

# Spaulding High School

and

## R. W. Creteau Regional Technical Center



Parent and Student Handbook

**2016 -2017**

Revised 11/08/2016

## **Spaulding High School**

130 Wakefield Street  
Rochester, New Hampshire 03867  
[www.rochesterschools.com/SHS](http://www.rochesterschools.com/SHS)  
(603) 332-0757 fax: (603)330-0251

## **R.W. Creteau Regional Technology Center**

140 Wakefield Street  
Rochester, New Hampshire 03867  
(603) 332-0757 fax: (603)335-7365

### **Administration**

Michael Hopkins - Superintendent of Schools  
Kyle Repucci - Assistant Superintendent of Schools  
Justin Roy – Principal  
Pam Martin – Deputy Principal  
Jenna Kotsonis – Assistant Principal  
Chad Strout – Assistant Principal  
Sean Peschel – Richard W. Creteau Technology Center Director  
Kevin Hebert – Athletic Director  
Lori Gay – Special Education Coordinator

### **SHS School-wide Goals and Priorities**

#### **Culture of Respect**

- Clear, consistent, and fair expectations from all SHS community members.

#### **Curriculum, Instruction, Assessment**

- Instructional strategies will be aligned with research-based best practices.
- Continued implementation of competency based assessment system.
- Implementation of content literacy tools.

#### **Student Engagement and Success**

- Build relationships.
- Raise awareness and utilize alternative pathways.
- Improve Middle to High School transition.
- Align student pathway to post-secondary aspirations.

### **Message from Administration**

*Dear Spaulding students and parents,*

*The faculty and staff of Spaulding High School and the Richard W. Creteau Regional Technical Center welcome students, and parents/guardians to the 2016 – 2017 school year. It is our hope that we work together as active participants to support our students in achieving their high school diploma.*

*This handbook contains information about the operation of our school and is meant to offer guidance and direction in supporting our faculty, staff, and student in having a positive and productive school year.*

*Warm regards,*

*The Spaulding High School Administrative Team*

## **CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS**

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Spaulding High School believes in promoting a safe and supportive community where all students are recognized and encouraged to develop their individual interests and talents. We provide an education that challenges students to think critically and creatively, communicate effectively, and work collaboratively. We believe that by promoting a flexible, respectful, and challenging school environment that applies learning in authentic ways, students will be supported to become confident lifelong learners and contributing members of their communities.

## **LEARNING EXPECTATIONS**

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**Communication:** Students will communicate effectively through reading critically, and writing and speaking effectively.

**Creative and Critical Thinking:** Students will organize, analyze and synthesize information to create, apply and assess solutions.

**Collaboration:** Students will work with others towards a common purpose.

## **SOCIAL RESPONSIBILITY**

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**Habits of Learning:** Students will develop and apply the habits of learning that are essential lifelong skills.

**Career Development:** Students will explore their interests, develop their skills and abilities, and apply this learning in planning their future.

## **CIVIC RESPONSIBILITY**

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**Community:** Students will develop and exhibit values that embrace responsible citizenship and community involvement.

## **POLICY STATEMENT**

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All policies herein are subject to change, and changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws and Rochester School District policies. Please view the appropriate link from our district website for a complete view of the policies of the Rochester School District.

([www.RochesterSchools.com](http://www.RochesterSchools.com))

## **EQUAL EDUCATIONAL OPPORTUNITY STATEMENT (RSD Policy JB)**

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Criteria and selection for the assignment or selection of students to programs, courses, or classes is developed and applied without regard to bias or discrimination. The Rochester School District does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap, or social or economic status. All courses are open to all students of both sexes. All programs, courses, and classes are conducted without sex discrimination in assignment, materials, and services.

Adoption Date: April 8, 1993

Amended: April 11, 2013

## **NONDISCRIMINATION POLICY**

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Spaulding High School, the Richard W. Creteau Regional Technology Center and the Rochester School Department do not discriminate in its education programs, activities or employment practices on the basis of **race, color, national origin, age, sex, disability, religion, marital status, or sexual orientation** under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education of all Handicapped Children Act of 1975, or State Ed. Laws 303.01 and RSA 354-A. Furthermore, lack of English language skills will not be a barrier to admission and participation in any of the educational programs and activities held at or by Spaulding High School and the Creteau Technology Center.

Any person having inquiries concerning this system's compliance with the regulations implementing these laws may contact one of the following:

Christiane Allison, Special Education Director  
Superintendent's Office  
150 Wakefield Street  
Rochester, New Hampshire 03867  
(603) 332-3678

Any person wishing to file a grievance in regards to one of the above laws may follow the district's grievance procedure through either the districts website [www.rochesterschools.com](http://www.rochesterschools.com) (school board policy) the telephone hotline (603-335-7373), by completing a grievance form located in the school offices, or by verbally reporting to principal, counselor, school nurse, teacher, or the above listed coordinators. Any person may also contact the Assistant Secretary for Civil Rights, United States Department of Education or the Director, United States Department of Education. Office of Civil Rights, Region I, Boston Massachusetts.

