa Connell  
Joann Defilippis  
Kim Ellsworth  
Lynn Rowson  
Norma Ruchti  
Ann Saulnier

### Special Education Department

Bethany Allen  
Kathleen Butler  
Tom Carr  
Sherry Evans  
Joe Maslow

### Mathematics Department

John Allwein  
Henry Wyman Eckhardt  
Jason Javalgi  
Jennifer McDonald  
Thomas Raymond  
Jessica Wallace

### Physical Education/Wellness

Julie Andrews  
Brandt O’Hara  
Amy Tripp

### Engineering Technology

Dan Caron

### Paraprofessionals

Mary Burke  
Erin Creamer  
Hermann Defregger  
Cheryl Johnson  
Dawn Ledwith  
Michael Loughlin  
Diana O’Connor  
Chris Perkins  
Linda Perkins  
Melody Strout  
Julie Whitaker

### Social Studies Department

Sarah Achorn  
Anna Barksdale  
Amie Edmunds  
Eric Porusta  
Chris Soule

### SRO

Alyssa Raxter, GPD Officer

## GILFORD HIGH SCHOOL – PROFILE

Gilford High School is a public school serving the students of Gilford and Gilmanton, New Hampshire. The school serves students in grades 9-12 with a population of approximately 500 students. The school has a teaching staff of approximately 60, and a support staff of approximately 45.

Gilford High School is accredited with the New England Association of Schools and Colleges (NEASC). The program at GHS meets all the requirements of the New Hampshire Department of Education. GHS is a member of the New Hampshire Music Education Association, the New Hampshire Educational Theaters Guild, and the New Hampshire Interscholastic Athletic Association (NHIAA).

Address: 88 Alvah Wilson Road, Gilford, NH 03249

Website: <http://ghs.sau73.org>

College Entrance Exam Board or CEEB #: 300-304

Phone: 603-524-7135

School Mascot: Golden Eagle

Fax: 603-524-3867

School Colors: Royal Blue & Gold

### Administration:

Anthony R. Sperazzo, Principal; [asperazzo@sau73.org](mailto:asperazzo@sau73.org)

Timothy A. Goggin, Assistant Principal; [tgoggin@sau73.org](mailto:tgoggin@sau73.org)

Lori Jewett, Director of Guidance; [ljewett@sau73.org](mailto:ljewett@sau73.org)

Rick Acquilano, Athletic Director; [racquilano@sau73.org](mailto:racquilano@sau73.org)

### Gilford School District and School Administrative Unit (SAU # 73)

Gilford School District  
2 Belknap Mountain Road  
Gilford, NH 03249

Phone: 603-527-9215

Fax: 603-527-9216

Superintendent of Schools: Kirk Beitler; [kbeitler@sau73.org](mailto:kbeitler@sau73.org)

### School Board Members:

Chris McDonough, Chair

Gretchen Gandini, Vice Chair

Adam Mini, Gilmanton Representative

Jeanin Onos

Kyle Sanborn

Karen Thurston

Gilford School Board meetings are held on the first Monday of every month. When the first Monday of the month is a holiday, the Board will meet on the day after the holiday. Meetings are held in the Gilford Elementary School library beginning at 6:00pm. The public is welcome to attend.

## **GILFORD SCHOOL DISTRICT MISSION**

The Mission Statement of the Gilford School District is to provide innovative education, creating pathways to success for all learners.

### Vision

The Vision of the Gilford School District The Gilford School District (GSD) aspires to prepare each learner to thrive as an adaptable citizen by providing a rigorous education, while supporting the whole child. GSD expects our learners to be self-directed and engaged. We succeed when we each:

- demonstrate critical and creative thinking,
- persevere through challenges and solve problems;
- communicate and collaborate as a learner and community member.

### Expectations-

The Gilford School District will:

- Provide a disciplined, respectful, and safe environment that promotes learning.
- Provide students with a dynamic curriculum that prepares them for careers and further education.
- Ensure that all students can learn and will meet yearly curriculum competencies.
- Recognize and adapt curriculum to meet individual student learning styles.
- Actively engage families in the educational process.
- Promote personal responsibility, accountability and wellness as an integral part of the educational process.
- Develop strong business and community partnerships to support a broad range of opportunities and positive influences for students.
- Establish a plan for students to participate in community service projects to develop character and citizenship.
- Promote open communications that promote accountability.
- Expect employees to excel in their roles and will support their efforts for continuous improvement.
- Examine the use of all resources to maximize impact and effectiveness.
- Provide the integration of appropriate technology essential to the education process.

### Long Range Strategic Goals

We believe all people can learn and that individuals need to be offered diverse learning opportunities that are rigorous, personalized, authentic, and relevant to their future; learning takes place in a variety of settings.

We believe that the teaching and learning environment in the Gilford School District must be physically and emotionally safe, where risk-taking and failures are supported and successes celebrated while providing multiple pathways to future goals. We know challenges provide opportunities for self-reflection, perseverance, and growth.

We believe that partnerships in an engaged community are critical in supporting teaching and learning. We value the relationship between the communities of Gilford and Gilmanton.

We believe our educators are essential in helping learners develop the intellect and strength of character necessary to live in an ever-changing world. We believe collaboration, respect, perseverance, personal growth, creativity, and excellence are central to achieving our mission

## **ACCREDITATION STATEMENT**

Gilford High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association of Schools and Colleges (NEASC) indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association of Schools and Colleges is not partial but applies to the institution as a whole. As such, it is not a guarantee of quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

New England Association of Schools and Colleges  
The Sanborn House, 15 High Street  
Winchester, MA 01890

### **GILFORD HIGH SCHOOL MISSION STATEMENT**

The mission of Gilford High School, in partnership with our communities, is to engage each student actively in a broad range of educational opportunities that will equip all students to be lifelong learners and responsible citizens who have the abilities necessary to thrive in a changing society.

#### Guiding Principles

1. We believe learning occurs best in disciplined, safe, and respectful environments where community members are valued and expected to play their roles in education and be accountable for their actions;
2. We believe in a comprehensive program that strives to meet the educational needs of each student, and that students benefit most from a personalized education, delivered in an optimal setting, that has relevance to their own lives and experiences, and which will encourage further inquiry;
3. We believe our students will be best served by an on-going assessment of the academic, social, and civic skills required to succeed in a changing world and by providing multiple opportunities to acquire these skills through a variety of instructional approaches and activities which can take place in and outside the classroom;
4. We believe in strong school, business, and community partnerships;

5. We believe open communication between school and home is an integral factor of the Gilford High School community and we encourage parents and guardians to participate in their child's education and to ensure their student's daily attendance;
6. We believe an enthusiastic, innovative, and knowledgeable staff working collaboratively is essential to student performance;
7. We believe a curriculum delivered with an appropriate balance on depth of understanding and breadth of coverage inspires student engagement and achievement and further inquiry; and
8. We believe appropriate integration of applicable technology is essential to the education process.

### **ACADEMIC EXPECTATIONS FOR STUDENT LEARNING**

#### Gilford High School students will:

1. Demonstrate the ability to write, speak, present, read, listen, and view effectively;
2. Demonstrate the ability to think critically and solve problems using a variety of strategies in addition to employing a decision making process that is justifiable and based on supporting evidence;
3. Demonstrate the ability to transfer specific content knowledge and skills and apply them in a wide spectrum of settings and for a variety of purposes;
4. Demonstrate the ability to work effectively in groups as well as independently; and
5. Demonstrate the ability to use a variety of technologies to obtain, organize, and communicate information as well as to facilitate problem solving.

## **SOCIAL AND CIVIC EXPECTATIONS**

### Social Expectations

1. Assume responsibility for one's own planning, decisions and actions.
2. Contribute to the well-being, respect and welfare of others within the school community.

### Civic Expectations

1. Demonstrate the rights and responsibilities of an individual in a democratic society.
2. Demonstrate a sense of community through respect, understanding and service to others.

**The Mission Statement, Guiding Principles, and Expectations written above were approved and endorsed by the Gilford High School Faculty on January 4, 2006 and approved and endorsed by the Gilford School Board on January 9, 2006.**

## **WELCOME**

It is our pleasure to share this Student/Parent Handbook with all of you as we begin another school year. Parents/guardians and students will find this handbook to be a valuable resource in helping to communicate the expectations and regulations of Gilford High School. No school will rise much higher than the expectations afforded it by the community; such expectations are high in Gilford and it is our intent to live up to these expectations. Please know that our highest priority is for the success, well-being, and safety of your student(s).

The Gilford High School Student/Parent Handbook is prepared with the hope that it will serve as a meaningful link between those of us here at school and you at home. It is truly important that we work closely together to assure that your student's year is as rewarding and productive as possible. Communicating with one another is the key to success.

After reading the information contained in this publication, please share with us any concerns that you may have. Your input, participation, and constructive criticism is expected and welcomed.

**HAVE A GREAT YEAR!**

Anthony Sperazzo, Principal  
Timothy Goggin, Assistant Principal

## GENERAL INFORMATION

### Age of Majority

Although students, eighteen (18) years of age or older, are considered adults in the eyes of legal agencies, GHS considers them responsible to their parents as long as they reside at their parents' residence. Regardless of age, all GHS students will be subject to all school policies and regulations. Behavioral expectations, school rules and designated penalties will apply to all students. GHS reserves the right to communicate with a parent of any student, regardless of the student's age, unless both the student (who must be 18 or older) and the parent submit a letter to the school stating that there is no need to keep the parent informed.

### Absence from School

Parents are urged to give attendance at school priority over all other activities. However, in the event that a student is absent from school, parents are requested to report and state the reason for the absence by calling 524-7135 anytime before 8 a.m. on the day of the absence. If a call from a parent is not received, the student must bring a note upon his/her return signed by a parent and explaining the reason the student was absent. It is the student's responsibility to make up any work missed during his/her absence. The student will be allowed one day for makeup for every day the student misses.

**WORK MAY NOT BE MADE UP IF AN ABSENCE IS UNEXCUSED.**

For an absence to be excused, the above procedure must be followed. The final determination of what constitutes an excused absence rests with the school.

### Limit of Absences

1. All absences shall count toward the maximum limit except for those absences relating to participation in school-sponsored activities, i.e. sports, drama, music, etc. **When a student has been absent from a course more than eight (8) days in a trimester, the student will lose credit for that course. The student will be encouraged to remain in the course to earn a passing grade. Remaining in the class is especially important if the course is a pre-requisite for another course.** However, an administrator in consultation with guidance may withdraw a student from class with a failure and assign the student to a study hall.
2. If absences cause a student's academic load to drop below three courses (from the usual required four courses), the student will be requested to

make changes in his/her present program and/or withdraw from school for the remainder of the trimester. Students who withdraw will be required to have an exit conference with their guidance counselor and an administrator.

To gain readmission, such students will be required to meet with an administrator and a guidance counselor at least three weeks before the beginning of the next trimester to schedule classes for that trimester.

Students who are under eighteen (18) years of age will be exempt from withdrawing from school, but the school may file a Child In Need of Services petition with the court to require the student to attend classes.

3. For college visits, the following procedures must be followed:

- The student must notify the Main Office secretary prior to taking the day/days off for a college visit by providing written parental consent.
- The student must bring from the college documentation proving they visited.
- A senior may take up to three (3) college visit days during his/her senior year, a junior may take one (1).

### Pre-arranged Absences

Students will be allowed up to five (5) days of pre-arranged absences only once in a given school year. These days will count toward the attendance limit of eight (8) days for a trimester course. Parents will notify the Principal's office in writing one week prior to the planned absence. Parents must complete an Absence/Credit Request form to document and support the students' absence, and to request that they be given opportunities for make-up work for academic credit. Requests that meet these requirements will be approved. Parents should understand that additional time out of class for pre-arranged absences can negatively impact a student's grades even though make-up work will be approved.

In the event that there is no advance notification provided or written request submitted for vacation absences, the student's absence will be considered unexcused and no credit or makeup work will be provided. (The student shall receive a "0".)

Tests/quizzes announced before a student's pre-arranged absence and administered during the pre-arranged absence must be made up on the first day the student returns to school. Major papers and other long term assignments



assigned prior to the pre-arranged absence and due during the pre-arranged absence, must be completed and submitted to the teachers upon the first day of return from the pre-arranged absence. Exceptions to these make-up work provisions, and only in light of extenuating circumstances, may be made only by the Principal or the Assistant Principal.

Assignments requested by a student or parent/guardian to do at home during the student's pre-arranged absence (or for illness) will be sent to the student electronically or, if need be, can be picked up by the parent/guardian at the Main Office. Work will not be mailed home unless there are serious extenuating circumstances. Requests for these kinds of assignments usually take a full school day to coordinate with all of a student's current teachers (24 hrs). Request for work will not be considered for fewer than 3 consecutive absences.

### School Sponsored and/or Recognized Activity Absences

Students who are maintaining passing grades in core academic subjects will be eligible to participate in school sponsored activities. Students will be responsible for collecting information on the material to be covered and related assignments prior to the planned absence and completing work on a "one day for every day out" basis.

1. Qualified students may apply for excused leave for school sponsored activities.
2. The activity advisors and students will be asked to submit written information and a plan for the completion of work in support of the student(s) extended absence. This may include information on the length of absence, the rationale, the activities, and the steps to be taken in arranging for student completion of required/missed make-up work. (This may vary by grade level and subject).
3. The Principal will review the materials and forward these materials with recommendations to the Superintendent of Schools for review and decision.
4. Students granted approvals for excused absences are responsible for making up all missed assignments as determined by and at the discretion of their classroom teacher(s). Students will be allowed to gather information on upcoming assignments, material to be covered and pre-assigned work as available from their classroom teachers prior to their absence. (It should be noted that the expectation is not placed upon the teacher that a "day by day, lesson by lesson" list of activities be provided.)

5. The student will be responsible for making arrangements for make-up work on his/her first day back to class for the work that was missed while absent.
6. Students will be provided one day for every day missed in which to make up applicable work. The exceptions to this will be approved ahead of time by the teacher/principal in light of specific and unique circumstances.
7. Copies of completed Attendance/Make-up Work Requests and administrative responses shall be included in the student records folder/file.
8. Academic grades/credit will be based on work completed. In the event that a student does not fulfill his/her make-up assignment responsibilities, he/she shall receive a zero for missing work.
9. Consideration will be given to special/extenuating circumstances when applicable.

### Absence Limits After Late Entry Into A Course

Absences will be prorated for students who, for valid reasons, enter school after the trimester begins.

### Bicycles

Students need to use the bike rack provided and be sure to lock their bicycle. The school cannot be responsible for the loss or damage to bicycles.

### Bus Services and Conduct

#### No student is to remain after school unless taking part in a supervised activity.

Information regarding bus schedules is posted on the GHS website. Misconduct on the school bus may result in a loss of bus privileges or other disciplinary measures. Parents are not permitted on school buses without the driver's permission.

Late bus service is available for Gilmanton students remaining after school for sports and other school activities. Students are required to sign-up at the Main Office for the late bus no later than the end of fourth block. Prior to 1:00 p.m. students must present notes from the teacher or coach who will be with them after school to the Assistant Principal who will grant approval to ride the late bus.

The safety of all students while riding in school buses is a major concern. Students are expected to behave in a courteous and safety-conscious manner while on school buses. GHS students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. Misconduct on the bus can result in the loss of riding privileges or other disciplinary action. Regulations include:

1. Students will be held responsible for any and all damage to the bus perpetrated by them.
2. The driver may make seat assignments for students.
3. Students who wish to ride a different bus or get off at a different stop must have a note from their parents which should be given to the Main Office. They will be given a bus change slip which the student will present to the bus driver. In some instances, permission cannot be granted for students to ride a different bus as maximum capacity would be exceeded.
4. GHS students will be allowed to ride on the elementary school bus only if they have a note signed by the GHS Principal or designee in their office and have approval from the Gilford Elementary Principal.
5. Buses are to be equipped with surveillance equipment.

In the event of an infraction of the rules, a Transportation Disciplinary Report may be filed resulting in disciplinary action, up to and including suspension, given at the discretion of the Principal or his designee. (Gilford School District Policy Reference EEAEC 5275).

### **Computers**

All students have access to the school's computer network and internal e-mail. Prior to being assigned a login name and password, students will be given a contract which outlines the responsibilities of the user. Students who violate the terms of the contract, or misuse the computer in any way, risk the loss of their computer privileges.

The purpose of the GHS network is to enhance established school curriculum by serving as a resource for improving, extending, and enriching the teaching and learning at Gilford High School.

The use of the GHS network is a privilege not a right. Inappropriate use will result in restriction or cancellation of access privileges and may lead to additional disciplinary actions based on the events of the misuse. Behaviors that can result in suspension/revocation of access privileges and additional disciplinary actions include but are not limited to:

- Use of the system to access, store, or distribute illegal, dangerous, or restricted information
- Use of obscene language
- Sending or displaying offensive, or sexually explicit material
- Harassing, insulting, or attacking others
- Damaging, abusing, or modifying computers, software systems and networks
- Intentionally creating or distributing computer viruses
- Violating copyright laws
- Attempting to use the accounts and password or files of another computer user
- Misrepresentation of oneself as another
- Intentional wasting of the networks limited resources
- Use of network for commercial or profit making purposes
- Use of network for any illegal purpose
- Failure to follow directives related to computer or internet use
- Students will be financially responsible for intentional damage
- Personal computers such as laptops may only be used to work on academic assignments. All other uses may be prohibited by the teacher or administration.

Each student will receive a copy of the Gilford School District's 'Internet Use Policy' at the beginning of the school year. The policy form must be read and signed by the student as well as the parent/guardian and returned to school before Internet access is given. Use of personal e-mail is not permitted at school. The responsibility of each student is to become familiar with, and abide by, the rules and guidelines for using the GHS network, email, and the Internet, and to make appropriate use of the resources available at Gilford High School.

### **Dismissal from School**

When and where it is possible, GHS requests that doctor and dentist appointments be made after school hours. If a student is to be excused for these or any other reasons approved by the administration, they are to bring a note to the Main Office before 7:30 a.m. The note must state the specific reason for the dismissal, and the doctor's/dentist's name if there is an appointment. All notes must be written and signed by a parent/guardian. GHS reserves the right to verify appointments for which students are excused from school to attend.

## **Online Grading System**

Alma is an easy way for you to keep up to date online. Once you have activated your account, you can use Alma to:

- Check your child's latest grades
- Receive email alerts when new grades are posted
- See what homework assignments have not been turned in and read notes from your student's teachers

Contact Guidance at [ghsguidance@sau73.org](mailto:ghsguidance@sau73.org) to get your account activation code. Grades on Alma will be updated regularly but should not be mistaken for an official report card. Please remember that grades posted on your report cards are your official grades.

## **Evacuation Procedures**

If the need arises for students to be evacuated from the building, the following expectations will be followed:

1. Students will exit using the nearest emergency exit doors.
2. Students will meet their homeroom teachers outside in designated sites.
3. Students will follow their teacher's instructions.
4. Students will not be dismissed during this time period.
5. The use of cell phones is prohibited during this time.

In the event it is necessary to evacuate the building during lunch time, students are expected to exit the building with the staff members who will be charged with this duty. Once it is safe to return to the building, classes will resume. For the safety of all students, parents are reminded that they need to stay away from the school during an evacuation. If students are to be dismissed, the administration will contact the parents. Student cooperation is important during these emergency drills.

## **Food Services**

Payment for meals is expected in advance or at the time of service. Payments for food purchases may be made with cash at time of purchase or with funds deposited in a debit account set up for each student either as the student comes through the line or with a credit card payment made on-line at [www.mymealtime.com](http://www.mymealtime.com). If assistance is needed setting up an on-line account, contact the School Food Service Director. Refunds will be made only with a

written request from a parent/guardian. Students will be required to use their student ID to purchase meals or any food items.

Applications for free/reduced price meals will be available at the beginning of each school year. Renewal applications are due by October 1. New applications may be submitted at any time throughout the school year. If a student is approved for free lunch, they are also eligible to receive a free breakfast. Cost for reduced price meals are \$.30 for breakfast and \$.40 for lunch. Food prices are subject to change.

## **Breakfast**

Breakfast will be available for all students from 7:10 – 7:29 a.m. in the cafeteria. The price of a breakfast meal is to be determined.

## **Lunch**

Nutritionally balanced meals are available to all students. The price of a lunch is to be determined and then will be posted in the Food Service section on the schools' website.

## **Charging Policy**

Low balance statements will be sent home via email or with students on a weekly basis. Parents are encouraged to monitor their child's lunch account by going to [mymealtime.com](http://mymealtime.com). They may also call the Food Service Director (524-7146 x 442) or the Kitchen Manager of each school. Students may also check his/her balance as they go through the serving line during lunch.

When a student's account reaches the point of owing the amount equal to two full price lunches, an email will be sent home informing the parent that their child is approaching the charge limit of three full price lunches. If there is not a valid email address on file, the Food Service Director will contact the family by telephone. When a student's account reaches a negative balance equal to the value of three full price lunches, the student will receive an alternate meal of the district's choosing, that meets USDA nutritional guidelines. In addition, the student will not be eligible for breakfast until the account is returned to a positive balance. The student will be charged the same price for this alternate meal as the established hot lunch meal price.

When a student's account reaches a negative balance of \$20.00, a letter will be generated and sent from the building Principal.

If any individual student's lunch account should reach a negative balance of \$50.00, the District reserves the right to pursue legal action up to and including filing in small claims court.

**Cafeteria Rules:**

1. Appropriate language, manners, and behavior are expected during the lunch period.
2. Students will clean their table and floor area before leaving the cafeteria.
3. No food or drinks should be consumed outside the cafeteria (except for water in a clear/transparent water bottle).
4. Except for getting food or throwing away trash, all students will remain seated.
5. Students who need to leave the cafeteria must ask permission from a teacher on duty.
6. Administrators and lunch supervisors will assign seats to students in the lunch room if behavior issues cannot be solved otherwise.
7. Students are highly encouraged to use the recycle bins for recyclables.

**Grading**

Grades are intended to report a student's progress in acquiring the content, skills, and concepts that form the competencies for each course. GHS report cards show the student's numerical average in each course as well as the student's grade in each course competency. In general, our grades are defined as:

97 – 100	A+
93 – 96	A
90 – 92	A- Distinguished mastery of course competencies.
87 – 89	B+
83 – 86	B
80 – 82	B- Superior mastery of course competencies.

77 – 79	C+
73 – 76	C
70 – 72	C- Basic mastery of course competencies.
67 – 69	D+
63 – 66	D
60 – 62	D- Sufficient mastery of course competencies.
59 or less	F Insufficient mastery of course competencies.
	I Incomplete demonstration of course competencies.
	WP Withdrawn from course with a passing grade.
	WF Withdrawn from course with a failing grade.
	M Medically excused from course (PE only).

**Grade point average and weighted class rank**

Each competency will be assigned a numeric grade. Those grades will be computed into an overall numeric course grade. The final numeric course grade will be transferred from a numeric grade to a letter grade. Using the chart above, the letter grades will then be weighted to determine the student's Grade Point Average (GPA).

The weighted GPA will be used to determine class rank and honor roll. GPAs will not be used to determine eligibility for athletics, extracurricular activities, or open campus privileges. Weighted grades do not appear on report cards or transcripts.

The Top Ten Senior Selection Process at Gilford High School recognizes the top ten students of the graduating class for their academic achievements over eleven (11) high school trimesters. The top ten are determined by a weighted rank system. This is the same system used for Gilford High School transcripts. Eleven (11) trimesters are used to calculate final rankings because Gilford High School's grading system is based upon final trimester grades. Therefore, final rankings and GPA's for seniors are calculated after the second trimester of senior year.

In addition, a transfer student must attend Gilford High School for a minimum of six (6) trimesters prior to our calculation to be eligible for consideration for recognition as a top ten senior in the graduating class. A student who transfers to Gilford High School after this time would be ineligible for this recognition; however, these students would receive an estimated weighted rank for college application purposes. Their weighted cumulative grade point average in their

graduating class would be accurate and reported to the student's college of destination by the Gilford High School Counseling Office.

### **Graduation**

Participation in the GHS 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 Gilford 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, Chromebook and charger, property damage/vandalism restitution and serving detentions. Participation in graduation is a privilege and not a right for students.

### **Highly Qualified Teachers**

In accordance with the Parents Right to Know, parents and guardians of GHS students have the right to request information regarding their child's teacher(s), specifically if he/she is Highly Qualified under the No Child Left Behind Law. Parents may direct inquiries about the concept of "Highly Qualified Teachers" to the Principal.

### **Health Services**

The School Nurse is on duty during the school day for emergencies, first aid, and counseling in areas related to personal health and hygiene. All prescriptions and over-the-counter medicine must be kept in the Health Office. Students may not self-medicate unless approved in advance by the School Nurse.

A student who becomes ill or has an accident during the school day should report directly to the Health Office for assistance. The Nurse will assess the injury or illness and contact the parent/guardian if dismissal and/or referral become necessary. If the Nurse is not in the Health Office, students should report immediately to the Main Office and assistance will be given at that time. All health related absences from class will be verified daily by the Nurse and the Attendance Secretary. The nurse should be notified directly of significant illness/injury or surgery.

Parents are encouraged to make all necessary doctor, dentist, and orthodontist appointments for their children after school. If it does become necessary to schedule an appointment during school hours, slips dismissing and confirming these appointments will be available from the Main Office Secretary prior to the beginning of school each morning.

### **Insurance**

School insurance is available to all students. A packet is available to all students and may be obtained at the main office. Purchase of this program is optional. Students and parents should be aware of the specific coverage in the school insurance program. Only students participating in interscholastic sports must provide signed evidence that they are covered by adequate insurance.

### **Lockers**

Only school padlocks may be used on school lockers. Lockers are the property of GHS and may be searched periodically. The school reserves the right to remove non-school padlocks. GHS and the Gilford School District are not responsible for articles lost or stolen from student lockers.

### **Lost and Found**

Articles found in and around the school should be turned in to the Main Office where the owners may claim their property by identifying it. Items unclaimed will be donated to charity. GHS is not responsible for stolen items. Students NEED to lock and protect their valuables while on school grounds. Students should NEVER leave their valuables unattended.

### **No School/Delayed Opening**

If it is necessary to delay the opening of school or to cancel school because of inclement weather, the announcements may be heard after 5:30 a.m. on Channel 9 News. **Parents will be notified via phone and/or email through the emergency calling system.** In the event that a Delayed Opening is called, school will begin at 9:30.

### **Parking Lot Regulations**

Junior and Senior students of GHS are allowed to park on school grounds at GHS in designated areas during the school day, if they have obtained a parking permit and have signed the Student Parking Permit Contract. This privilege does not extend to parking at the elementary school, middle school, or in the faculty parking lot. Parking permits are **non-transferable** and must be on display at all times while on campus. Parking permits are issued annually at a cost of \$25.

Students with a parking permit are required to follow all of the regulations outlined in the Student Parking Permit Contract. Students parking on school grounds without a permit run the risk of having their vehicle **towed at their**

**expense.** GHS will assume no responsibility for damages or costs incurred by towing. In addition, the student will jeopardize future opportunities to obtain a parking permit. Freshman, sophomores and other students without permits, who are caught parking on school grounds, may lose the privilege of obtaining a parking permit the following year.

Students are not permitted to congregate in cars or in the parking lot before, during, or after school. Student drivers may lose their parking permits for reckless driving, failure to follow directives from parking lot monitors, or the actions/behaviors of their passengers while on school grounds.

Students who park on school grounds do so with the understanding that their vehicles may be subject to being searched by the administration upon reasonable suspicion that the vehicle contains items that are prohibited on school grounds.

**Passes**

Students who leave a scheduled class or study hall must obtain a pass from the classroom teacher to go to any other area of the school. Students who desire to leave study hall must have a pass issued by the teacher who will be receiving and supervising them. **Students should not be allowed to make regular visits to classes that are in session.**

**Schedules**

	<b>Regular</b>	<b>Early Release</b>	<b>Weather Delay</b>
<i>Faculty Team Time</i>			
<b>Warning Bell</b>	7:29	7:29	9:30
<b>Late Bell</b>	7:34	7:34	9:35
<b>Homeroom</b>	7:34-7:39	7:34-7:39	9:35-9:38
<b>Block 1</b>	7:39-8:49	7:39-8:26	9:38-10:25
<b>Block 2</b>	8:53-10:03	8:29-9:17	10:28-11:18
<b>Block 3</b>	10:07-11:17	9:20-10:08	11:21-12:26
<b>Block 4</b>	11:21-1:00	10:11-11:16	12:30-1:20
<b>A Lunch</b>	11:21-11:47	10:11-10:31	11:21-11:41
<b>B Lunch</b>	12:01-12:27	10:33-10:53	11:44-12:04
<b>C Lunch</b>	12:34-1:00	10:56-11:16	12:07-12:27
<b>Block 5</b>	1:04-2:14	11:19-12:06	1:23-2:14

<b>Advisory Schedule</b>	
<b>Warning Bell</b>	7:29
<b>Late Bell</b>	7:34
<b>Homeroom</b>	None
<b>Block 1</b>	7:34-8:40
<b>Block 2</b>	8:44-9:50
<b>Advisory</b>	<b>9:54-10:14</b>
<b>Block 3</b>	10:18-11:24
<b>Block 4</b>	11:28-1:04
<b>A Lunch</b>	11:28-11:54
<b>B Lunch</b>	12:08-12:34
<b>C Lunch</b>	12:38-1:04
<b>Block 5</b>	1:08-2:14

**Student Employment Regulations**

1. No youth under sixteen (16) years of age shall be employed or permitted to work earlier than 7 a.m. or later than 9 p.m., more than 3 hours per day on school days and 23 hours per week during school weeks. Exception is made on non-school days whereby the student may be employed 8 hours per day and, during vacations, 48 hours per week.
2. No youth sixteen or seventeen (16 or 17) years of age who is duly enrolled in school shall be employed or permitted to work more than 6 consecutive days or more than 30 hours during the school calendar week, which shall be Sunday through Saturday.
3. No youth sixteen or seventeen (16 or 17) years of age shall work for more than 6 consecutive days, or 48 hours in any one week, during school vacations, including summer vacations.

**Penalties**

In addition to other penalties and remedies imposed under RSA 276-A, the commissioner may assess a civil penalty on an employer with a minimum of \$100.00 per violation and a maximum of \$1000.00 per violation.

## Work Permits

Any student under sixteen (16) years of age must have a work permit to be legally employed. Application for permits to work may be secured from the Main Office. General information of interest to parents and students regarding the various types of work permits and the kind of work permitted:

1. No youth shall be employed or permitted to work without a certificate except for his/her parents, grandparents, or guardian or at work defined in RSA 276-A as casual or as farm labor.
2. No youth under twelve (12) years of age may be employed or permitted to work except for his/her parents, grandparents, or at work defined in RSA 276-A as casual, or in the door-to-door delivery of newspapers.
3. If a student does not continue to meet a satisfactory level of academic performance after the issuance of the certificate, the Principal or persons authorized by them may revoke the certificate.
4. Employment Certificates must be kept on file by the employer.
5. Employment Certificates are required for each job obtained by the student and are in effect until such time as employment is terminated either by the student or the employer.

## Student Information Release

The Gilford School District may, at its discretion, release to the media, to area civic organizations, and commercial enterprises whose principle place of business is in Gilford and Gilmanton, New Hampshire, and to recruiters for the armed services (in compliance with federal statute) the following information about its students:

- Name
- Address
- Name of parent(s) or guardian(s)
- Date and place of birth
- Class membership
- Major field of study
- Participation in officially recognized activities and sports
- Weight, height, and performance record of members of athletic teams
- Dates of attendance
- Degrees, honors, and awards

If a parent/guardian or student over the age of eighteen (18) does not wish any portion of this information released, please inform the Principal in writing by the last day of September for the current school year.

## Student Messages

Your conscientiousness in discussing transportation plans, work schedules, game practice times, play rehearsal schedules, reminders of doctor's appointments, etc. at home in the morning before your child leaves for school will be an immense help in the smooth operation of our school day. Parents are asked not to text or call their children during the school day as this violates our policy of not allowing the use of cell phones during the school day. If the need arises that you must leave a message or item for your child, we will do our best to deliver the message/item.

## Student Resource Officer

GHS has a full-time Student Resource Officer (SRO) assigned by the Gilford Police Department, as approved by the Gilford School Board. The presence of this SRO is to serve as a resource for students, teachers, and administrators in establishing and maintaining an orderly and safe school environment.

## Visitors

For the safety of all students, guests are generally not allowed during the school day. Requests to bring a guest to school for a day will be considered on a case by case basis. The decision will be based on the educational value of the visitation. In all cases the request must be made at least twenty-four (24) hours in advance. All visitors must check in at the office upon their arrival and will be issued a visitor's pass. **Visitors will not be allowed from other schools in session without permission from their school's administration.**

No visitors will be allowed during exam periods or the week prior to school vacation. Students who bring visitors to school or school functions may be held responsible for the visitor's behavior and may be the recipient of appropriate consequences if administration deems necessary. The administration reserves the right to refuse any visitor request for a school day visit. School administration reserves the right to deny an attendance request for an outside guest at a school sponsored dance.

## ACADEMIC PROGRAMS

### Competency Based Grading and Credits

GHS has competency based grading and credit award system. The move to a competency based system is required by the NH Board of Education and driven by the desire to guarantee certain skills and knowledge with each academic credit our students receive. A competency describes the content, concepts, and/or skills to be mastered in a course. Competencies identify what a student should know or be able to do in order to proceed to the next educational level and/or life beyond high school. Competencies “bundle” a set of skills, abilities, and knowledge into one general standard.