## **ADDITIONAL COMMUNICATION RESOURCES**

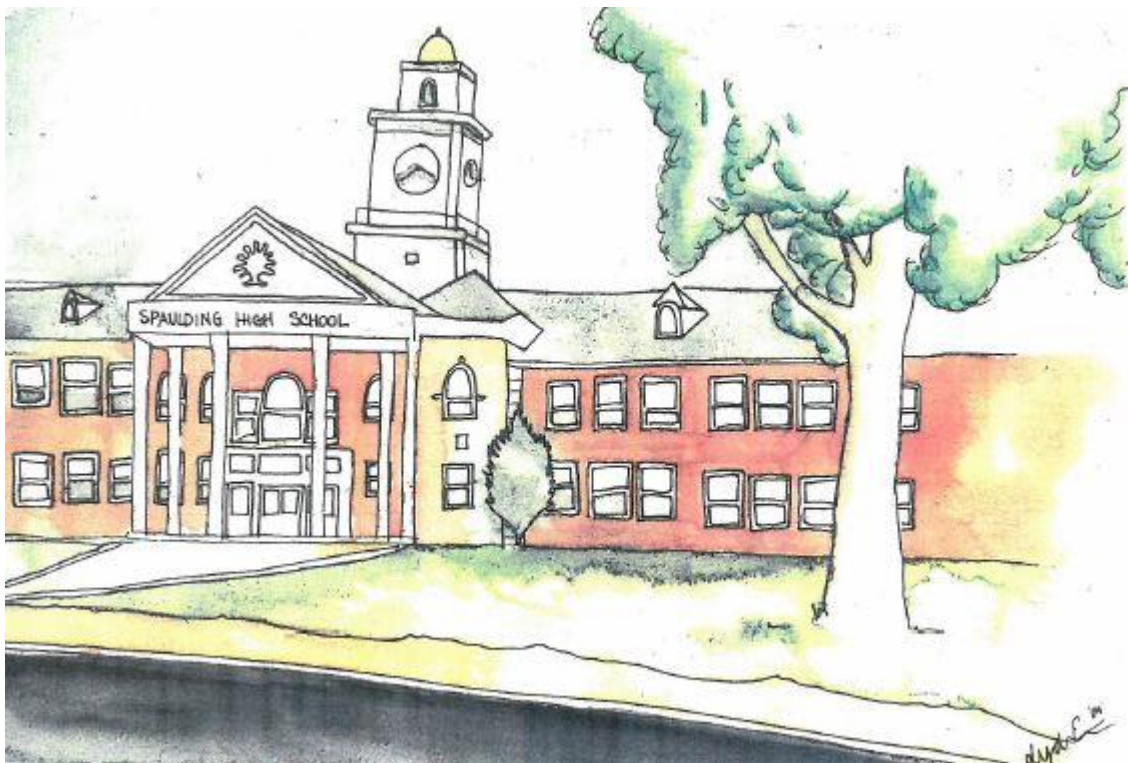
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Rochester School District Website: [www.RochesterSchools.com](http://www.RochesterSchools.com)  
The Rochester School District School Board Policies can be accessed at:  
<http://rochesterschools.com/Webmaster/policy/policy.html>

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Spaulding High School is a community of engaged learners dedicated to excellence through respect and high academic standards.	5

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## **ACADEMIC INTEGRITY**

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Students of Spaulding High School are expected to pursue their work with integrity and honesty. This includes a commitment to not engage in acts of falsification, misrepresentation, or deception, nor tolerate these behaviors from others.

It is the responsibility of everyone in the school community to foster the climate of academic integrity through conversations of fairness, responsibility and respect.

- Your work on each assignment will be your own.
- Your collaboration with another classmate on any assignment will be pre-approved by the teacher.
- You will not practice plagiarism-the stealing or using of others' words, original ideas, or work without crediting the original source.
- You will not allow others to copy your work.
- You will ask your teacher for clarity on any area of confusion or ambiguity before taking action.
- You will not transmit restricted course material through text, voicemail, or other electronic devices. For example, students will not send an image of a test to others.

A student who commits a **first offense** will earn no credit on the assessment. The student will be given an In School Suspension (ISS) and given the opportunity to either make up the assessment or an alternative assessment. The teacher will notify parents, guidance, and administration.

A student who commits a **second offense** in the same course will be given an ISS and given an IWS on the assessment with no opportunity to make up the assessment. The teacher will notify parents, guidance, and administration.

A student who commits a **third offense** in the same course will be given an Out of School Suspension (OSS), need to have a parent meeting with the Principal and be given an IWS on the assessment with no opportunity to make up the assessment. The teacher will notify parents, guidance, and administration.

Students shall be provided due process and have the right to appeal.

## **ADD/DROP POLICY**

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The SHS administration makes every effort to create optimal schedules for students. Guidance counselors are available before each quarter or semester begins (including throughout the summer) to make appropriate/necessary changes (whenever possible) before new classes begin.

Once a course has started, students may not make schedule changes – except in the most extenuating of circumstances (e.g., the student is clearly enrolled in the wrong level of a course). Only with permission of the principal (after consultation with the teacher(s), the student, and his/her guidance counselor, assistant principal, and parents) will schedule changes be permitted after the start of a class.