For students and parents, the most significant immediate impact is that students will no longer be able to earn a course credit by doing well in only a few areas of a course. Up until now, students could pass a course and earn credit toward graduation by averaging their high grades in one part of the course with their poor grades in another part of the course. Students will be required to demonstrate sufficient mastery in all areas of the course that have a corresponding competency. **Regardless of how well they do in other parts of a particular course, credit will not be awarded until the standards for all competencies have been satisfied.** It will now be possible for a student to have an overall passing course average, but not earn credit because the average for one of the competencies is below passing. Any student who has a passing average in a course, but has failed one (1) of the course competencies, should contact Guidance to see if a competency recovery option is available.

### Course Drop/add Policy Change

There will be no schedule changes after the start of the trimester. Students interested in changing their schedule will need to meet with their Guidance Counselor prior to the start of any trimester. Schedules will be issued to students prior to a new trimester and students will be encouraged to meet with their Counselor the week of exams to rectify all conflicts or course changes. As always we encourage parents to take an active role in their child’s course selection and welcome the opportunity to meet with you regarding any changes your child is requesting. Please call the Guidance Dept. if you have any questions.

### Academic Information

Information on course and credit requirements for graduation, course loads, credit for summer school course work, driver education, dropping and withdrawing from courses, early graduation, grade level and class standing,

grade point average, class rank, grading, independent study, and Laconia Huot Center and corresponding school course work can be found in the *Program of Studies* as well as the school’s website. Students are encouraged to take five core courses each trimester, however, a minimum of four core courses are required.

### Letters of Recommendation

All letters of recommendation written by faculty/staff for students who are applying for scholarships, employment, and school admission are done so with the understanding that these letters are confidential and are not made available to either the students or their parents/guardians unless prior agreement has been made. These letters are not maintained as a part of the student’s academic record.

### Advanced Placement Classes

All students enrolled in Advanced Placement (AP) classes will be required to take the AP Exam. Students in AP classes must participate in the AP exam in order to receive full weight in GPA’s. The cost of the exam will be the responsibility of the student. Arrangement for payment must be made through the Guidance Dept. by the student prior to the administration of the AP exam.

### Community Service

#### PHILOSOPHY:

As evidenced by the Gilford High School Mission Statement, we believe it is important that our students develop civic skills. Providing opportunities for students to become involved in worthwhile service learning activities will help to develop a sense of caring for others, which in turn will build character and foster civic responsibility.

#### GOALS:

- Provide students with an opportunity to learn responsibility, experience the satisfaction that comes with helping others, and acquire new skills
- Provide students with access to a higher level of community service not offered through family initiatives
- Strengthen school and community relationships

#### OVERVIEW:

Students interested in participating in a service learning activity will meet with the Career and College Readiness Coordinator. Students may choose to participate in a pre-established community service project, or work with the



School Career Coordinator to design their own projects. Students will then be expected to follow all of the rules and procedures of the Community Service Program.

#### REQUIREMENTS:

- 24 contact hours by year of graduation
- Students must submit a Parent Consent and Release Form and a Community Service Approval Form before beginning an activity
- All activities must be approved by School to Career Coordinator
- Transportation is the responsibility of the student

#### EXPECTATIONS:

- Regular attendance at the service site
- Contact of service site and school if absent
- Appropriate attire and behavior
- Adherence to Community Service rules and procedures

#### RULES:

1. Community Service Projects cannot provide a direct monetary benefit to the student.
2. Community Service Projects cannot provide a service to a relative(s)

#### Crisis Intervention Counseling

GHS has a full time Student Assistance Counselor to work with students with a variety of needs ranging from personal and interpersonal relationships to substance abuse problems. The school recognizes that a variety of problems exist among students, and these issues can adversely affect school performance. The goal is to provide identification, early intervention, and counseling for students who are in need of such services.

#### Examination Schedule of the College Board

The College Entrance Examination Board's Scholastic Aptitude Test (SAT I) is administered to all juniors in the spring as part of the State of New Hampshire's mandated testing. It is also offered several times throughout the school year at nearby schools to those students who anticipate admission to college. The SAT I measures student's basic verbal and mathematical acquired abilities. Test results are one of several factors many colleges examine when evaluating the qualities of candidates for admission.

#### Examination Dates

For specific examination dates, times, and to register, please visit the websites below:

- For the SAT - go to [sat.org/register](http://sat.org/register)
- For the ACT - go to [act.org](http://act.org)

Specific achievement test administration dates appear in the Registration Bulletin. Bulletins with registration information are available online at [collegeboard.org](http://collegeboard.org).

The College Board Preliminary Scholastic Aptitude Test (PSAT) is shorter but similar to the SAT. Essentially, it is a practice and introductory test for the SAT, and Juniors scoring high on the PSAT may qualify for National Merit Scholarship consideration. The PSAT will be administered to all juniors in October.

#### Guidance Department

The Department is here to help service student needs. The Office is open throughout the school day, and students are encouraged to use the variety of information materials available there. Students are encouraged to make counselor appointments with the Guidance Secretary; however, in case of an emergency, a Counselor is available to help students. Counselors provide students with information and other services including individual and group guidance and counseling regarding school and social issues, personal problems, and decision making. They guide students in scheduling and course selection, and assist with career choices: i.e., college, military, and job placement. In addition, Counselors administer student testing and interpret these test results and make this information available to students, teachers, and parents.

#### Counselor Assignment

To ensure that students are provided with consistent academic, career and social guidance services, all students are assigned a School Counselor based on their last name. Although we want students to develop and build relationships with all counselors/adults, it is our belief that having an assigned counselor will better enhance our services as we prepare them to become the next generation of parents, workers, leaders, and citizens. Students will not be allowed to change assigned Counselors without permission of the Director of School Counseling and Principal.

## Homework Guidelines

At GHS homework is defined as written and non-written tasks assigned by a teacher to be completed outside of the classroom during the student's unscheduled time. Homework assignments complement current class work, are relevant to the curriculum, and are appropriate for the age and development of the students in the class. Homework should be considered as a natural extension of the school day and is an important part of a student's educational experience. Homework is intended to foster self-discipline, self-directed learning, pride in one's work, positive self-esteem, and an interest in life-long learning. In addition, homework is assigned to help students improve their study skills, to reinforce their prior learning, and to help them prepare for instruction in new material. Homework reinforces the GHS home and school connection.

Homework may be assigned with several purposes in mind:

- Preparation homework, which might be in the form of a reading assignment, is assigned to help students prepare for future lessons by giving them the background material necessary to learn new material.
- Practice homework is designed to reinforce lessons already taught in class and to help students assess how deeply they have learned recently taught material.
- Extended and/or Creative homework assignments are intended to provide challenging learning opportunities for enrichment or for deeper understanding of the lesson. These assignments may be assigned on an individualized basis.
- Review homework is assigned to help students refresh their knowledge of content material and concepts before an exam or other form of assessment.

All homework assignments should reinforce the New Hampshire Curriculum Frameworks and promote inquiry, problem solving skills, and personal discovery. In addition, students should have the opportunity to engage in analysis and application of essential concepts.

### Recommendations for Parents and/or Guardians:

- ✓ Be supportive of the school's and faculty's stated expectations for homework. Make it clear that you value academic success.
- ✓ Assume that there are daily assignments (including reading assignments) and insist that students complete them on time.

- ✓ Review the progress your student is making on long term assignments on a regular basis.
- ✓ Establish a regular time and place for studying and completing homework.
- ✓ Take advantage of the GHS home and school connections through voice mail, email, conferences, and online grading system.
- ✓ Encourage your student to make an effort to complete even the most challenging homework assignments, and to seek extra help when necessary.

### Recommendations for Students:

- ✓ Understand that doing homework is a major contributor to your academic success.
- ✓ Check online grading system regularly
- ✓ Develop the habits of recording assignments and their directions, and of asking for clarification when necessary.
- ✓ Complete all homework assignments accurately, neatly, and on time.
- ✓ Stay current with all long term reading assignments.
- ✓ Understand and follow the Student Handbook policy for making up homework assignments missed due to absences. (See Attendance Policy)
- ✓ Make an effort to complete even the most challenging homework assignments, and seek extra help when necessary.
- ✓ Work on long term assignments every day to avoid being overwhelmed at the deadline.
- ✓ Ask for homework assignments in advance of planned absences such as family obligations.

### Recommendations for Teachers:

- ✓ Provide students and parents advanced notice of major and long term assignments.
- ✓ Ensure that all assignments are suitable for their purpose, reasonable in length, relevant to the curriculum, and appropriately challenging for all of the students.
- ✓ Review completed homework assignments with the class in a timely fashion.
- ✓ Assess homework assignments in a manner appropriate for their intended purpose.
- ✓ Consider that students have other courses they are taking and most have other out of school responsibilities.

- ✓ Communicate with other faculty in other disciplines in an attempt to balance homework assignments throughout the year.
- ✓ Communicate regularly with students and parents about homework issues.

### **Honor Roll**

All subjects taken at Gilford High School will be counted towards making the Honor Roll. Please note students must be taking a full course load (4 or more classes) for Honor Roll to be computed.

#### **High Honors:**

Students must have a weighted trimester GPA of 4.0 with no incompletes, no more than one “C” and no “Ds” or “Fs”

#### **Honors:**

Students must have a weighted trimester GPA of 3.50 with no incompletes and no grade lower than a “C”.

### **Interim Reports**

With the implementation of the online grading system, GHS no longer issues hard copies of interim reports. It is the expectation that faculty will update their online grading system pages weekly. Parents/guardians who are unable to access online grading system should contact the teacher directly.

### **Library/Media Center**

The Library/ Media Center is an integral part of the educational program at GHS. It is open to students from 7:00 AM until 3:30 PM Monday thru Thursday and until 3:00 PM on Friday. The Media Center provides all with the opportunity to research, study, and read, along with access to computers and other digital devices for students and teachers. Students must return a signed expectations sheet before they may work in the library outside of class time.

Students may get a pass from a study hall or class teacher to work in the library. All students, including open campus students must sign in when they enter the library.

Students must have an identification card or student number to check out any library materials. All textbooks are checked out from the library for the

trimester and may be renewed by the student at the end of the trimester if part two of the class is in the next trimester. If there is a break between parts one and two, the textbook must be returned. Regular fiction and nonfiction books as well as equipment may also be checked out from the library, generally for a two week period. Most books may be renewed.

Upon failure to return textbooks or library materials, overdue notices will be sent to the student’s homeroom weeks one and two. Notices and bills will be sent home week three and after, should it be necessary. Loss of parking and other privileges may result from overdue/ unpaid library materials. Replacement costs will be charged for all lost or heavily damaged library materials, including textbooks, Chromebooks and chargers. When the obligation is met, all privileges will be reinstated.

Students, parents, and teachers may access the media center through the school website at [ghs.sau73.org/resources/media](http://ghs.sau73.org/resources/media). This site allows all to access our online card catalog, databases, and eBook library. Usernames and passwords may be obtained from the library.

### **Objectionable Material**

Students and parents are encouraged to view the fictional reading lists for their classes located on the Gilford High School website. On this site, possible readings will be listed. At the beginning of each trimester, each teacher will hand out a list of readings the class will use for the class. For more information, please see Gilford School Board Policy IGE.

### **Trips and Exchanges**

Participation in the school related travel experience is a privilege, not a right. It is granted to students who have proven a degree of competency through consistent and strong performance in their own scholastic setting. Students who have been suspended out of school in the year of the trip are not allowed to participate in school sponsored overnight trips. Students may appeal this rule in writing to the principal. Students will be representatives of GHS and ambassadors of the U.S., and it is therefore in conjunction with the faculty and administration of the school that the following requirements are being presented. Travel participants must be recommended by the faculty and be strong in the areas of:

- Maturity
- Scholarship
- Sense of responsibility/dependability
- Cooperation
- Respect for others

- Tolerance of cultural differences
- Ability to cope
- Willingness to host
- Honesty

Upon approval of the travel group, the faculty and administration of GHS will receive a list of students selected to participate on the trip. It is of extreme importance that these students maintain a passing grade and do quality work in all their classes throughout the travel year, granting special attention to the trimester of travel when they will be absent from school. In order for students to be permitted to travel they must have earned at least a 70 average with no failures the trimester before the departure. In addition, seniors must be on track to graduate on time.

Provisions may be made for individual students with special needs and/or extenuating circumstances. An Eligibility Board made up of the Principal, Assistant Principal, Trip Coordinator and a Guidance Representative will review each situation on an individual basis and, as appropriate, may waive certain requirements. This provision is intended to meet unique situations of students with special or adjusted education needs. The Eligibility Board will hear requests of students and/or parent(s) in regard to special needs, extenuating circumstances such as long-term illness and/or appeals regarding eligibility.

The faculty will also receive lists of participating students. If, at this time or at any other time, the student is in danger of failing or is not doing satisfactory work, the student, parent, and the coordinator of the trip will be notified. They will also be notified of how participation in the travel experience could affect the student or the student's grade in that class. If, at any time, a faculty member feels that it is not in the student's best interest to participate in the travel experience, they will inform the Trip Coordinator. The Trip Coordinator will set up a meeting with the student, parents, guidance counselor and the concerned faculty member. At this time, the possibility of termination of participation will be discussed.

We realize that many travel agencies require non-refundable deposits and we are trying to avoid the possibility of any student losing money. However, student participants must realize the possibility of losing money if the student does not meet the previously stated requirements. More importantly, we want to do everything possible to make the travel experience possible for deserving students. Earning money through the Superfund program gives students the opportunity to raise money and apply it toward the purchase of their tickets.

Students traveling are required to attend classes the school day before departure and the school day after arrival. All participants are responsible for any work during the scholastic week missed as a result of the trip.

### **National Honor Society**

The National Honor Society (NHS) is a national organization committed to supporting and recognizing student excellence in four areas: scholarship, leadership, service and character. The NHS is a program sponsored by the National Association of Secondary School Principals. The Gilford High School Chapter is an official, registered charter of the NHS, and the GHS Chapter of the NHS follows the guidelines provided by the national organization in its bylaws.

According to the bylaws of the GHS Chapter of the National Honor Society, a candidate for membership to the NHS must be a current student of the sophomore, junior, or senior class who has attended GHS the equivalent of one trimester, maintained a minimum cumulative GPA of 3.50 and has no major infractions on their discipline record including plagiarism or other violations of school policies. Each academic year, the GHS Faculty Council assembles a list of students who meet these fundamental qualifications and notifies these eligible students in writing, inviting them to apply for the NHS.

Eligible students who feel they can demonstrate a commitment to each of the four criteria for membership (scholarship, leadership, service and character) should submit an application. The NHS Faculty Adviser will hold an interest meeting for candidates to discuss the application process. The application requests information regarding participation in co-curricular activities, service activities, community activities and employment, including any achievements and leadership positions held. Candidates will also submit an essay, based on a specific statement, to demonstrate leadership, behavior, and character. Lastly, candidates for membership to the NHS will request teacher recommendations to give insight into classroom leadership, behavior, and character.

Only complete applications received by the deadline are reviewed by the GHS Faculty Council, and only candidates with applications that demonstrate outstanding performance in all four criteria: scholarship, leadership, service and character, are offered membership into the NHS. Candidates are notified in writing of membership status by the NHS Adviser, on behalf of the GHS Faculty Council. Candidates become members when inducted at a special ceremony. Upon request, the Faculty Adviser will hold a conference with any student who wish to discuss their application. Following this meeting, students

who wish to appeal the decision of the Faculty Council may submit an appeal in writing to the Principal within 1 week of receiving notification of status.

Once inducted in the Gilford Chapter of the NHS, members are expected to continue to upholding the standards by which they were selected for membership; failure to do so may result in dismissal. In all cases of impending dismissal, a chapter member shall be notified in writing of the offense and have the opportunity to a hearing before the Faculty Council. Following the hearing, the Faculty Council will vote on whether to dismiss and the result of the vote is reviewed by the Principal before confirmation and notification of the decision is made, in writing, to the student.

### **Report Cards**

Student and parents will be notified at the end of each trimester on how to obtain/view report cards. Upon request, students/families will be provided a printed version.

### **Running Start**

Project Running Start is a partnership between the Lakes Region Community College and area high schools. Students earn college credit while in high school, giving them a *running start* on a college degree while saving money on tuition. These courses are not extra classes taken before or after school. They are part of the daily class schedule at your high school. Courses are taught on the high school campus, during the regular school day.

### **Senior Privileges**

Each year the Gilford School Board, in conjunction with the Student Council, determines the rules and regulations for Senior Privileges. For the current school year, Seniors that have earned at least a 3.25 GPA from the third trimester of their Junior year will qualify for first trimester. Senior Privileges for the remaining trimesters will be determined by the GPA from the previous trimester; students with a GPA of at least a 3.25 GPA will qualify. In addition to qualifying academically, the Senior must be without any major referrals for disruptive or discourteous behavior toward members of the staff or student body. Seniors who have qualified for privileges are required before the Senior Privileges begin to meet with Front Office Administrative Assistant and file all the appropriate forms. Senior Privileges are granted on a trimester basis. No senior should act on the presumption that they have earned Senior Privileges without having followed the necessary procedures. Seniors who have not qualified must report to study hall. During inclement weather, school evacuations, or if the need arises, Senior Privileges will be suspended. A

Senior with Senior Privileges who transports an underclassman or Senior without Senior Privileges during the school day, and without permission from the administration, will lose their Senior Privilege in accordance with the rules governing Senior Privileges. Seniors with a 2.5 GPA or greater, may petition the Principal for Privileges. Records of attendance and citizenship will be reviewed.