Withdrawal from a class after it has begun will be reflected on a student's transcript as a "W" (withdrawal while passing).

In the event a schedule change is made and a class is added after the term has begun, it is the student's responsibility to make arrangements with the teacher to get caught up.

Lastly, students **must continue to attend all classes** while in the process of attempting a schedule change.

**Note:** The drop request form is available in guidance.

## **ATHLETIC RULES AND REGULATIONS (RSD Policy IGDJA)**

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### **PREFACE**

The following rules and regulations have been designed to bring about an understanding between the student-athlete, the family, and the Athletic Department. It is required that the student-athlete and parent/guardian sign this agreement, thereby fully realizing the effort and dedication that the program requires. By signing this agreement it indicates a full knowledge and understanding of the rules, regulations, dedication and supports that participating in this and all sports demand.

## **GENERAL ROLE AND RESPONSIBILITY**

It is expected that the student-athlete will display appropriate behavior in school, contribute to school spirit by participating in various events such as rallies, respect the abilities of the other sports, and show a spirit of cooperation with teachers and school officials.

## **ELIGIBILITY**

1. Student athletes must abide by the N.H.I.A.A. eligibility rules. A copy of the rules may be seen by contacting the Athletic Director and/or coaches.
2. Physicals completed **prior** to June 1<sup>st</sup> of a student's eighth grade year, are good for one year. Physicals completed **after** June 1<sup>st</sup> of a student's eighth grade year, are good for the remainder of their high school eligibility.
3. A student may not compete in interscholastic athletics during that school year if his/her nineteenth birthday is on or before September 1st.
4. No student is eligible for competition for more than eight consecutive semesters beyond the eighth grade.
5. Student-athletes shall become eligible or ineligible during the school year when report cards are issued at the end of each quarter. It shall be the responsibility of the Athletic Director and Principal to check the academic eligibility of all student athletes.
6. Student eligibility is based on quarter grades and not final grades. The current NHIAA requirement for a school with block scheduling is to pass the equivalent of four units per quarter. A one-credit course meeting ninety (90) minutes per day, carries an equivalency of two units. A student-athlete must meet the minimum requirements for eligibility by NHIAA standards, plus receive no more than one Not Yet Competent (NYC) or Insufficient Work Show (IWS) each mid semester grade or final grade for a nine week course. A passing grade is based on the current policy of the Rochester School Board. Academic eligibility applies to all student-athletes in all sports at all times. Credit(s) received through Summer School does not count as a passing grade.
7. Any student-athlete suspended from school is also suspended from extra-curricular activities for the same duration of time.
8. Any student-athlete who at any time has received financial compensation for participating in sports that are recognized by the N.H.I.A.A. shall render the student ineligible for all high school sports from the date of receiving compensation.
9. The student-athlete is responsible for, and must return; any equipment used or make restitution for same prior to participation in another sport or graduation.

## **RULES AND REGULATIONS REGARDING PARTICIPATION**

The student-athlete, while a member of a sanctioned school team, must abide by the following rules and regulations or be expelled from that team:

1. During the season of practice or play, a student-athlete shall not, regardless of the quantity, use or consume, possess, be in the presence of, buy/sell or transfer any substance containing marijuana, alcohol, tobacco, or any controlled substance (the only exceptions are: a student in the company of their parent/guardian that is using tobacco or consuming alcohol, or controlled substance(s) prescribed for that specific student). **PENALTY:**



### **First Offense:**

- Parent(s) will be notified.
- Student will be suspended from the team or activity for 25% of the season. If there is not 25% of the season remaining, the student would serve remaining games but also be subject to fulfilling the remainder of the consequences before participating in any other co-curricular activity.
- Student will be reinstated after suspension, if he/she agrees to, and follows through with:
  1. Writing a reflective narrative, apology to the team and those involved in the incident (once approved, athlete may practice).
  2. Attending and completing Teen Drug Court program.
  3. Performing ten (10) hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
- Failure to comply will result in removal from sports or activities for the season.

### **Second Offense:**

- Parent will be notified.
- Student will be suspended from participating with all co-curricular activities for 365 days.

### **Third Offense:**

- Parent will be notified.
- Student will be suspended from all sports or activities for the remainder of the student's High School career.

*Note: Violations are cumulative over a course of a student's four year career at Spaulding HS*

2. No stealing or vandalism of: athletic or school equipment or property; property of coaches, managers, teammates, or other teams' personnel; buses, practice or game facilities; or any other establishment visited as a team member. PENALTY: Sport season expulsion.
3. All student-athletes will adhere to all obligations and attendance policies developed by the coaches. Other than for medical or personal matters which have been cleared through the Athletic Director or Principal, excused absences are permissible for family vacation trips, school sponsored trips and academically enriching trips. Academically enriching trips are educationally related trips where the school staff has been given permission to advertise on school premises by the School Board. Coaches will be notified in writing at least 4 weeks in advance of a trip. Failure to notify the coach in advance may result in removal from the team.
4. The Principal and/or the Athletic Director may expel a student-athlete from a sport team if a violation occurred prior to the beginning of the season or during the season.
5. It is a violation of this agreement if a student-athlete, by their actions, words, and or behavior inside or outside of the school environment brings dishonor or discredit to the reputation of the school or athletic program may be suspended or removed from the team. PENALTY: Game(s) suspension and may include sport season expulsion.
6. Gross misconduct, including but not limited to assault on an advisor, coach, judge, official, participant, opponent or spectator; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisory, coach, judge, official, participant, opponent or spectator. If any of these behaviors occur while participating in or attending a scholastic interscholastic event, suspension or removal from a team may occur. PENALTY: Game(s) suspension and may include sport season expulsion.