Participation in any traditional senior class activity is a privilege and not a right. If, in the opinion of the Administration, a student has not met the school's standards of maturity, responsibility, or academic progress for participation in an activity, that student will be prohibited from the activity.

Senior Privileges are not extended to Juniors who plan on graduating early. A Senior is defined as a student who successfully is in his/her fourth year of studies and on track for graduation with the current graduating class.

### **Withdrawal from School**

Students who have reached their 18th birthday may withdraw from school, providing they have the written consent of their parent(s), have reviewed their reasons for withdrawal with Guidance and Administration, and have waited the mandatory sixty (60) days required by New Hampshire Law. Usually, a final conference involving the student, parent(s), Guidance, and Administration will take place prior to any student withdrawal from school. A 'Withdrawal From School Form' must be completed by the student and parent, and returned to the Guidance Dept. prior to the student's official exit from school.

## **STUDENT ACTIVITIES AND CLUBS**

The Club and Activity Program reflects the interests of the student body and, therefore, varies from year to year. Students who have a particular interest and who desire to form a club in the school should seek the assistance of a faculty member or administrator.

### **Activities**

Amnesty International	Math Team
Anime	National Honor Society
Bagel & Book Club	Robotics
Chess	Spanish Club
Coffee House	Student Council
Drama	Varsity Club
Environmental Club	Yearbook
French Club/Exchange	Youth & Government

## **Participation**

In order to participate in school activities the student must maintain at least a 70 average. The guidelines for student-athletes also applies to members of the following:

- Class Officers
- Drama
- Foreign Exchanges
- Student Council
- Extra-curricular Activities

## **Dances**

Students who wish to bring a guest to a dance must first fill out a “guest” form and give it to the Assistant Principal for permission. This information should include the name of the high school the guest currently attends. This must be done at least 10 days prior to the scheduled dance. All guests must be between the ages of 15 and 19. GHS students are responsible for the conduct of their guests. If a guest violates a school rule during a dance, the consequences may be assigned to the hosting student. The administration reserves the right to deny any student or guest entry to a GHS dance. Attendance at dances is contingent upon proper behavior by all students. Students who persist in dancing/behaving inappropriately will be asked to leave and may be prohibited from attending future dances. Students who are suspended out of school for violating the drug/alcohol policy or a violent offense are barred from all dances for the remainder of the year. This period of time may be extended at the discretion of the principal.

No one will be admitted to a GHS dance after the first hour of the dance has lapsed, unless their tardiness has been pre-arranged with the Principal or Assistant Principal.

All students are expected to conduct themselves appropriately at all school events. This expectation includes the style of dancing that students choose. The dance style commonly known as “Grinding” or other styles of dance which simulate sexually inappropriate behaviors are prohibited. Individuals violating this rule may be asked to leave the dance without refund. However, all students should realize that the Administration will cancel future dances if students persist in dancing inappropriately. The viability of future school dances will be evaluated at the end of each scheduled dance. For example, if students dance inappropriately in the Homecoming Dance, the Semi-Formal Dance will be cancelled. If students persist in dancing inappropriately at the Semi-Formal Dance, the Winter Carnival Dance will be canceled and so forth throughout the year.

## **ATHLETICS**

Gilford High School has agreed to be a participating member of the New Hampshire Interscholastic Athletic Association (NHIAA). Athletes are required to adhere to established NHIAA rules as well as those of GHS throughout the school calendar year. GHS defines the school calendar year as the 1st day of school in September, 2018 to the conclusion of interscholastic athletic contests in mid-June. Eligibility for fall sports will be contingent upon the third trimester grades from the prior spring.

The GHS Athletic Department has an interest in interscholastic sports for high school boys and girls. The program is an important and integral part of the total school program; however participation in this program is a privilege and not a right. Through voluntary participation, the athlete is expected to provide time, energy, and loyalty to the program. To meet this commitment, the athlete must comply with training rules, regulations, and responsibilities which are unique to the athletic program. In order to contribute to the welfare of the team and athletic program as a whole, the athlete is required to and must be willing to assume these obligations.

### **Sports Offered**

FALL	WINTER	SPRING
Cross Country	Alpine Skiing	Baseball
Field Hockey	Basketball	Lacrosse
Football	Ice Hockey	Softball
Golf	Nordic Skiing	Tennis
Soccer	Swimming	Track & Field
Volleyball	Unified Basketball	Unified Volleyball
Unified Soccer		

### **Attendance/Participation in School Sponsored Events**

Students must be in school for the entire academic day in order to participate in school related activities, including athletic and non-athletic activities. Exceptions are: a) approved medical appointments with a signed doctor’s note; b) family emergency or other extenuating circumstances with the approval of the administration; c) college visitation with documentation; or d) approved school activity including athletic/extracurricular activity. In addition, students must be in school no later than 8:00 a.m. in order to participate in or attend school related activities. Administration reserves the right to deny entry to any student to all school sponsored events.

## **Athletic Registration**

All registrations for student participation in athletics must be done online through FamilyID@FamilyID.com

- Information will be disseminated through the Athletic Department

## **Eligibility**

1. Primary attention will be given to academic matters, and all eligible students will be expected to maintain proficient academic performance. Students must be enrolled in a minimum of four (4) core classes (unless an exception has been made by the Principal) and must maintain an unweighted grade average of 70 or higher.

If a student's unweighted overall grade average is below 70 when grade reports are issued, the student will be subject to the following guidelines:

- a) Students will have two weeks to bring their grade average to the 70 minimum standard. For the fall athletic season, the two week period begins on the first day of school. During that time, students will be placed on academic probation. They may only participate in team practices during this time. Students must demonstrate that they have met the minimum standard by grade evaluations reported on online grading system. Students participating in Competency Recovery classes must attend these classes prior to attending practices/games.
- b) At the end of the two week period, students attaining an unweighted grade average of 70 may resume participation in contests until the fifth week of the trimester when online grading system reports will be reviewed. At that time students attaining at least an unweighted grade average of 70 may participate in team practices or in interscholastic athletic contests until the end of the trimester if their grade average is at the 70 and is maintained at or above a 70. If at the interim point of the trimester students do not attain an unweighted grade average of 70, they may not participate in team practices or in interscholastic athletic contests until the end of the trimester when grades will be reviewed.

At the end of the two week period, students not attaining an unweighted average of 70 may not participate in team practices or in interscholastic athletic contests from that time until the mid-

point of the trimester, when online grading system reports will be reviewed to determine if they have attained the unweighted grade average of 70.

- c) If, at the time interim reports are issued, students have attained the unweighted grade average of 70 they may resume participation in practices and contests. If they have not attained the unweighted grade average of 70 they will be ineligible to participate in any team activities for the remainder of the trimester. Furthermore, the Principal has the discretion to remove a student from participation at any time if their unweighted grade average is below 70.

The Principal has the discretion to remove a student from participation at any time if their unweighted grade average is below a 70.

- d) Provisions may be made for individual students with special needs and/or extenuating circumstances. An Eligibility Board made up of the Principal, Athletic Director, coach or activity sponsor, Special Education Case Manager, and the individual student's Guidance Counselor will review each situation on an individual basis and, as appropriate, may waive certain requirements as appropriate. This provision is intended to meet unique situations of students with special or adjusted education needs. The Eligibility Board will hear requests from students and/or parent(s) in regard to special needs extenuating circumstances such as long-term illness, and/or appeals regarding eligibility.

Students may be reconsidered for athletic eligibility at the conclusion of that trimester when grade reports are issued (providing they have met the minimum NHIAA standards).\*

\*Students must pass three (3) units of work during the previous Trimester in order to represent the school in any inter-scholastic contest. A unit of work reflects a course that meets the equivalent of five (5) times per week.

## **Non-School Competition**

A member of a school team is a student-athletes who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, or other athletic events. Whenever a

conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student-athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the Principal and Athletic Director. It is expressly understood that waivers shall not be granted on a regular basis and shall only be granted in extraordinary circumstances.

Penalties: Any student-athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next four (4) consecutive interscholastic events or three (3) weeks of a season in which the student-athlete is a participant, whichever is greater. This Penalty is effective from the date of his or her last participation in a high school sport. Any student-athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year. For additional information on this topic, please reference: GSD Policy JJIB Interscholastic Athletics

#### Participation in Athletics – Physical Examination

A student who wishes to participate on a GHS athletic team must have a current physical examination form on file in the health office prior to the beginning of the preseason for that sport. The NHIAA policy states, “Students shall be ineligible to participate in interscholastic athletics (practices or games) unless there is on file in the school a medical statement provided by a physician certifying the student athlete has passed a pre-participation examination prior to the beginning of the student athlete’s high school athletic career.”

For incoming Freshmen, it is important for parents/guardians to schedule the physical examination after the completion of their child’s 8<sup>th</sup> grade academic year. If a physical examination is completed by the 8<sup>th</sup> grade during their 8<sup>th</sup> grade academic year and prior to the last day of the academic year, a new physical examination will be required one year from the date in which it was issued.

#### Family Obligations on Student Activity Days

The Gilford School Board recognizes that students may have personal obligations on certain days which conflict with student activities. These obligations may include (but not be limited to) family travel, religious observance, and celebration of major holidays. It is the intent of the Gilford School District to allow students and families with strongly held beliefs (religious or otherwise) the opportunity to be together to honor those beliefs on

significant days without jeopardizing the student’s place on a team or the student’s participation in extra-curricular activities.

#### Fundraising

It is the policy of the School District that fundraising activities be of such a number and nature as to have minimal impact on the instructional program and/or community resources.

The yearly major fundraiser (Superfund) will provide for most activity funds; however, other activities shall be approved in advance by the Principal in writing. All funds raised in the Superfund are applied to a specific club or activity designated by the student. Once deposited in the appropriate student activity account, the funds are not transferable to another activity or club. All monies associated with these activities shall be deposited and accounted for in the Student Activity Funds. Raffles or other games of chance shall not be used by school organizations as a means to raise money without proper permits. Goods or commodities sold for the purpose of fundraising shall be of fair market value to the purchaser. Decision of fair market value shall be at the discretion of the Principal.

#### Student Government

Student leadership is an all important part of any school. At GHS the Student Council is a representative form of government which works with Administration and the student body to develop and implement school policies and activities. This has resulted in the creation of Senior Privilege for open campus final exam exemptions for Seniors, and an appeal board to review disciplinary actions. The Student Council also works with the Red Cross for an annual blood drive in the spring. One member of the Student Council participates in the Gilford School Board meetings. Vacant positions may be filled by appointment of the Student Council and faculty advisor.

Elections for Sophomore, Junior, and Senior representatives are held in the spring. Freshmen elections are held in September. The Freshmen and Sophomore classes may each elect three representatives. The Junior and Senior classes may elect four representatives. The Student Council officers are elected by the residing Student Council members before the spring elections. The officers are composed of, but are not limited to, a President, Vice-President, Secretary, and Treasurer. The voted officers for the next year are exempt from spring elections and are already part of the Student Council. Student Council members may not run for election as a class officer. All students are incited and encouraged to attend Student Council meetings.



## **Student Publications**

Students will be afforded the opportunity to develop school publications such as a school newspaper. All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. GHS reserves the right to prior review of all student work for both publication and public presentations.

## **SCHOOL RULES AND CONDUCT**

### **Behavior at School Functions**

Any student identified as engaging in behavior considered to be disruptive, dangerous, or detrimental to the GHS community at any athletic, social, or cultural event involving representatives of the school, or on any bus identified as transporting high school students, shall forfeit participation in, or admittance to such events for a length of time to be determined in conference between the Assistant Principal, the student, and the parents of the offender.

### **Class Cuts**

A student who is in attendance but fails to attend a class/study hall, or enters class/study hall fifteen (15) minutes or more after the block has begun without an excused pass will be reported as cutting.

**First Offense:** Zero (0) grade for the missed class, one (1) hour administrative detention.

**Second Offense:** Zero (0) grade for the missed class; parent contacted by the administration, two (2) hour administrative detention.

**Third Offense/Any Thereafter:** Zero (0) grade for the missed class; parent contacted by the administration, one (1) day of ISS.

### **Cutting Detention**

If a student cuts a teacher detention, an administrative detention will be assigned. Cutting administrative detention will result in a doubling of the detention time originally assigned. Further violations will result in ISS.

## **Detention**

If necessary, administrative detention may be assigned to students for violations of school rules. Detentions will be held Monday through Friday afternoons and range from ½ hour to 2½ hours. Students are required to bring work. No electronic equipment: phones or iPods may not be used during detention.

## **Discipline Continuum**

In-school suspension (ISS) is meant to exclude students from classes for minor behavioral violations. No student will be assigned to ISS more than 3 times in a school year. After the third ISS, all future suspensions will be out-of-school suspensions (OSS). Upon the fourth suspension of any kind, the administration will require the student to sign a Behavior Contract to address the inappropriate behavior and strategies for improvement. Failure to follow the Behavior Contract will result in a meeting with the Superintendent or designated representative. Any student who is suspended for 10 days will be required to meet with the Superintendent prior to returning to school. Further school infractions may result in a request for expulsion.

## **Displaying Affection**

Distasteful and excessive displays of affection are contrary to the maintenance of a meaningful school atmosphere. In case of referral for such behavior, a warning will be given, followed by detentions, and parental notification for repeated offenses.

## **Disruptive Behavior**

Behavior that interferes with the learning climate or orderly operation of the school will not be tolerated. Classroom teachers will handle minor misbehaviors via warnings, detentions, student conferences, and/or parent contact. Misbehavior of a greater frequency or seriousness will result in a written referral to the Assistant Principal. Disciplinary action may range from warnings to suspension based on the severity and frequency of the behavior.

## **Laser Pointers**

Laser Pointers can cause serious damage to eyes, therefore laser pointers are not allowed in the building. Violation of this rule will result in disciplinary action up to and including suspension. Teachers are allowed to use laser pointers for instructional purposes.

## **Dress Code**

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the Principal (or designee) shall take appropriate action to correct the situation. Clothing that is inappropriate or distracting is unacceptable. This includes, but may not be limited to clothing containing violent imagery, language depicting drugs, alcohol, tobacco or other illegal substances, profanity, pornography, sexual or vulgar innuendo, inappropriate language & graphics, pajamas, low riding pants, shirts with bare backs, midriffs, overly revealing clothing, transparent or see-through clothing, and revealing articles of clothing of any type that allow for undergarments to be visible. With the exception of hoodies, students are permitted to wear headgear such as hats, headbands, bandanas, and ribbons. Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the Principal (or designee) so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

*Students are not allowed to wear flip-flops or sandals during the winter or in science labs or shop classes at anytime. Shoes with wheels and other types of roller blades are prohibited.*

*Any clothing deemed inappropriate by the administration is also prohibited.*

*The GHS dress code applies to all school events including, but not limited to, special events, field trips, concerts, and dances. The only exceptions to this code are the annual Prom and Semi-Formal dances where reasonable allowances may be acceptable.*

## **Drugs and Alcohol**

It is against school rules for any student to possess, use, distribute, or be under the influence of illegal drugs or alcohol on school grounds or at school activities. Furthermore, students who are in possession of drug paraphernalia or who intentionally misrepresent a legal substance as an illegal or controlled drug will be in violation of the Gilford School District Drug and Alcohol policy. Students who are suspended out of school for violating the drug/alcohol policy are barred from all dances for the remainder of the year as

well as attending any overnight trips. This period of time may be extended at the discretion of the principal.

Because matters of safety are involved, any students who refuse to allow the nurse to perform a drug assessment may be suspended for up to five (5) school days.

## **Electronic Smoking Devices**

Electronic smoking devices such as vaporizers and JUULs, as well as unauthorized inhalants (e.g., E- juice) are classified as drug paraphernalia and are in direct violation of the Gilford School District Drug and Alcohol Policy. Consequences for the use and/or possession of an electronic device are as follows:

- On the first offense, be suspended from school by the Principal for up to 10 days and be involved in appropriate counseling activities, approved by the administration, prior to remittance. The student's parents and the Gilford Police Department will be notified.\*
- On a second offense, be suspended from school by the Superintendent for up to 19 days and be involved in appropriate counseling activities approved by the administration before re-admittance. The student's parents and the Gilford Police Department will be notified\*
- On a third offense, the student will be recommended to the Superintendent of Schools by the administration for suspension from school for the remainder of the school year. The student's parents and the Gilford Police Department will be notified\*

\*The cartridge in the electronic vaporizer will be tested by the Gilford Police Department to determine the contents. Students who are suspended out of school for violating the drug/alcohol policy are barred from all dances for the remainder of the year, as well as from attending any overnight trips. This period of time may be extended at the discretion of the Principal.

## **Electronic Equipment**

Cell phones, electronic communication devices, earbuds/headphones, and other electronics are prohibited from use in the classroom without the prior consent of the teacher and/or administration. The use of any device to take pictures or videos including cell phones is prohibited without prior permission of the administration. Taking unauthorized pictures on school grounds is prohibited. Student use of electronic communication devices is only allowed

for academic purposes at GHS with the prior consent of the teacher and/or administration. This includes study halls, school sponsored trips and driver education classes. This excludes lunches and passing time between blocks. Violation may result in disciplinary action and confiscation of the offending device to be turned into the office: First offense – Two (2)-hour administrative detention; Second offense – One (1) day of in-school suspension (ISS); the Third and subsequent offenses - May result in further disciplinary action up to and including out-of-school suspension (OSS). GHS and the Gilford School District are not responsible for any electronic equipment that is lost or stolen while at school. Refusal to surrender electronic equipment upon request of a faculty/staff member will result in an automatic ISS. Refusal to surrender electronic equipment upon request or refuse any other request of an administrator is an automatic OSS.

### **Recording Devices**

Students are prohibited from using any electronic listening or recording device into a classroom without the prior consent of the teacher and/or the administration. The use of any device to take pictures or videos including cell phones and other communication devices is prohibited without prior permission of the administration. Taking unauthorized pictures on school grounds is prohibited. Violators will be subject to disciplinary action up to and including suspension from school.

### **Fighting**

Settling differences through physical altercation is unacceptable social behavior which endangers others. Any act of physical aggression will not be tolerated under any circumstances anywhere on school property or at school-related functions. Acts of physical aggression include, but are not limited to, the following: pushing, tripping, hitting, punching, or kicking.

First Offense: 3 -10 days OSS, parent conference, police referral

Second Offense: 5-10 days OSS, parent conference, police referral

Third Offense: Up to 10 days OSS, parent conference, police referral, referral to Superintendent.

Students who are suspended out of school for fighting are barred from all dances for the remainder of the year as well as attending any overnight trips. Depending upon the severity of the incident, and at the discretion of the Principal, further consequences may be issued.

### **Food/Beverages**

Students may carry clear/transparent bottles/containers throughout the school day. All food and beverages (excluding water in a clear/transparent water bottle) should be consumed in the cafeteria. No food or beverages should be consumed in the hallways at any time. Teachers may use their discretion to allow students to consume a small, dry snack and/or beverages in their classrooms. Such snacks must be an individual portion that is in compliance with the Gilford District Nutrition Guidelines. This is a privilege and will be evaluated periodically by the administration and determined if this privilege should continue. Clear/transparent water bottles may not be allowed in certain areas due to the nature of the course. Students who repeatedly violate this rule will first be assigned a teacher consequence; if the violation continues the student will be referred to the administration where further action will take place.

### **Harassment**

Parents are encouraged to report incidents of harassment, bullying, and teasing as they become aware of them to the administration.

The Gilford School District has an obligation to provide a safe environment for its students and employees. To that end, the district believes it is essential to have a foundation based on respect for all, and a commitment to fostering respect for diversity throughout the school and community at large. Discrimination and harassment are not tolerated. The administration will practice due diligence in regard to reports of harassment.

GHS is committed to providing an environment that is free from all forms of harassment. This includes sexual harassment, which is defined as unwelcome verbal, written or physical conduct of a sexual nature. Due to the seriousness of this issue, consequences may range from mediation to ten (10) days of out-of-school suspension and referral to the Superintendent.

Students and parents should be aware that acts of bullying or harassment (including cyber bullying and phone texting) which take place off school grounds may be subject to the jurisdiction of the GHS administration if those acts substantially interfere with the ability of a student or students to access the educational or co-curricular program. In these cases, the acts will be treated as if they had occurred on school grounds.

### Teasing/Harassment

Harassment refers to any conduct which has the purpose or effect of substantially interfering with an individual's academic/work performance, social development, or emotional stability by creating an intimidating, hostile, or offensive school/work environment. Teasing, threats, racial threats, racial comments, inappropriate physical contact, coercion, spreading false or malicious rumors or gossip, pranks, tampering with personal property, or similar behaviors are considered harassment and will be dealt with in accordance with established disciplinary procedures. Each allegation of harassment reported will be investigated by the administration and fully documented. Disciplinary action for students may include suspension and/or referral to appropriate authorities.

### Indecent Behavior

Any student who is guilty of an act of gross lewdness (offensive to decency) under circumstances which he or she should know will likely cause affront or alarm shall be subject to an out-of-school suspension of up to ten (10) days.

### In-School Suspension (ISS)

Students who are in violation of the established rules and regulations may be assigned an In-School Suspension (ISS). The ISS Program will be supervised by a full-time staff member. Students will be required to work the entire time they are in ISS. Failure to serve a scheduled ISS will result in an Out-of-School Suspension (OSS). The ISS regulations are as follows:

1. ISS will run for high school students from 7:29 a.m. to 2:14 p.m.
2. Students who satisfactorily complete ISS will receive credit for school attendance.
3. The student will be expected to follow all ISS guidelines that are outlined by the ISS supervisor.
4. Failure to attend ISS or successfully complete ISS will result in automatic OSS.
5. No student will be assigned to ISS more than 3 times in a school year. After the third ISS, all future suspensions will be out-of-school suspensions (OSS).
6. Snow days and other non-school days do not count as suspension days.

### Insubordination

Any student who refuses to comply with any reasonable request made by a staff member is subject to disciplinary action and probable suspension.

Examples of reasonable requests are:

1. A faculty/staff member asking students to surrender their hats or electronic equipment.
2. A faculty/staff member designating where a student should sit in class, study hall or any other school venue.

### Leaving School Grounds/In Unauthorized Area

Gilford High School is a closed campus school (with the exception of Seniors with Senior privileges). Students are not permitted to leave the school during the school day unless the parents grant permission and the student has followed the proper procedures for signing out of the building. Students are not allowed to leave school for lunch nor are students to be in the parking lot during the school day.

<u>First Offense:</u>	Two (2) hour administrative detention
<u>Second Offense:</u>	One (1) day ISS
<u>Third Offense:</u>	Two (2) days ISS

Students with Senior Privileges transporting students without Senior Open Campus privileges, or any underclassman, will lose their Senior Privileges, and may lose their parking privileges for the remainder of the trimester.

### Misrepresentation/Lying

Lying as well as forging, altering, or misusing a pass, note or ticket is considered a violation of school policy. Students who engage in this or any other deliberate deception or fraudulent action will be subject to detention or suspension. The teacher will notify the student's parent.

### Obligations of the Student

It is the student's responsibility to properly care for all school property issued to the student and to follow the teacher's directions for its use. Covering books is suggested, and may be required by individual teachers. Loss of or damage to school property signed out to you will result in your being billed for the value of the items. Students who fail to turn in athletic uniforms will not be issued uniforms for the next season until that obligation has been met. In addition, the Principal is authorized to withhold the transmission of year-end

grades to colleges and/or other schools of transfer pending fulfillment of obligations. Seniors who do not meet their obligations will not be allowed to participate in Senior Awards Night commencement exercises.

### **Out-of-School Suspension (OSS)**

A student who is serving an out-of-school suspension will only be allowed to make up quizzes, tests, or projects, within three days of his/her return. Refusal to do so will result in zeros for the above mentioned assignments. The student will receive a zero for all homework and class work missed during the suspension. Furthermore, during the above-mentioned time-period, a student that has been issued an OSS is not allowed to be on school grounds and is not allowed to attend any school sponsored activity including events which take place off school grounds without prior permission from administration. Any student suspended by administration for a period of ten (10) days will be referred to the superintendent for a disciplinary hearing. Any student who violates these guidelines will be reported to the police, as per RSA 193:15. Snow days and other non-school days do not count as suspension days.

### **Plagiarism/Cheating**

This procedure is in place to communicate to students and parents that cheating and plagiarism are not acceptable at GHS. All students are expected to adhere to the highest standards of personal integrity in their work. Work that is presented for credit in all classes must be original. Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information for use on quizzes, tests or homework. Plagiarism is defined as passing off the ideas and words of another as one's own. It is literary dishonesty. For example, turning in a paper retrieved from any Internet source or including information from an encyclopedia, book, magazine, website, database without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

#### **Examples of Plagiarism/Cheating:**

1. Copying homework or class work with the purpose of submitting it as your own.
2. Handing in someone else's work as your own or allowing someone else to present your work as their own.
3. Looking onto another's test or quiz or letting another student look on a test or quiz or asking another for answers.

4. Using any method of giving or getting answers on a test or quiz to others whether successful or not.
5. Taking information from another source that is not properly cited (words, images, programs, etc).
6. Handing in a paper written for another class without permission (self-plagiarism).
7. Working with others or sharing task on an assignment that was meant to be done individually.
8. Submitting papers from the Internet, other publications, or other students. Allowing another student to submit work you have done as his or her own.
9. Translating or creating a foreign language passage by using a mechanical device or someone else, without the instructor's permission.
10. Physically taking any part of a test to use or to give to others.
11. Taking a picture of a quiz, test, or assessment

**First Offense:** Zero credit on the assignment, student/teacher conference with the administration, parent contacted by the teacher.

**Additional Offenses:** Zero credit on the assignment, student/parent teacher conference with the administration, one day of ISS plus any additional days of ISS needed for the student to complete the original assignment without plagiarizing (once completed the student will still receive a zero on the assignment).

**The above penalties for violation of this policy shall be cumulative throughout the school career of the individual student.**

Accomplices will be dealt with in the same manner. The administration may impose further sanctions based upon the severity of the offense.

### **Profanity Towards Staff**

Students will be suspended out of school and parents will be notified.

## **Safety**

Behavior which poses a direct threat to the safety of others or to the individual is unacceptable. Immediate referral is required in these situations. Examples covered by these policies include, but are not limited to: possession and use of fireworks, possession of weapons, setting fires, false alarms, and assaults. Administration will determine the appropriate discipline for violations of this policy, subject to the following paragraph regarding possession of weapons.

Students who are in possession of weapons are subject to expulsion from school, pursuant to the provisions of RSA 193:13 and RSA 193-D:1. These statutes are included as part of this student handbook.

Weapons include, but are not limited to:

1. A firearm (see 18 USC Section 921) to include a pellet or BB gun;
2. Any object prohibited, licensed, or regulated under RSA 159;
3. A knife, including a folding pocket knife, but not a cafeteria-issued dining utensil; and/or
4. A knife and/or any other substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

For further clarification see RSA 193:13 and RSA 193-D:1 in the School Board Policy section.

## **Searches**

The administration reserves the right to inspect student lockers at any time with or without reasonable suspicion. Students, their vehicles, and their possessions located on school property may be searched whenever there is reasonable suspicion that the search may uncover evidence that a student is violating School District policies, school rules, or the law.

If a search produces evidence that a student has violated or is violating the School District's policies, school rules, or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Recognizing the danger that contraband poses to society, and students in particular, the School District reserves the right to conduct unannounced

random searches at any time with the assistance of qualified law enforcement officers and trained canines. Qualified law enforcement officers and trained canines may be used periodically upon request of the Superintendent and the Principal to sniff lockers, common areas, vacated classrooms, backpacks, parking lots, and school grounds.

Because matters of safety are involved, any students who refuse to allow an administrator to inspect their lockers, conduct a search of their possessions located on school property, or fail to follow rules/instructions during a random search may be suspended for up to five (5) school days.

GHS reserves the right to use passive alcohol sensors (PAS) during the school day and at all student activities and co-curricular functions. The PAS is used to check for breath alcohol without the student's direct participation. The student only has to speak across the intake port of the PAS for five seconds. This is a much less invasive way of checking for breath alcohol than previously used methods. Here is the protocol that will be used when the PAS is employed:

1. Reasonable suspicion, such as a staff referral or credible information that is the result of an investigation, will be required.
2. The student will be brought to a private office area and informed of the concern. The student will be observed and questioned regarding alcohol consumption.
3. The student will have the opportunity to confirm or deny the report. The administrator will wait 15 minutes to make sure that the use of mouthwash does not interfere with the test.
4. The student will be informed that the PAS device will be used and how it will be used. The student will be informed that all he/she will have to do is speak or breathe across the intake port of the PAS device. The device will not come into contact with the student.
5. The student will be informed immediately of the results. The sensor will either detect or not detect the presence of alcohol.
6. If the student tests positive for alcohol, the student will be re-tested using a different PAS device.
7. If the detection of alcohol is confirmed, the administrator will notify the student and the parents of our concerns and that a suspension of 5 to 10 days will be administered. The administrator will also notify the School Resource Officer as required by the Memorandum of

Understanding between GHS and the Gilford Police Dept. The administrator will call the parents/guardians to pick up the student and take him/her home.

8. The administrators may also use the PAS to detect alcohol in an open container without having to sample the contents.

**Skateboarding/Rollerblading/Roller Skating**

Skateboarding/rollerblading and/or roller skating is not allowed on school grounds between the hours of 7:00 a.m. and 5:00 p.m., when school is in session. Failure to adhere to these times may result in an administrative consequence. These activities during allowed hours should be done in a responsible manner, and at the students’ own risk. The school is not responsible for any injury, theft or damage as a result of these activities.

**Swearing**

Disciplinary action will be based upon the severity of the offense.

**Tardiness to Class**

For first block only, every third unexcused tardy (arriving after 7:34 a.m.) will result in a one hour administrative detention.

Timeliness to all classes is important. If a student is late to class, the student will receive whatever disciplinary action the teacher deems appropriate. These consequences will be defined on individual teacher expectation sheets. They may include teacher detention, extra work sessions, parent notification or other options. After three unexcused tardies, the third tardy will result in an administrative detention. If tardiness persists, then further action will be taken by the administration to rectify this problem.

A student unexcused tardy to class fifteen (15) minutes or more will be marked as having cut the class. The teacher will notify the office of the class cut, and discipline action will follow as outlined in the “Truancy/Class Cut” section of this handbook.

**Tardiness to School**

It is the responsibility of the student to be on time to class. The school day at GHS begins at 7:34 AM and students are required to be in their first block class at that time. Students arriving after 7:34 AM are to report to the Main Office to obtain a late pass. Tardiness will be excused with parental confirmation for illness, family emergencies, or doctor’s appointments. Tardiness for oversleeping or missing scheduled transportation will not be

excused. Students arriving as unexcused tardy to first block at or after 8:00 AM will be marked as cutting the class and receive a one hour detention. Failure to serve detentions that are assigned due to unexcused tardiness will result in the detention doubling. Students that fail to serve their detention(s) assigned to them due to unexcused tardies will be prohibited from participating in athletics and other extracurricular activities until the detentions have been fully served.

Excessive unexcused tardies in a Trimester will result in an escalating series of consequences as described below.

3rd unexcused tardy	Administrative Detention
6th unexcused tardy in trimester	Parent email/2-hour Administrative Detention
9th unexcused tardy in trimester	In-school suspension/ loss of parking privilege and open campus suspended for 2 weeks
12th unexcused tardy in trimester	Parent Conference/In-school suspension/ loss of parking privilege and open campus suspended for the trimester
15th unexcused tardy in trimester	OSS/loss of school privileges for remainder of the school year

**Theft or Destruction**

Any student who is found guilty of theft or destruction of school or personal property will receive, depending upon the nature of the incident, up to five days of out-of-school suspension. A parent conference will be required. In each case of theft the police will be notified. **GHS is not responsible for stolen items. Students NEED to lock all of their valuables.**

**Threats Towards Staff**

Any student who threatens a staff member physically or verbally will be suspended out-of-school. The number of days will depend on the severity of the threat made by the student. Parents will be contacted. Harassment reporting procedures will be followed. The police may be notified.

**Truancy**

An unauthorized absence from school is considered to be a truancy from school. Students who cut multiple blocks in a given school day may be considered truant. These guidelines should not be interpreted to mean that students have allowable “cuts” from class or days off from school. The following consequences will be assigned for truancy:

First Offense: Zero (0) credit for all missed work, parent contacted, referral to guidance, referral to truant officer, one (1) day of ISS.

Second Offense: Zero (0) credit for all missed work, mandatory parent conference, referral to guidance, referral to truant officer, two (2) days of ISS.

Third Offense: Zero (0) credit for all missed work, mandatory parent conference, referral to guidance, referral to truant officer, three (3) days ISS, possible court referral.

### **Use/Possession of Tobacco Products**

Consequences for the use and/or possession of tobacco products or when there is reasonable evidence of such use is as follows:

First Offense: Two (2) days ISS, referral to a smoking cessation program, and a police report.

Second Offense: Two (2) days OSS, referral to a smoking cessation program, and a police report.

Third Offense: Referral to the Superintendent

### **Vandalism**

Acts of vandalism are crimes against the school district and the community which supports the school. Students who willfully destroy, damage, and/or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the Law. Such student and/or his/her parents or guardians shall be required to pay the district for the value of the damage.