### ***Any violation or infraction of the above rules and regulations will result in the following:***

1. All violations or infractions warranting expulsion must be investigated by the coach. When verification confirms the infractions, the coach will immediately suspend the student-athlete from further team participation.
2. The Athletic Director will review the violations or infractions, the investigation of the coach, and if in agreement, will dismiss the student-athlete from further athletic participation on that team that school year.
3. The coach or Athletic Director will notify the student-athlete and the parents/guardians regarding his/her decision.
4. Any appeal of dismissal shall take no more than ten days from the date of temporary suspension.
5. Any dismissal may be appealed through the normal chain of command, which is: Coach, Athletic Director, Principal, Superintendent, and School Board.
  - a. Any student-athlete who is suspended from a sanctioned school team has a right to appeal the decision.

- i. Suspensions of the first level can be appealed to the Principal
  - ii. The basis of the appeal would typically include:
    - A decision lacks substantive basis in fact to support the findings.
    - There is incongruity between the disciplinary action and the findings.
    - There has been unfairness in the hearing process.
    - There is newly discovered important evidence not known at the time of the hearing or disciplinary action.
  - iii. The burden of proof is on the appellant that no substantial evidence to support the finding is present.
6. Any second expulsion shall result in suspension from all athletics for 365 days from the time of the second infraction.
- NOTE: *The Head Coach has the authority to discipline student-athletes beyond what is outlined within this policy.*

**(Consent Form is on the next page)**

(Consent Form)

**SPAULDING HIGH SCHOOL  
PARENT'S OR GUARDIAN'S CONSENT FORM  
ATHLETIC ACTIVITIES**

**TO THE PRINCIPAL OF SPAULDING HIGH SCHOOL:**

My child, \_\_\_\_\_ is a candidate for participation in  
(please print name)  
\_\_\_\_\_ at Spaulding High School.  
(Activity/Sport)

I hereby grant permission to participate under the supervision of regularly appointed instructors or coaches. In giving this consent, I do so with full understanding that Spaulding High School or the Rochester, NH School Department assumes no financial liability for any accident or injury to a student-athlete which may occur as a result of participation in this activity or while traveling to or from an activity, contest, meet, game, scrimmage or practice.

It is the policy of the Spaulding High School Athletic Program that any student-athlete that has an unexcused absence from a practice or game, will not be able to participate in the next scheduled game.

***My child (student-athlete) is insured by the following company:***

**Insurance Company:** \_\_\_\_\_

**Insurance #:** \_\_\_\_\_

**No Insurance:**

**BUS POLICY**

1. Coaches are responsible for all athletes before, during and after away games and scrimmage trips on buses.
2. Food and drink are not to be brought on bus trips except in special situations which further require notification of the bus driver beforehand
3. It is the coach's responsibility to see that all buses are left clean.
4. When it is necessary to travel by private automobiles, the proper form must be filled out beforehand and signed by the parent and coach. If a parent plans to transport their student-athlete from a game in a private automobile, approved written permission must be obtained prior to the athletic event by the Athletic Director or School Administrator. The Coach cannot grant permission at an away game.
5. Spectators are not to be transported on athletic buses.
6. Coaches will discipline those student-athletes that behave in a manner which demeans their stature as a Spaulding High School athlete, such as throwing waste, swearing at pedestrians, and so forth.

**DISMISSALS AND SCHOOL ATTENDANCE**

1. School rules pertain to all school activities.
2. If a student-athlete is dismissed during the school day for other than medical appointments or personal matters which have been cleared through the Athletic Director or Principal, he/she will not be allowed to participate in athletic activities that day.
3. Any student-athlete absent from school or portion thereof, without the authorization of the Athletic Director or Principal, will not be allowed to participate in any athletic event that day, practices included.
4. An unauthorized absentee on any day, or portion thereof, prior to a weekend, vacation, or holiday, is ineligible to participate in any athletic event during time that school is not in session (weekend, vacations, holidays, etc.).

I have read the enclosed pages of the Spaulding High School athletic and insurance policy. I hereby agree to support and abide by these policies:

Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

Adopted: June 9, 1994

Amended: October 12, 2006; May 8, 2009; April 8, 2010; November 10, 2010; September 8, 2011; December 8, 2011;

September 12, 2013; September 8, 2016

Spaulding High School is a community of engaged learners dedicated to excellence through respect and high academic standards.

## AREA REGIONAL CAREER TECHNICAL CENTER STUDENTS

Area Regional Career Technical Center students will be referred to the Regional Career Technical office for administrative action. All Spaulding High School rules and regulations pertain to all Regional Career Technical Center Students.

### ATTENDANCE POLICIES AND PROCEDURES

(RSD Policies JED, JEDA, JEA, & NH RSA 193)

#### ATTENDANCE

All students are expected to be in school for the complete school day, with the exception of Seniors who have been granted Senior Privilege as approved by an administrator.

Students who are absent from school are not allowed to participate in any after school activity without prior written approval from a school official.

Students are expected to be in every class every day on time unless they have an authorized reason from an authorized person not to be in class on time.

Authorized Reasons include;

- Illness or injury requiring a doctor's visit or consultation. (Official documentation from a doctor is needed upon return to school.)
- Legal matters, death of relative or friend, religious holidays, and college visitations must be verified by official documentation.
- School sponsored field trips/athletic events must be verified by the staff member in charge of the event.
- Family vacations at the elementary school, high school and middle school must be submitted to the Principal one month in advance of the trip and students must be in good academic standing. The Principal may recommend that the student not miss school. A student may not have more than five days excused for a family vacation.
- All suspension days will be considered as excused absences at Spaulding High School, Rochester Middle School and Rochester Elementary Schools.

Authorized Person(s) include;

- School Official
- Parent
- Physician or other qualified health professional
- The Principal can authorize other people on a case by case basis

Every time a student is absent from class or school, they will be marked absent.

Parents are encouraged to call their children out the morning of an absence. A student must present written documentation when the student returns. The student has **three days** from the time of an absence to bring in documentation to the main office. Notes can be from a doctor, other professional, or simply from the parent or guardian.

After the note is brought into the main office, the "A" (for absent) in Infinite Campus is changed to an "EXC" (for excused) if the reason is from a physician or other qualified health profession, college visits, court appearances, suspensions, and field trips. There are no disciplinary consequences for properly excused absences for authorized reasons.

If a student does not bring in an appropriate excusal note within three days, the "A" (for absent) is changed to a "UVA" (for "unverified absence" – or, in other words, skipping/cutting). In some cases, the "A" will be converted to a "UVA" more quickly – after an investigation has determined that the student skipped/cut class. In either case, school administrators (and the district's truancy officer) will follow up, as appropriate, with disciplinary consequences and/or legal action. Please note that teachers are not expected to offer students make-up work when the student has cut class. For example, if a student cuts/skips class and misses a test, the student will get an Insufficient Work Shown (IWS) on the test, and any makeup opportunities will be at the discretion of the classroom teacher. The default assumption is that work missed due to a UVA (a "cut") cannot be made up, but rather a student will have to wait for the next opportunity to show competence in a particular competency.

Anytime a student misses more than a few days in a term (whether excused or unverified), there is reason for concern. Parents/guardians and the school's faculty, guidance counselors, and administration need to work together to ensure that all students are in school regularly. **Please note that even a pattern of parent excused absences can become a problem so it is important when possible to get notes from professionals excusing a student's absences.**

## **DISMISSALS**

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The only approved reasons for dismissal during the school day are medical, funeral, and/or extenuating family circumstances. Parents/guardians are strongly urged not to schedule medical/other appointments during the school day. Students who wish to be dismissed because of illness must see the school nurse who will, if appropriate, contact parents/guardians for dismissal approval. Students who have appointments must receive a dismissal slip from the main office prior to the start of the school day and be dismissed through the main office. Work/co-op students must have their work/co-op pass with them to be dismissed. If a child is feeling ill, a parent can opt to bring their child to school to see the school nurse for an excused absence.

Please be aware that during school-wide pep rallies, assemblies, and especially during our state testing days, we will not be accepting any phone dismissals.

## **TRUANCY (RSD Policy JEDA)**

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Truancy means an unexcused absence from school or class and “unexcused absence” is an absence which has not been excused in accordance with RSA 189:34, II(a) (refer to Policy JED). Ten (10) half days of unexcused absence during a school year shall constitute habitual truancy (RSA 193:16).

Absent students not having parent/guardian permission are considered by the school as being truant. Students so identified will be contacted by either a school official or the attendance officer and brought to school. The school administration will contact parents of the truant student requesting a conference within three (3) days to discuss the matter. If the truancy problem continues, the school administrator will request a meeting with the Discipline Committee with the student and parent present. If truancy still continues, the truant officer will prepare and issue a summons to the truant students and their parents. This summons will serve notice of time and date for the student and parent to appear in Juvenile Court.

*Students and parents who violate state law mandating compulsory school attendance (RSA 193) may be subject to court action.*

## **TARDY POLICY**

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In order for students to be successful they need to be in class for the entire 90 minutes. To best support all students with academic success faculty and staff will assign the following consequences when students are late to class.