First Offense: Up to five (5) days OSS, parent conference, police report

Second Offense: Referral to Superintendent, police report

## **SCHOOL DISTRICT POLICIES**

### **ATHLETIC POLICY**

1. Any legal infraction or conduct by a student that is determined by the coach and/or administration to be detrimental to the athletic program will

result in a minimum 3-game suspension and may result in that student's expulsion.

2. Each student is required to participate in a sportsmanlike manner in all aspects of the program. Unsportsmanlike conduct toward an opponent, official, coach, or teammate is forbidden during a practice or a contest. Unsportsmanlike behavior will result in discipline which will include a minimum of a 3 game suspension and/or expulsion for the duration of the specific sport season and possibly into the student's next sport season depending on the seriousness of the infraction.
3. Athletes receiving a contest disqualification or any other unsportsmanlike behavior will result in discipline which will include a minimum 2 game suspension up to expulsion for the duration of the specific sport season, depending on the seriousness of the infraction. The infractions above and the penalties imposed will be at the discretion of the Athletic Director.
4. The student will attend all games and practices unless excused by the coach. The consequence of an unexcused absence will result in the student not being permitted to participate in the next regularly scheduled contest. The second violation will result in suspension for the remainder of the season.
5. A student that is a member of a school team is prevented from missing a high school practice or competition with an "out-of-school team." Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the Principal and Athletic Director on a case by case basis. Students violating this rule will be declared ineligible for the next four (4) consecutive interscholastic events or three (3) weeks of a season, whichever is greater. This penalty is effective from the date of their last participation in a high school sport. Students who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.
6. Any student suspended by the administration from attending classes will not participate or play from the time notice is given until the suspension obligation has been fulfilled. This applies to In-School Suspension and Out-of-School Suspension.
7. Theft or malicious destruction of school property or to an individual's property is forbidden.



First Offense: Suspension from participating in at least two scheduled contests. The student will be responsible for financial restitution. In cases involving gross misconduct, the final decision on continued participation will rest with the Principal, after appropriate consultation with the Athletic Director, coach, student, and parents.

Second Offense: Suspension from participation - up to one calendar year.

8. Once students have begun regular practice for a GHS athletic team, they may not quit that team to play for another GHS team in the same season without the mutual consent of the coaches of both teams and a review by the Athletic Director.
9. There will be no use of tobacco in any form.

First Offense: Suspension from participation in two (2) scheduled contests.

Second Offense: Suspension from the team for the remainder of the sport's season. The second offense may occur any time during the student's remaining school career.

10. There will be no possession, consumption, or distribution of alcoholic beverages or illegal drugs in any form during the sport season. This rule shall apply to any violations on or off school premises during the season of participation. The only exception to this will be a token consumption of alcohol as part of an established religious ceremony or a traditional family ceremony in the presence of parents or guardians. Consequences for violating this rule:

First Offense: Minimum of three (3) contest suspensions to a maximum suspension for the remainder of the season. Counseling in alcohol and drug abuse is required.

Second Offense: Minimum of suspension for remainder of the season to maximum of suspension for one calendar year. There will be a minimum suspension in eligibility of three months. Counseling in alcohol and drug abuse required before being allowed to participate.

Third Offense: Same as maximum penalty for second offense.

The policy of drug/alcohol use shall be cumulative throughout the school career of the individual student.

11. In order to take a positive approach in dealing with students who may have a drug or alcohol problem, the school has implemented a voluntary referral program. Athletes who are referred to the Athletic Director by a concerned person (coach, teammate, friend, etc.) or themselves will be dealt with as follows:

a) First Referral - Self referral or from a concerned person.

- Meet with student to discuss concerns over drug/alcohol use.
- Refer student for appropriate counseling.
- Contact student's parents.

b) Second Referral - Self referral or from a concerned person.

- Contact student's parents and school administration.
- If there is proof of use, follow the disciplinary procedures for drug or alcohol use.

12. The student will accept responsibility for all equipment issued and will return everything in reasonable condition within one week of the close of the season. Consequence: The student will not be allowed to participate in any GHS program until the equipment has been returned or paid for and will be assigned administrative detentions after the one week time period for the late return of equipment. In any event, the student will be billed for lost or abused equipment at the replacement cost.

13. Students must be in school for their entire academic day in order to participate in an athletic contest or practice that day. Students must be in school no later than 8:00 a.m., unless they have Senior Open Campus Privilege, in order to participate in that day's events. No academic classes or study halls may be missed without meeting one of the below criteria.

Exceptions:

- a) approved medical appointments
- b) family emergency or other extenuating circumstance
- c) college/school visitation (approval by administration required)
- d) approved school activity including athletic competition/extracurricular activity

Students must present a signed statement from the doctor regarding their absence to the Front Office.

14. Students absent the last day of school of the week and planning to compete on subsequent non-school days must provide the coach with a signed statement from the parent or guardian regarding the absence.
15. A student who has been seriously injured and whose injury requires medical treatment cannot participate in sports until the School Nurse receives a written note from the physician indicating the athlete's date of return.
16. Academic performance is the first priority; therefore, unexcused absences from classes during the season will result in:
  - First Offense: Suspension from one contest.
  - Second Offense: Suspension from four (4) contests.
  - Third Offense: Suspension from the remainder of the season.
17. GHS encourages participation in a variety of activities. Students who participate in other school activities (such as one of the exchange programs) which requires them to miss sports practices or games will be allowed to continue on the team. However they will have to earn their way back to the position previously held.
18. Students suspended from participating in a number of contests during a season are still required to participate in practice and attend contests (even though they cannot participate in said contests).
19. The only exception is when they have received an in-school suspension or out-of-school suspension.

#### Athletic Appeals Process

1. Students violating above stated rules will be provided with notification of the alleged infraction and evidence regarding the same. They will be given an opportunity to respond to the allegations. The penalty will then be imposed and followed by written notification.
2. Within three days of imposition of the penalty, students may appeal in writing to the Principal for a hearing to be held within three school days. At the hearing, the Athletic Director may present evidence of the infraction and students may present whatever evidence they desire in their defense regarding the alleged infraction and/or mitigating

circumstances. After hearing all parties, written findings will be forwarded to the student and to his/her parent or guardian.

#### Athletic Awards

No funds to purchase championship or athletic award jackets are available from GHS budgeted accounts.

#### Sect. 7: Non-School Competition

- A. A member of a school team is a student athlete who is regularly present for, and actively participates in, team tryouts, practices and competitions. Bona fide members, as of the first date to practice in that sport as listed in By-Law Article XXXVIII of the NHIAA Hnadbook, of a school team are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events.

When ever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the principal and athletic director. It is expressly understood that waivers shall not be granted on a regular basis and shall only be granted in extraordinary circumstances. (1.2015 CM)

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

- B. International Competition:

Student and/or teams desiring this kind of competition must have the approval of the NHIAA. No requests for approval will be considered unless received in writing and signed by the principal six (6) weeks prior to the date of participation. Requests are to be submitted to the NHIAA Executive Director for action.

### C. Member Schools' Students Attending Foreign Country Schools:

Member school student athletes attending high schools in a foreign country will be under all the Eligibility By-Laws as stated in the NHIAA Handbook.

## **ATTENDANCE, ABSENTEEISM AND TRUANCY**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

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

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

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason

for the student's absence constitutes good cause and will notify the parents in writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his/her initial determination. However, at this juncture, the Principal's decision shall be final.

### **Gilford School District Policy**

#### Family Vacations/Educational Opportunities

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

#### Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

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

#### Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above. When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;

3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

### Parental Involvement in Truancy Intervention

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

#### **Gilford School District Policy**

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

#### Parental Notification of Truancy Policy

(Adopted: 2/7/2011)

(Reaffirmed: 6/2/2014)

### ATTENDANCE

**RSA 193:1**, of the **New Hampshire Education Laws**, states: "A parent of any child at least six (6) years of age and under eighteen (18) years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session."

This policy will be enforced to ensure compliance with the provisions of this law for all students, including students who are not required by law to attend school beyond the age of eighteen (18). In addition, this policy is intended to emphasize class attendance as a major dimension in a student's education. Too often a student is absent from class, and thereby is deprived of not only the teacher's presentation, but also the class interaction which is so important in the educational process. For example, by restricting the number of absences from class at GHS to a maximum of eight (8) absences for a single trimester course, the school can help ensure that all students profit from their classroom instruction.

Students are expected to be present each day of school. Excused absences and unexcused absences all count toward the total absence limit allowed. Students are not entitled to be absent from school for the above mentioned days or for any days except as exempted by district guidelines.

### Appeals

The attendance policy holds students, teachers, parents and the school administration accountable for attendance. It is not our intent to penalize students for unusual or extenuating circumstances. Students exceeding the acceptable number of absences due to circumstances beyond their control should notifying in writing the Assistant Principal of their intent to appeal. The Attendance Appeal Board will meet with the student, parent and teacher of the course when the absences exceed the maximum allowed for a single trimester course or a multi-trimester course. Consideration and judgments will be made on a case by case basis. Decisions of the Appeals Board may be appealed to the Principal and the Superintendent of Schools.

Seniors with privileges who have one unexcused absence may lose Senior privileges for the remainder of that trimester.

Individual teachers who feel that a student's attendance in a particular class is unsatisfactory may request a meeting with the student and parent/guardian before the Attendance Appeal Board.

In the instance of students under the age of sixteen (16), the Attendance Appeal Board may file a "Child in Need of Services" petition with the court if school attendance is not satisfactory.

#### General:

1. Students granted approval for excused absences are responsible for making up all missed assignments as determined by and at the discretion of their classroom teacher(s). Students will be allowed to gather information on upcoming assignments, material to be covered, and pre-assigned work as available from their classroom teachers prior to their absence. (It should be noted that the expectation is not placed upon the teacher that a "day by day, lesson by lesson" list of activities be provided.)
2. Student will be responsible for making arrangements for make-up work on their first day back to class for the work that was missed during their absence.
3. Students will be provided with one day for every day missed in which to make up applicable work. The exceptions to this shall be approved

ahead of time by the teacher/principal in light of specific and unique circumstances.

4. Copies of completed Attendance/Make-up Work Requests and administrative responses shall be included in the student records folder/file.
5. Academic grades/credit will be based on work completed. In the event that a student does not fulfill his/her make-up assignment responsibilities, they shall receive no credit.
6. Consideration will be given to special/extenuating circumstances when applicable.
7. In the event that there is no advance notification provided or written request submitted for vacation absences, the student's absence will be considered as unexcused and no credit or makeup work will be provided.
8. Appeals to decisions made by the Principal and/or Superintendent related to this policy should be submitted in writing to the attention of the Gilford School Board.
9. The Gilford School Board will act in a manner consistent with its authority under state law and administrative rules.

### **Child Find Notice**

As mandated by Federal Law - Individuals with Disabilities Act - public schools must provide special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through 2 years of age. This law applies to all children including those in non-public schools, pre-schools and hospital settings.

If at any time you suspect your child might have an educational handicap, you are encouraged to contact Gilford School District's Special Education Administrator to discuss your concerns. You will be provided with information on the procedures for determining if a child is educationally handicapped and in need of special education services. For more detailed information about the policies, procedures, and services established in your school district for special education, the SAU #73 SPECIAL EDUCATION PLAN is available for review at the Superintendent's office.

Adopted by Gilford School Board 8/4/03

### **Drug and Alcohol Policy**

The Gilford School District recognizes that substance abuse has a serious negative impact on our society that extends beyond the individual. The board also recognizes the responsibility of the Gilford School District to commit to a drug-free school environment. It is necessary to maintain a strong educational program, to establish firm guidelines for the protection of the school population from exposure to substance abuse/abusers while ensuring the rights of all.

The Gilford School Board reaffirms its commitment to work cooperatively with students, parents, police, social agencies, and the community to address this issue as it affects individual students and the total school population.

### **Procedures**

1. It is the responsibility of each staff member to report immediately to a school administrator any suspicion of drug or alcohol use, or possession and/or sale. The school administrator will take appropriate action including but not necessarily limited to:
  - a) appropriate medical attention
  - b) notification of the parent
  - c) notification of the police
  - d) any other action deemed necessary.

### **Penalties for violation**

1. Any student selling drugs will:
  - a) be immediately suspended from school for up to ten (10) days. The student's parents and the Gilford Police Dept. will be notified
  - b) be referred to the School Board for expulsion and
  - c) be required to show proof of appropriate counseling approved by the school administration before re-admittance is considered.
2. Any student found to be under the influence of drugs/alcohol, transporting such substances, or found in possession of drugs or alcohol within the jurisdiction of the school district shall:
  - a) be suspended from school by the Principal for up to ten (10) days; and/or be recommended to the Superintendent by the

school administration for expulsion from school for the remainder of the school year.

- b) be reported to the Gilford Police Department or appropriate authorities, and
- c) be required to participate in an appropriate counseling program approved by the administration.

The above penalties for violation of these policies shall be cumulative throughout the school career of the individual student.

### **MEDICATIONS IN SCHOOL**

The following policy has been developed to provide for the proper, supervised use of medications that require administration in the school setting.

1. Students will not carry medications on their person with the exception of inhalers for asthma, an Epi- Pen, insulin for diabetes or medication for prescribed allergies. The appropriate parent and physician, APRN or PA permission forms must be on file with the school nurse. The school nurse may require a student to receive training and to sign a contract to ensure that the student, as well as other students, is safe. A copy will be placed in the student's health file.
2. Other than in an emergency situation, school personnel will not administer medications to school children unless all of the following conditions or requirements are met:
  - The school nurse confirms that the medication is appropriate for the child's condition and necessary during school hours.
  - Written authorization and a medication order have been provided by the student's parents or guardian and prescriber. These authorizations must be renewed at the beginning of each school year, and whenever there is a change in the dose or medication.
3. Medications must be delivered to the school nurse by parents or a responsible adult. All medications must be in their original container. The pharmaceutical container must state the patient's name, the name of the medication, the dose to be administered, and the name of the prescribing physician. Should further information be required, the school nurse may contact the child's physician and/or pharmacist.
4. Students are responsible for coming to the school nurse for regularly prescribed medications. Parents will be informed if a student misses more than two consecutive doses of a medication.
5. Students who request over-the-counter medications during school hours must have signed permission from a parent or guardian on their completed annual health update. The decision to administer an over the counter medication will be based on each individual student's complaint, assessment by the school nurse and health history. Alternative measures to achieve comfort such as rest, nourishment, ice packs or heat may be tried prior to administering medications.
6. If the medication is not already in the health office, it is the responsibility of parents to provide medications and written authorization for medications needed on field trips. The parent should deliver a doses of the medication needed for the trip only, in a properly labeled pharmaceutical container, to the school nurse or official prior to the trip. The nurse will then give this container, with the appropriate instructions, to a responsible adult who is on the trip. A responsible adult on the field trip will then assist the child to ensure that it is taken correctly.
7. Discontinued medications, or medications left over at the end of the school year will be left with the nurse, not be sent home with students. Parents may pick them up within 2 weeks of the last dose given at school. If not picked up, or if no arrangements have been made with the school nurse or the principal, the medications will be discarded in accordance with accepted nursing practice.
8. The school nurse will maintain a written record of the medication administration in accordance with standard nursing practice.
9. Medications will be kept in a locked cabinet within the school nurse's office, with the exception of rescue medication. (i.e. inhaler, epi-pen) It is understood that the nurse's professional judgment will be exercised in the implementation of this policy as specific circumstances/student needs warrant.

(Adopted: 4/08/75) (Revised: 7/7/03, 6/03/2013, 2/1/2016)

### **Gilford School District Conflict Resolution Policy**

If a parent or adult student does not agree with a decision made by school administrators, an appeal may be made first to the Superintendent of Schools and, if resolution is not reached, to the Gilford School Board via request to appear on the agenda of their next scheduled meeting. Decisions on all policy matters made by the Gilford School Board are considered final. Out-of- school suspensions of three (3) days or less cannot be appealed to the Superintendent or Gilford School Board.

### Gilford High School Appeals Committee

The Appeals Committee will be composed of two staff members, two representatives of the student body, and the Appeals Committee chairperson. The Appeals Committee will hear any student appeal which has been reviewed and passed on by the Appeals Committee's Review Board. The committee will meet as necessary to hear appeals. The appeal must be made within twenty-four (24) hours of the time in which the disciplinary action has occurred. If a student who has been suspended elects to appeal the disciplinary action, he/she must file the appeal form upon returning to school by the end of the school day when he/she returns from suspension. Appeal forms may be obtained from the Assistant Principal. The student who is filing the appeal is responsible for filling out the form. The Appeals Committee will give the student notice of the hearing. After hearing the appeal, the committee will make its recommendation to the Principal. It is the School Principal who makes the final recommendation. Any individual who wishes to appeal the decision of the Principal should follow the Gilford School District Conflict Resolution Policy.

### Handicapped Accessibility

This policy is designed to ensure that school facilities and programs provide access for physically handicapped students, parents, and guests.

Handicapped parking spaces are clearly marked on the parking lot near the main entrance. Directions regarding handicapped parking and entrances are located at other entrances and in other parking areas.