**First Offense** – Warning, Educational Intervention

**Second Offense** – Warning, Educational Intervention

**Third Offense** – Detention with teacher, teacher calls home and PLP in IC

**Fourth Offense and Beyond** (or Skipped Detention) – Contact Administration for support

- Administrative Detention
- 1/2 ISS
- Full Day ISS

## **ATTENDANCE CODES IN INFINITE CAMPUS**

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- ABS Absent (parent)
- DIS Dismissed (parent)
- DISX Dismissed with official documentation
- EXC Excused Absence with official
- FAM Family
- FTP Field Trip
- ISS In School Suspension
- PRE In approved Program/Location
- PRNG In approved location (with Nurse or Guidance)
- SSVS Suspended with Services
- SUS Suspended
- TDX Excused Tardy with official documentation
- TDY Tardy (parent)
- TRU Truant
- UVA Unverified Absence
- UVT Unverified Tardy

## BANNED ITEMS

Several items are banned from Spaulding High School and Spaulding sponsored/associated activities/events in order to provide safe educational opportunities for our students. Banned items are not allowed on all school grounds and buildings. Banned items cannot be used at any school dance, athletic event, extra-curricular activity, regardless of the event location.

*Possession or use of a banned item will be investigated and violators will receive consequences in accordance with school rules and procedures.*

Banned Items include, *but are not limited to*, the following:

- Alcohol
- Drugs and Drug Paraphernalia
- Cigarettes
- Lighters and matches
- Rolling papers, Chew, Dip,
- Prescription and Over the Counter Medicine (Students only - Must be kept with nurse)
- Weapons of any nature including ammunition. Includes; all knives, guns (including fake look alikes, mock and antique), explosives (including fireworks, gun powder, poppers, etc)
- Gas filled containers including propane, oxygen, "air", hydrogen, etc. Balloons must be delivered to the main office.
- Air Horns or other noise making devices (other than voices and bodies)
- Cell phone or other signal blocking devices
- Chains, handcuffs, other restraint devices
- Gang related paraphernalia

### DRUGS AND ALCOHOL (RSD Policy JFCI and NH RSA 193-B)

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No one may use, store, or have in their possession any drug or alcohol products or paraphernalia in school buildings, on school property, or at any school functions. Spaulding is a drug-free school zone and anyone under the influence, possessing, and/or selling controlled drugs, drug paraphernalia or alcohol is not only in violation of school rules but is also in violation of state and federal safe school laws.

It is the responsibility of each staff member to report immediately any suspicion of drug or alcohol use, possession and/or sale, to a building administrator who will take appropriate action, including but not necessarily limited to:

- Appropriate medical attention
- Notification of the parent
- Notification of the proper authorities
- Any other action deemed necessary

In cases where a student appears to be severely under the influence, if the parents will not or cannot come to school or if deemed necessary, the principal is authorized to call an ambulance to transport the student to a hospital. Parents will be notified of this action and be responsible for the incurred expenses.

#### **Penalties for Violation:**

1. Any student selling/distributing illegal drugs or non-approved substances on school property will:
  - a. Be immediately suspended from school. The student's parents and the Rochester Police Department will be notified.
  - b. Be referred to the Discipline Committee for possible long-term suspension or expulsion
  - 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 illegal drugs/alcohol, transporting such substances, or found in the possession of drugs or alcohol including paraphernalia within the jurisdiction of the school district shall:
  - a. **On the first offense**, be suspended from school by the principal for ten days and referred to Discipline Committee. The suspension will be reduced to five days if the student enrolls in and successfully completes all requirements for Teen Drug Court or if the family can adequately demonstrate that the student is enrolled in and attending

counseling approved by the administration to address the substance abuse concern. The student's parents and the Rochester Police Department will be notified.

- b. **On the second offense**, be referred to the Discipline Committee for possible long-term suspension or expulsion. The student's parents and the Rochester Police Department will be notified.

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

**CIGARETTES, ELECTRONIC CIGARETTES, VAPES, LIGHTERS, MATCHES, ROLLING PAPERS, CHEW, DIP, ETC.**

(RSD Policies JFCG & GBK and NH RSA 155:66)

Students may not smoke, store, or have in their possession any tobacco products or lighters in school buildings, on school property, or at any school functions.

Spaulding is a smoke-free school zone and any student using tobacco, possessing and/or selling tobacco or tobacco paraphernalia is not only in violation of school rule, but is also in violation of state and federal safe school laws.

Students who violate this rule or are accessories to violation of this rule will be subject to the following:

- Educational Intervention
- Community Service
- Smoking awareness program
- Warning - Detention – ISS
- Suspension: In School and/or Out of School
- Possible referral to the Rochester Police Department

**PRESCRIBED AND OVER THE COUNTER MEDICATIONS (RSD Policies EBBA-1, EBBA-3, JHCD-E1 and NH RSA 200:42, RSA 200:46, RSA 200:47)**

Whenever possible, medication should not be taken during school hours. However, if a prescribed medication has to be taken during school hours, the school nurse must administer the medication. No student is to have any medication, prescribed or otherwise on their person during any school related event unless specific approval has been given by the prescribing physician and the school nurse.

If a medication must be taken during school hours, the school nurse must have the following three items:

- A. Prescription written by the licensed practitioner stating the name of the medication, the dosage and time as well as a diagnosis, if not in violation of confidentiality.
- B. All medication shall be delivered and stored in the original pharmacy or manufactured labeled container. This shall be no more than a 30 day supply. The medication must be delivered to the school nurse or designee by a parent/guardian or designated responsible adult. A single dose of medication may be transferred from this container to a newly labeled container for the purpose of field trips or school sponsored activities.
- C. Signed permission from the parent/guardian allowing the school nurse, or her designee, to observe and/or assist the child in taking his/her medication.

Students in grades 6 through 12 may be administered acetaminophen (Tylenol) for pain relief at the discretion of the nurse, between the hours of 10:30 a.m. - 1:30 p.m. and only with written parent permission.

The school nurse will be responsible for the determination and appropriateness of delegation of medication administration, when necessary, to employees of the Rochester School District. Employees may not further delegate such administration to other staff members, outside agencies or volunteers.

In accordance with RSA 200:42-RSA200:47, a student will be allowed to carry and self-administer prescription epi pens and rescue inhalers provided that the prescribing practitioner and parent complete the appropriate medication forms for self-administration.

*Students found in violation of this rule will be referred to administration for investigation and possible disciplinary consequences.*

**WEAPONS (RSD Policy EBCE, NH RSA 193-D, RSA 159:24 and Federal Law 18 U.S.C. § 921)**

The possession of weapons shall be prohibited in school facilities, on school property, on school buses, and at school functions at all times and by all persons except by authorized law enforcement officers acting within the scope of their professional

Spaulding High School is a community of engaged learners dedicated to excellence through respect and high academic standards.

capacity or individuals who have written permission from the Superintendent of Schools in accordance with RSA 193-D (Safe School Zones Act).

*Weapons include, but are not limited to, firearms, explosives, incendiaries, martial arts weapons as defined by RSA 159:24, electronic defense weapons as defined by RSA 159:20, clubs, billies, metallic knuckles, knives including but not limited to kitchen knives, jackknives, switchblade knives, double-bladed knives, stiletto knives, swords, daggers, dirk knives, blades or sharps, razor blades and box cutters; or containers containing chemicals such as pepper gas or mace.*

Likewise, objects *fashioned to look enough like dangerous weapons* that they could be mistaken for an actual weapon are subject to the same prohibition.

Persons violating this policy will be immediately directed to leave school premises, subject to enforcement by police if necessary. Staff members violating this policy will be subject to disciplinary action in accordance with other Board policies, state and local law, and collective bargaining agreements.

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

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. § 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent of Schools upon review of the specific case in accordance with other applicable law.

All students will receive written notice of this policy once each year.

### **BEHAVIORAL CONTRACTS**

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Students with multiple behavioral and attendance concerns may be required to sign a Behavioral Contract in order to be in attendance at Spaulding High School. Failure to sign an contract may result in meeting with the Assistant Superintendent.





## BELL SCHEDULES

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### Regular Schedule

- Block A 7:30 – 8:58 88 min.
- Block B1 9:05 – 9:47 42 min.
- Block B2 9:51 - 10:33 42 min
- Block C1 10:39 – 11:09 30 min.
- Block C2 11:09 – 11:39 30 min.
- Block C3 11:39 – 12:09 30 min
- Block C4 12:09 – 12:39 30 min.
- Block D1 12:46 – 1:28 42 min.
- Block D2 1:32 – 2:14 42 min.

### Homeroom Schedule

- Block A 7:30 – 8:46 76 min.
- Block B1 8:53 – 9:29 36 min.
- Block B2 9:33 – 10:09 36 min.
- Homeroom 10:16 – 10:36 20 min
- Block C1 10:43 – 11:13 30 min.
- Block C2 11:13 – 11:43 30 min.
- Block C3 11:43 – 12:13 30 min
- Block C4 12:13 – 12:43 30 min.
- Block D1 12:50 – 1:30 40 min.
- Block D2 1:34 – 2:14 40 min.

### Early Release Schedule

Block rotation will be determined before each early release.

- Block \_ 7:30 – 8:23 53 min.
- Block \_ 8:30 – 9:23 53 min.
- Block \_ 9:30 – 10:23 53 min.
- Block \_ 10:30 – 11:00 30 min
- Block \_ 11:00 – 11:30 30 min.
- Block \_ 11:30 – 12:00 30 min.
- Block \_ 12:00 – 12:30 30 min.

### 2-Hour Delay Schedule

- Block A 9:30 – 10:17 47 min.
- Block C1 10:24 – 10:54 30 min.
- Block C2 10:54 – 11:24 30 min.
- Block C3 11:24 – 11:54 30 min
- Block C4 11:54 – 12:24 30 min.
- Block B1 12:31 – 12:53 22 min.
- Block B2 12:57 – 1:19 22 min.
- Block D1 1:26 – 1:48 22 min.
- Block D2 1:52 – 2:14 22 min.

## **BULLYING DEFINITIONS, POLICIES, PROCEDURES DEFINITIONS, POLICIES, PROCEDURES**

(RSD Policies JICK & NH RSA 193-F:3, 193-F:4, II(a-n))

### **DEFINITIONS (RSA 193-F:3)**

1. Bullying – Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

1. Physically harms a student or damages the student's property
2. Causes emotional distress to a student
3. Interferes with a student's educational opportunities
4. Creates a hostile educational environment
5. 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.

2. Cyberbullying – Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices – Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property – School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any references in this policy to "parent" shall include parents or legal guardians.