The main entrance is handicapped accessible and centrally located in the facility. Laboratories, shops, gym, auditorium, cafeteria, and multipurpose classrooms are accessible to the physically handicapped. Students in wheelchairs or on crutches are assigned an adult tutor/aide or student assistant. These assistants help handicapped students move through the facility. Handicapped students and their assistants are familiarized with traffic patterns, handicapped routes, and evacuation procedures in case of emergencies.

The barrier-free handicapped rest room, located near the main entrance, is available whenever a function is held at Gilford High School.

All lab machinery, equipment, and workstations in classes where a handicapped student is enrolled will be modified according to a student's needs. This will be accomplished through the use of platforms, hydraulic lifts, and equipment modification when necessary.

### Individuals with Disabilities Act

The Individuals with Disabilities Act requires that public schools provide special education for children ages three to twenty-one who are determined to be educationally handicapped. This law applies to all children including those in non-public schools, preschools and hospital settings. The law also requires school districts to identify children from birth through two years of age who are potentially educationally handicapped. Parents should contact the Gilford School District's Special Education Administrator for additional information.

### BULLYING AND CYBERBULLYING

The School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

#### A. Prohibited Conduct

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

1. Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

#### B. Definitions

For the purposes of this policy, the following definitions shall apply:

1. “Bullying” means 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 student which:

- a. Physically harms a student or damages the student’s property;
- b. Causes emotional distress to a student. For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- c. Interferes with a student’s educational environment;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school. “Bullying” shall also include actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

### **Notice of Nondiscrimination**

The Gilford School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap, or disability in compliance with the provisions of Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for All Handicapped Children Act of 1975.

Any person having inquiries concerning the Gilford School District’s compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1972, and 34 C.F.R. Part 106 or Section 504 of the Rehabilitation Act of 1973 may contact: Kirk Beitler, Superintendent of Schools, School Administrative Unit #73, 2 Belknap Mtn. Road, Gilford, New Hampshire, 03249 (603) 527-9215 or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20001 and/or the Regional Director, U.S. Department of Education, Office for Civil Rights, Region 1, Boston, Massachusetts, 02109.

### **Notification of Drug Free Workplace**

The Gilford School District complies with all of the provisions required under the Drug-Free Workplace Act of 1988. The public is hereby notified that the manufacture, distribution, possession, sale, and/or use of any controlled substance or look alike by any student or staff member is strictly prohibited. A copy of this policy is on file and can be obtained through the Principal’s office.

### **Public Notice**

The Gilford School District is required by Federal law to notify the public that there is asbestos in the school buildings. The Gilford School District has completed the AHERA Management Plans and they are available for review at the SAU #73, 2 Belknap Mtn. Rd., Gilford, NH 03249.

### **Pupil Safety And Violence Prevention (“Bullying”)**

This policy is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited.

The Gilford School Board is committed to providing all pupils with a safe school environment in which all members of the school community are treated with respect. Conduct in which students are subject to insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner by others is prohibited. Such behavior will result in disciplinary action.

Students and parents should be aware that acts of bullying or harassment which take place off school grounds may be subject to the jurisdiction of the GHS administration if those acts substantially interfere with the ability of a student or students to access the educational or co-curricular program. In these cases, the acts will be treated as if they had occurred on school grounds.

A copy of the Gilford School Board’s policy on Bullying is located on the school district’s website: [www.sau73.org](http://www.sau73.org)

### **RIGHT TO DUE PROCESS**

The Gilford School District acknowledges its role and accountability for student achievement through individualized education programs.



#### District Rights:

While the individualized education program shall not be a legally binding contract, each responsible agency shall provide the special education or educationally related services to a student with educational disabilities as specified in the individualized education program.

These rules do not require that any agency, teacher or other person be held solely accountable if a student does not achieve the growth projected in the annual goals and objectives, particularly for those factors beyond their scope of control. However, agencies and educational personnel shall not be relieved from making good faith efforts to assist the student in achieving the objectives and goals listed in the individualized education program.

#### Parent Rights:

In the course of providing services, differences/disagreements may develop. The District acknowledges the right of the parent to complain and ask for revisions of the student's program or to invoke due process procedures, if the parent feels that these efforts are not being made.

(Adopted: 5/4/2002)  
(Reaffirmed: 3/4/2013)

### **PROCEDURAL GUIDELINES FOR PROHIBITING WEAPONS ON SCHOOL**

Weapons are not permitted on school property at any time. Visitors, faculty, staff and students are strictly prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property or a school bus, or to any school-sponsored event. The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

A violation of this policy by any person, with respect to any weapon, will result in an immediate report to the principal, who shall in turn notify the police. A student violation of this policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. If the student violation involves a firearm, the school board shall expel that student from school in accordance with the mandates of RSA 193:13 III.

The Superintendent of Schools, or designee, shall have the authority, pursuant to RSA 193:13 III, to grant written authorization to a student to possess a firearm or other weapon on school property. Any such authorization shall be requested in writing by the student and shall also be signed by a parent or guardian. The authorization shall be issued in advance of the possession. Any such authorization shall identify the student, the weapon or firearm, the purpose of the possession, and time frame(s) of the authorization.

The only persons who are exempt from this policy are law enforcement personnel.

#### Legal References:

18 U.S.C. § 921 Et seq., Firearms  
20 U.S.C. § 7151, Gun-Free Schools Act  
RSA 193-D, Safe School Zones  
RSA 193:13, Suspension and Expulsion of Students  
NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

(Adopted: 10/4/94)  
(Reaffirmed: 4/1/2013)

#### **Residency**

GHS students must be residents of the towns of Gilford or Gilmanton. All registration documents must list specific street or highway addresses. Prior to enrolling, any non-resident student wishing to attend GHS must make a formal request to the Gilford School Board through the Superintendent of Schools. Students who change their residency during the school year must notify school officials immediately.

#### **Suspension and Expulsion of Pupils RSA 193:13/ RSA 193-D:1**

1. (a) The Superintendent or chief administering officer, or a representative designated in writing by the Superintendent, is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school. The suspension of up to ten (10) days, shall be enforced while an appeal is pending.

(b) The school board or a representative designated in writing by the school board is authorized, following a hearing, to continue the

suspension of a pupil for a period in excess of ten (10) school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first ten (10) days under subparagraph (a).

(aa) Any suspension shall be valid throughout the school districts of the state, subject to modification by the Superintendent of the school district in which the pupil seeks to enroll.

(c) Any suspension in excess of ten (10) school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the Superintendent received such appeal in writing within ten (10) days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.

2. Any pupil may be expelled from school by the School Board for gross misconduct, neglect/refusal to conform to reasonable rules of the school, theft, destruction, violence (as defined in RSA 193-D:1) or for possession of any type of firearm (pellet/ BB/ rifle) and the pupil shall not attend school until restored by the local School Board. Any expulsion shall be subject to review if requested prior to the start of each school year. Any parent or guardian has the right to appeal any such expulsion to the State Board of Education. Any expulsion shall be valid throughout the school districts of the state.
3. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than twelve (12) months.
4. The local school board shall adopt a policy which allows the Superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case by case basis.
5. Any pupil expelled by a local school board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Nothing in this section shall be construed to prevent the local school

district that expelled the student from providing educational services to such students in an alternative setting.

6. A pupil expelled from school in another state under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.
7. For purposes of paragraphs I, II, and III, the School Board may be either the School Board or a subcommittee of the Board authorized by only the School Board.

### **Safe School Zones Chapter 193-D**

1. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of the age of the perpetrator:
  - a) Homicide under RSA 630.
  - b) (1) Any first or second degree assault under RSA 631.  
(2) Any simple assault under RSA 631:2-a.
  - c) Any felonious or aggravated felonious sexual assault under RSA 632-A.
  - d) Criminal mischief under RSA 634:2.
  - e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA159.
  - f) Arson under RSA 159.
  - g) Burglary under RSA 635.
  - h) Robbery under RSA 636.
  - i) Theft under RSA 637
  - j) Illegal sale or possession of a controlled drug under RSA 318-B.
2. "Safe school zone" means an area inclusive of any school property or school buses.
3. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.
4. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.

5. "School property" means all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
6. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

**Sexual Harassment Policy**

The Gilford School District, in compliance with Administrative Rule E203.01 (b) of the New Hampshire Department of Education, has adopted a policy which guarantees an environment free of sexual harassment. Any person desiring a copy of the Gilford School District Sexual Harassment Policy, or wishing to lodge a complaint relative to sexual harassment should contact:

Anthony Sperazzo, Principal  
 Gilford High School  
 88 Alvah Wilson Road  
 Gilford, NH 03249  
 Phone: (603) 524-7135

**1. General Statement of Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 2000e, et seq. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the Gilford School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The Gilford School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student to be sexually violent to a student or an employee.

The Gilford School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence, and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the Gilford School District.

The School District will also investigate all complaints of Title IX violations to ensure gender equity.

**2. Sexual Harassment/Sexual Violence Defined**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile education environment.

Any sexual harassment, as defined, when perpetrated on any student by any student or employee will be treated as sexual harassment under this policy.

**Sexual harassment includes, but is not limited to:**

- a) Verbal harassment and/or abuse of a sexual nature including spreading sexual rumors, including graffiti and homophobic references, attempts to look at or expose another's private parts, or deliberately exposing one's own;
- b) Subtle pressure for sexual activity;
- c) Inappropriate touching, patting, or pinching;
- d) Intentional brushing against a student's body;
- e) Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status;
- f) Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- g) Any sexually motivated unwelcome touching; or
- h) Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

### 3. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee or the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Title IX coordinators in each building or available from the Director of Student Services office.

- a) The School District shall conspicuously post the names of the Title IX coordinators.
- b) Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future grades or work assignments.
- c) Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complainant is filed as much as possible, consistent with School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

### 4. Investigation and Recommendation

By authority of the Gilford School District, the Title IX Coordinator acting in concert with a school administrator, shall, upon receipt of a report or complaint alleging sexual harassment or sexual violence immediately inform those involved and begin an investigation. This investigation may be conducted by Gilford School District officials or by a third party designated by the School District. The investigation party shall provide a written report of the status of the investigation within ten (10) working days to the School Principal. If the Principal is the subject of the complaint, the report shall be submitted to the Superintendent.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the Gilford School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the

alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or violence requires a determination based on all the facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against who the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

All complaints deserve a prompt and thorough investigation by a person(s) responsible to act. Students should look to any adult to make a complaint—teachers, guidance counselors, nurse, administrators. The adults will then refer all student complaints directly to the appropriate administrator in the building or at the SAU level. Investigations will be as thorough and confidential as possible. Faculty and staff complaints will be processed through the Title IX procedures. In all cases, retaliations of any kind against any person involved in the complaint process are prohibited.

In addition, the Gilford School District may take immediate steps, at its discretion, to protect the complainant as well as all other students involved pending completion of an investigation of alleged sexual harassment or sexual violence.

### 5. Gilford School District Action

- a) Upon receipt of a recommendation that the complaint is valid, the Gilford School District will take such action as appropriate based on the results of the investigation.
- b) The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

### 6. Reprisal

The Gilford School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

7. Right To Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

8. Sexual Harassment Or Sexual Violence As Sexual Abuse

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the Gilford School District shall comply with said law. Nothing in this policy will prohibit the Gilford School District from taking immediate action to protect victims of alleged sexual abuse.

9. Discipline

In accordance with district policy appropriate discipline action will be taken to end the harassment and prevent its recurrence. This might include warning, suspension, or expulsion.

**Student and Parent Access to Student Records**

In compliance with Public Law 93-380 and School Board Policy, the following procedures will govern student/parent access to a student's educational records:

1. Parents of students under eighteen (18) years of age or students eighteen (18) or older may request, in writing, from the Principal, the right to see the appropriate student record.
2. Upon receipt of written request, the Principal will contact the parent or student to arrange a mutually agreeable time for the school to formally review the information contained within the student's records. The school, by law, has up to forty-five (45) days after receipt of request to make records accessible; however, the Principal will make every attempt to schedule a mutually agreeable time for review within fifteen (15) school days.
3. After formal review of a student's records has been conducted by either the Director of Student Services or the Principal, the parent and/or student, if eighteen (18) years of age or older, may have full access to the individual student's records for his/her personal review.

4. In the event that a parent and/or student eighteen (18) years of age or older wishes a hearing to determine that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the established grievance procedures of the Gilford School District will be followed. Grievance procedures shall follow the Title IX grievance procedures adopted by the Gilford School District. Parents and/or students eighteen (18) years of age or older who wish to initiate grievance procedures shall notify the Superintendent of Schools. Upon receipt of written request for grievance procedure information, a copy of the Supervisory Union #30 Title IX Grievance Procedure Policy shall be immediately sent to the parent/and or student eighteen (18) years of age or older. Any grievance by a parent and/or student eighteen (18) years of age or older shall follow these adopted procedures.

**Use/Possession of Tobacco Products Policy**

Gilford High School, in accordance with state law, is a smoke-free environment. Smoking is prohibited on school grounds at all times.

**VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL BUSES AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

To ensure the safety of and secure environment for District students, the Gilford School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter "bus") used to provide transportation for District students. This authority shall extend additionally to all vehicles owned by the District or contracted by the District for the transportation of its students. In addition the Gilford School Board authorizes the use of video only (no audio) surveillance cameras in public areas on school grounds including but not limited to classrooms, hallways, gymnasium, auditorium, cafeteria, and all exterior areas of the school buildings (hereafter "School Property"). The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening when applicable, the recordings in accordance with this policy.

**NOTICE**

The presence of video and audio recording devices on a school bus shall be announced by signage displayed prominently on the bus and will indicate that the recording equipment is being used to record student behavior and that the recordings may be used in future disciplinary actions in the event of any misconduct. No additional notice of video cameras on school grounds is required. The District shall provide notice of this policy annually to students and parents in the student/parent handbooks.

## **CONFIDENTIALITY**

All recordings are considered confidential and will be viewed only on an “as needed” basis by those individuals authorized by federal and state law and this policy.

## **CUSTODY AND MAINTENANCE OF VIDEO/AUDIO RECORDINGS**

All recordings are the property of the Gilford School District and shall be maintained in accordance with federal and state law and this policy.

## **STORAGE AND RETENTION OF VIDEO/AUDIO RECORDINGS**

*Recording on a School Bus* After a recording on a school bus has been made, the District’s transportation carrier will retain the recordings in a secure location for a period of ten (10) school days. If no request by an authorized District official for a recording is made within ten (10) school days of the recording, the District’s transportation carrier shall erase and reuse the recorded media. Recordings requested by an authorized District official (the superintendent, or designee, building principal, or the District’s transportation coordinator/contractor official) will be provided to and be retained by the District only pursuant to federal and state law and this policy. The District may use recordings in discipline/prosecution of students, staff and the public and the recordings shall be retained by the District until the final resolution of any discipline/prosecution, including the timing for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action, will be erased and the recorded media reused at the direction of the Superintendent or designee

*Recording on School Property and in a School Building* After a video recording on school property has been made; (audio recording is not permitted) the superintendent or the superintendent’s designee will retain the recording in a secure location for no more than 120 days provided, however, that the District’s video recording equipment is on a looping system and video recordings may not be preserved for the full 120 days. The District’s video recordings will be constantly reused. Therefore, if a District official wishes to request a recording to be reviewed, the request should be made as soon as possible but in no case may it be made more than 120 days after the date of the incident. Recordings requested by an authorized District official will be retained and reviewed by the District only pursuant to federal and state law and this policy. The District may use recordings in discipline/prosecution of students, staff, and the public. All recordings requested for review shall be retained by the District until the final resolution of any discipline/prosecution, including the time for appeal or court ordered retention (if any). Recordings that have been requested for review that are not used for discipline, law

enforcement or court action will be erased and the recorded media will be reused at the discretion of the Superintendent or designee.

## **VIEWING AND LISTENING OF VIDEO/AUDIO RECORDINGS**

Any request for the viewing and listening of all the recordings must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and listen to the recording is considered authorized pursuant to federal and state law and this policy. A recording shall only be reviewed if there is a report of a serious incident as determined by the Superintendent or designee or a complaint relative to conduct. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who review a recording. Recordings may be reviewed by any of the following only as expressly authorized by the Superintendent or designee:

- Superintendent or designee
- Assistant Superintendent/Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Coordinator/Contractor Official
- Students, parents of students, and staff members directly involved in a particular incident or a complaint.

Video and audio recordings used as part of disciplinary investigations or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act (“FERPA”). Release of such video and audio recordings will only occur pursuant to disclosure requirements of FERPA and such recordings may not be released to parents without the permission of the parents of all identifiable students. Use of the audio portion of any bus tape is limited by RSA 572-A:2(k), therefore, only that portion of the audio recording which is relevant to the incident or complaint will be reviewed or released in accordance to state and federal law and this policy.

No audio recordings, other than on school buses, are permitted. For cases involving law enforcement or court requirements to review a recording, the Superintendent or designee will review the case and will decide the appropriateness of the request based upon federal and state law. In the event a law enforcement officer or a court requires the release of the recording regarding a student in accordance with FERPA, and whenever a copy is requested, the Superintendent or designee will, to the extent permitted, release

only a copy of the recording and will maintain the original recording pending the outcome of the law enforcement or court action.

**Legal References:**

*RSA 189: 15; 193-F: 3; and 570-A: 2 (k)570-A:2,*

**(Adopted: 09/08/2009)**

**SUICIDE PREVENTION AND RESPONSE**

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

For additional information pertaining to this policy, click on the hyperlink below:

<https://www.sau73.org/common/pages/DisplayFile.aspx?itemId=25855642>

District Suicide Prevention Coordinator: Laurie Belanger, Crisis Counselor

**Other Resources:**

- *The New Hampshire Department of Education’s Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see: [www.nhstudentwellness.org](http://www.nhstudentwellness.org)*
- *American Foundation for Suicide Prevention (AFSP) – <https://www.afsp.org>*
- *Suicide Prevention Resource Center – <http://www.sprc.org>*
- *The National Suicide Prevention Lifeline – <https://www.suicidepreventionlifeline.org>*
- *The Trevor Project – <https://www.thetrevorproject.org>*

Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts

Your Name (printed) \_\_\_\_\_ Year of Graduation (YOG) \_\_\_\_\_ Date \_\_\_\_\_

\* Return only the first page to the front desk unless otherwise directed by your teacher.

Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts

I, \_\_\_\_\_, a student in Gilford School District agree to abide by the Agreement for Use of Computer Accounts and the Network guidelines. I understand that if I violate these guidelines that I may lose my account on the network and be removed from my computer courses.

Requesting Internet & 3<sup>rd</sup> Party Sites Accounts - On acceptance of an account, users will be given an account name and password. User name will be the 2 last numbers of your year of graduation followed by your last name and the initial of your first name.

I understand and will abide by the Gilford School District Acceptable Internet Use Guidelines and electronic mail guidelines on pages 2 - 4. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

\*\*\* PRINT NEATLY! If we cannot read your name or password, we will not process your request.

Example: Name: Byron Johnson (Class of 2021) Login Name will be: 2ljohnsonb

USER NAME \_\_\_\_\_  
(Print neatly)

Network & Google Password: \_\_\_\_\_  
Minimum of 8 characters with 1 number and ALL LOWER CASE)

D Check here if you are a NEW student to Gilford School District

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

DIGITALLY SIGNED

Guardian Permission

If you are under the age of 18 or a dependent student, a parent or guardian must also read and sign this agreement.

Network: I have read the guidelines for the computer network on page 2 and understand that my son/daughter may lose their computer account if he/she violates these guidelines and will be removed from their computer courses.

Internet/ 3<sup>rd</sup> Party Accounts for Classroom Use: As the parent or guardian of this student, I have read the Internet Acceptable Use Guidelines & E-mail Guidelines on pages 2-4. I understand that this access is designed for educational purposes. I recognize it is impossible for Gilford School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network or for access to third party sites that require logins such as google, Sau73.org, quizlet, Kahn Academy, etc. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue accounts for my child for internet access and 3<sup>rd</sup> party accounts that are for educational purposes and certify that the information contained on this form is correct.

Permission to Publish: Occasionally, the district posts student work and pictures of students on the school district website. Only the first name of students will be associated with their work or photo. Full names will not be associated with the picture of any student without parents being notified. I give the Gilford School District permission to post my child's picture and/or work on the school websites. My child may also be photographed and /or videotaped during computer classes for computer coursework / projects.

Guardian's Name \_\_\_\_\_

Guardian's E-mail Address: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

DIGITALLY SIGNED



## Agreement for Use of Computer Accounts, 3rd Party Sites & Internet Access

Gilford School District has a computer network for staff and student use. Certain guidelines must be followed in order for individuals to have an account on the network. Carefully read the guidelines before signing on the application form.

1. Your accounts are for storing data files of schoolwork only. You may not have any programs, games, network, zipped, or hidden files in your accounts.
2. Appropriate use of the computers, network, & internet is expected of all students. It is NOT appropriate to alter the files or settings on individual computers, send messages, or access other peoples' files etc. If you have any doubts about the appropriate use of an account, please check with Ms. McGee, Technology Director
3. Access to your network account is limited to the network supervisors, staff and yourself. Your files are not private.
4. If you lose the privilege of using the network for any length of time, all of your files will be deleted.
5. Accounts will be cleaned out at the end of the year. If you have files on the network at that time, you should upload them to your google drive.
6. Games and/or music files are not allowed to be played on the network or downloaded at any time unless for computer course work.
7. Users may not login under any account other than their own or allow other individuals to use their accounts.
8. Users may not copy software to or from the network or local hard drives.
9. Users are not allowed to grant rights to other users or obtain directory rights from another user.
10. Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of the damage.
11. Any other **actions deemed inappropriate by the network supervisors** may result in a penalty ranging from a warning to the loss of your computer account for a length of time deemed appropriate by the network supervisors.

Each offense will be considered individually and consequences may result in the loss of the computer network privilege and removal from your computer courses.

### Gilford School District Internet Acceptable Use Guidelines

#### Overview & Philosophy

The Gilford School District has adopted a 1-to-1 Chromebook Program which includes the use of **GSuite for Education**, an extensive collection of productivity and collaborative tools used in our classrooms to enhance teaching and learning in innovative ways. In addition to GSuite, our teachers use a variety of other online educational apps/tools with students. In today's technological landscape, there are inherent risks with online technology use particularly as it relates to student data privacy and security. The Gilford School District recognizes its ethical and legal responsibility to adequately protect student data and privacy as required under federal and state laws and district policies. In addition, the District believes that transparency with all district stakeholders with regard to its policies and practices around technology use and student data and privacy is important.

Electronic information, however, alters the information landscape for schools by opening doors to an unlimited array of resources. In the past, instructional materials have been screened and approved, consistent with district guidelines and the developmental levels of students. The internet makes available electronic information that has not been screened for content, curriculum, or age level.

Staff will provide guidance and instruction in the use of material gleaned from electronic sources. Electronic research skills are now fundamental to citizenship and employment in the Information Age. In addition, students are responsible for appropriate behavior on the school computer networks and their mobile devices, just as they are in the classroom or any school facility. Access is provided to those students who agree to act in accordance with the standards for behavior and communication.

Electronic communication opens the world to our students. The benefits to our school community of these resources far exceed the disadvantages. However, the Gilford School District recognizes that parents and guardians are ultimately responsible for determining the standards for minors to follow in regard to information sources. For that reason, the District recognizes and respects the rights of families to decide whether or not to allow for access to the information network available at school.

## Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts

### Acceptable Use for Internet Access & Related Tools

1. Use of software or web sites that bypass or ignore network or internet security is prohibited.
2. All Acceptable Use Guidelines must be followed for utilization of 3<sup>rd</sup> party sites / tools. User names and passwords must be given to the staff member utilizing the 3<sup>rd</sup> party sites and not change.
3. All use of the internet must be in support of **education and research** and consistent with the purposes of the Gilford School District. Streaming videos, TV shows, movies or Youtube and related services is restricted for educational use only.
4. Use of web based e-mail accounts other than the school's is prohibited on the school network.
5. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not allow other individuals to access the system through their accounts. Attempts to use another person's account will result in cancellation of user privileges.
6. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
12. Do not reveal your personal address, phone number last name or date of birth of you or others on the network.
13. If you identify a problem on the network, you need to notify a system administrator immediately. Do not show or identify the problem to others.
14. Any user identified by the network administrators as a security risk or having a history of problems with other computer systems in the school may be denied access to the Internet.
15. Playing games and downloading of files including shareware is prohibited.
16. Network administrators will log your internet use.
17. Any use of the network for commercial or for-profit purposes or personal and private business is prohibited.
18. Any use of the network for product advertisement or political lobbying is prohibited.
19. Attempts to logon to the network or Internet as system administrator will result in cancellation of user privileges.

### **Electronic Mail Account Guidelines**

Students will have an electronic mail account to use as a tool for communications. Middle school students will have an electronic mail account to use for internal school use only. You should be responsible for checking and reading messages on a regular basis at least once a day. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communication will apply. Copies of all e-mails that are sent and received to any sau73.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should **not** expect that files stored on the district servers would be private. There have been occasions when your e-mail was erroneously sent to the wrong individuals.

The following behaviors are not permitted on the district network:

1. Using the e-mail for other than academic/ school use
2. Profile pictures should be pictures of yourself or an icon representing your self Photos of other individuals or material are not allowed.
3. Altering of your displayed name or other e-mail settings with your account.
4. Sending or displaying offensive messages or pictures or funny stories/jokes or chain letters or using obscene language
5. Harassing, insulting or attacking others in your e-mail communications
6. Forgery or attempted forgery of electronic messages
7. Using others' passwords or trespassing others' folders, documents, or files
8. Engaging in practice that threatens the network (e.g., loading files that may introduce a virus)
9. Violating copyright laws
10. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
11. Employing the network for commercial purposes
12. Promoting, supporting or celebrating religion or religious institutions

## Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts

Whenever you send e-mail, your name and user ID are included in each mail message. You are responsible for all e-mail originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

**Violations will result in a loss of e-mail access and disciplinary action.** When applicable, law enforcement agencies will be involved.

From time to time, Gilford School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### **Sanctions:**

1. Suspension or revocation of network/ internet access privileges
2. Removal from a class project or activity
3. Removal from a course for the remainder of the year
4. Student detention, suspension or expulsion
5. Referral to appropriate legal authorities for possible criminal prosecution
6. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

### **Procedures for Use**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If it is accidentally accessed, the user shall inform the instructor immediately and then access an acceptable area.

### **No Warranty**

The Gilford School District makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages a user may suffer, including loss of data, no-deliveries, mis-deliveries or service interruptions. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. All terms and conditions as stated in this document are applicable to all users of the network

Gilford High School – School-Wide Rubrics

Notes: Advanced proficiency includes all criteria included in Proficient and Advanced

	Independent Work Rubric	Presentation Rubric	Transfer Knowledge Rubric	Writing Rubric
Advanced	<ul style="list-style-type: none"> <li>Shows Initiative</li> <li>Able to find own resources and problem solve</li> <li>Able to work with little direction</li> <li>Manages time efficiently</li> <li>Consistently produces a high quality product</li> </ul>	<p>Visuals are appealing and engage the audience</p> <ul style="list-style-type: none"> <li>Details were insightful and original</li> <li>Demonstrates expertise of topic</li> <li>Presents in a manner that was original, balanced, logical, and energetic</li> <li>Technology, if used, is seamless in its application and contributes to the effectiveness of the presentation</li> </ul>	<ul style="list-style-type: none"> <li>Able to synthesize content from various areas to create new knowledge</li> <li>Able to apply knowledge to real world unfamiliar situations</li> <li>Able to evaluate the effective application of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Writing is compelling, comprehensive, insightful and clear</li> <li>Sentence structure is complex</li> <li>Grammar and mechanics are nearly flawless</li> </ul>
Proficient	<ul style="list-style-type: none"> <li>Stays on task</li> <li>Meets deadlines</li> <li>Accepts responsibility for assignment</li> <li>Produces an acceptable product</li> <li>Able to follow directions</li> </ul>	<p>Presents adequate and accurate details with appropriate documentation Focuses on a thesis and used smooth transitions to support topic Demonstrates a thorough understanding of the topic</p> <ul style="list-style-type: none"> <li>Uses visuals that are accessible to the whole audience</li> <li>Speaks with appropriate volume, pace and inflection</li> <li>Maintains eye contact with audience</li> <li>Uses technology when appropriate to make the presentation effective and interesting</li> </ul>	<ul style="list-style-type: none"> <li>Able to analyze and apply content knowledge across disciplines and to real world familiar situations</li> </ul>	<ul style="list-style-type: none"> <li>Writing is organized and focused with a clear thesis statement</li> <li>Sentence structure is varied</li> <li>Grammar and mechanics are generally correct</li> <li>Vocabulary and style are appropriate for the audience</li> <li>Details and language are used to support the paper’s purpose</li> </ul>
Not Proficient	<ul style="list-style-type: none"> <li>Does not meet deadlines</li> <li>Requires frequent re-direction and assistance</li> <li>Does not produce an acceptable product</li> </ul>	<p>Presents insufficient details to support main topic</p> <ul style="list-style-type: none"> <li>Uses ineffective or visual aids</li> <li>Speaks without inflection, appropriate volume, or appropriate rate</li> <li>Is unfamiliar with the topic of the presentation</li> <li>Does not make appropriate eye contact with the audience</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates knowledge but can not analyze or apply it in another discipline or to real world situations</li> </ul>	<ul style="list-style-type: none"> <li>Writing is unfocused and/or poorly organized</li> <li>The topic is not sufficiently supported with evidence</li> <li>The frequency of grammar and mechanics errors detract significantly from the effectiveness of the writing Vocabulary and style are not appropriate for the audience</li> </ul>

## Gilford High School – School-Wide Rubrics

Note: Advanced proficiency includes all criteria included in Proficient and Advanced

	Listening Rubric	Group Work Rubric	Problem Solving Rubric	Reading Rubric
Advanced	<ul style="list-style-type: none"> <li>• Contributes to the success of the presentation by ignoring distractions, making frequent eye contact, and demonstrating receptive body language.</li> <li>• Offers questions and commentary that clarifies and advances understanding of topic</li> <li>• Can demonstrate understanding and restate central ideas and details</li> </ul>	<p>Takes responsibility for the group’s success by fulfilling his/her job or duties and assisting other members with their tasks</p> <p>Monitors the group’s pace and progress and offers suggestions to make the group more productive</p> <p>Consistently contributes relevant ideas and information to the group.</p> <p>Insists that the group be respectful of all contributions made by all members</p>	<ul style="list-style-type: none"> <li>• Identifies and locates a variety of appropriate tools and information needed to solve a problem</li> <li>• Effectively analyzes relevant data</li> <li>• Develops and evaluates working hypotheses using multiple procedures</li> <li>• Clearly and effectively communicates results</li> </ul>	<ul style="list-style-type: none"> <li>• Connects new reading to previous readings and to the larger community</li> <li>• Expands on general and specialized</li> <li>• Consistently applies strategies to comprehend, interpret, evaluate and appreciate a variety of material</li> </ul>
Proficient	<ul style="list-style-type: none"> <li>• Maintains appropriate focus and posture</li> <li>• Attentive during all forms of presentations</li> <li>• Asks appropriate questions at appropriate times</li> </ul>	<p>Understands and fulfills his/her role and responsibilities to the group as well as the roles and responsibilities of other group members</p> <ul style="list-style-type: none"> <li>• Takes action to keep the group working well together toward its goal</li> <li>• Contributes ideas and information to the group in addition to respecting the ideas and information presented by others</li> <li>• Focuses on the group’s task</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately identifies and defines a problem</li> <li>• Identifies information needed to solve a problem</li> <li>• Develops and evaluates working hypotheses using logical procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Usually applies strategies to comprehend and interpret a variety of material</li> <li>• Distinguishes between figurative, literal and technical meaning of written language</li> <li>• Attempts to connect new reading to personal experiences</li> <li>• Accurately interprets data from graphs, images, charts, tables and maps</li> <li>• Understands general and specialized reading vocabulary</li> </ul>
Not Proficient	<ul style="list-style-type: none"> <li>• Uses body language and other non-verbal expressions that are unreceptive of the presentation</li> <li>• Is inattentive to the presentation</li> <li>• Is unable to ask appropriate questions or make relevant comment following the presentation</li> </ul>	<p>Does not fulfill his/her role and responsibilities to the group</p> <p>Seldom contributes ideas and information to the group and rarely respects the ideas and information presented by others</p> <p>Makes it difficult for the group to stay on task</p>	<ul style="list-style-type: none"> <li>• Does not accurately identify the problem to be solved</li> <li>• Does not identify and make use of appropriate tools and information needed to solve a problem</li> <li>• Does not develop a working hypotheses using logical procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Seldom applies strategies to comprehend and interpret a variety of material</li> <li>• Is unable to distinguish between figurative, literal and technical meaning of written language</li> <li>• Has a limited general reading vocabulary</li> <li>• Cannot accurately interpret data from graphs, images, charts, maps and tables</li> </ul>

**PLEASE REVIEW, SIGN AND DETACH THIS SIGNATURE**

**PAGE AND RETURN TO THE MAIN OFFICE**

**Gilford High School Student/Parent School Handbook  
Signature Page**

It is important that we know you have reviewed the High School Student/Parent Handbook and understand the school's expectations for students. It has not been uncommon in the past for some parents/guardians to indicate that they never received the Student/Parent Handbook. It is therefore reasonable to understand that these parents/guardians will be at a disadvantage in assisting the school in providing a purposeful, safe, and orderly school environment for all students.

An electronic version of this form will be shared with all students and must be signed no later than Friday, September 11th, 2020. If you have any questions or concerns, please contact Timothy Goggin, Assistant Principal.