#### **I. STATEMENT PROHIBITING BULLYING OR CYBERBULLYING OF A STUDENT (RSA 193-F:4, II(a))**

The Board is committed to providing all students a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of 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.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

#### **II. STATEMENT PROHIBITING BULLYING OR CYBERBULLYING OF A STUDENT (RSA 193-F:4, II(b))**

##### **False Reporting**

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

##### **Reprisal or Retaliation**

The District will discipline and take appropriate action against any student who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

The consequences and appropriate remedial action for a student who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies, and any applicable collective bargaining agreements.

Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including exclusion from school grounds.

## **Process to Protect Students from Retaliation**

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to: re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

## **IV. PROTECTION OF ALL STUDENTS (RSA 194-F:4, II(c))**

This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, regardless or whether or not such student or school-aged person is a student within the District.

Disciplinary Consequences for Violations of this Policy (RSA 193-F:4, II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the Board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

*Note: To view the Rochester School District Policy on Bullying in its entirety, please visit <http://rochesterschools.com/Webmaster/policy/BookJ/JICK.pdf>*

## **BUS CONDUCT AND REGULATIONS (RSD Policies EEACC-R & JFCC-R & NH RSA 189:9-a)**

Students using district transportation are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home. The school bus is an extension of the school, and all Rochester School Board Policies, school rules, and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus. As at school, students are expected to behave in a safe, respectful and responsible manner on the school bus. The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.

### **Bus Regulations**

1. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation services.
2. **Students may ride only on the bus to which they have been assigned.** (Exception will be made only with a note from a Principal.)
3. **Only authorized riders will be permitted on the buses.**
4. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.
5. Students must be at their bus stop before the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.
6. Students must always cross the street in front of the bus at a distance sufficient to allow the driver to see them. After getting off the bus, students (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.
7. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving. When crossing the roadway to board a bus, students shall walk, not run.
8. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, students will wait on their own side of the road until the bus comes to a complete stop. At that time, the students will cross in front of the bus while the red flashing lights are blinking.
9. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exception will be made only with a note from a parent or Principal.)
10. The driver is authorized to assign seats to any student at any time.
11. The law allows, and students are expected to sit, three passengers per seat.
12. Students **must** promptly take their seats and stay in their seats until the students have reached their designated stops, **and** the bus has come to a complete stop. Students are not permitted to change seats when the bus is in motion.
13. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.

14. Students are **not** permitted to smoke on any school bus at any time. This includes all charter trips.
15. Students are **not** permitted to use any profane language or obscene gestures. Excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
16. Students **must** keep head, hands, feet, etc. inside the school bus at all times.
17. Students are **not** permitted to eat food or drink beverages on the bus.
18. Students are not permitted to mark up or deface the bus in any way.
19. Students and their parents will be held responsible for any and all damage to the bus.
20. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
21. Students shall keep the aisles clear which includes not placing lunch boxes or other objects in the aisle of the bus.
22. There shall be no throwing of snowballs or other objects at school buses at any time.

**Failure to abide by these rules will mean:**

A. A referral notice will be issued by the school bus driver to the:

- a. The school bus company;
- b. The School Administrator;
- c. The Assistant Superintendent of Schools.

B. The School Administrator shall conference with the student and notify the student's parents and assign consequences, if appropriate. Depending on the nature of the violation, consequences may include, but not limited to: conference with a school administrator, detention, restitution, suspension from the bus, suspension from school, and/or referral to the Assistant Superintendent.

The school administration will make the decision to suspend a student from riding on the school bus (N. H. - R.S.A. 189:9-a) based upon the recommendations received from the school bus driver, school bus company, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be approved by School Board action. Disciplinary action for behavior on the school bus can lead to out of school suspension or other disciplinary action.

C. For severe rule violations:

- The Assistant Superintendent may immediately suspend a student from riding on the school bus.
- Referral to the School Board Discipline Committee: May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.
- Referral to the School Board: Referrals to the full School Board shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.
- 

**CELL PHONE POLICY AND OTHER PERSONAL ELECTRONIC DEVICES (iPods, iPads, Tablets, laptops, etc)**

Cell phones and electronic devices are permitted to be used during a student's scheduled half-hour C-block lunch and in the hallways.

- Device usage in classrooms is based on the rules posted on the door to each classroom and a wall within the classroom. Students will be expected to respect the sign for each room at SHS.
- Video and audio recording without a teacher's permission is prohibited.
- If a student decides to use a device improperly, teachers will act in accordance with their posted classroom procedures. *Spaulding High School and the faculty and staff of SHS are not responsible for lost or stolen electronic devices.*

**CAMPUS SEARCH (RSD Policy EBCF)**

School-owned property such as student lockers and desks, staff lockers and desks, cabinets, all other storage areas and other areas owned by the Rochester School Department shall be under the exclusive control of the School Board and its agents. The School Department exercises exclusive control over such school property. Neither students, staff, nor others should expect privacy regarding items placed in school property because school property is subject to inspection and/or search at any time by school officials.

Spaulding High School is a community of engaged learners dedicated to excellence through respect and high academic standards.

## **CO-CURRICULAR REGULATIONS (RSD policy IGDJA-1)**

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### **PREFACE**

The following rules and regulations have been designed for co-curricular participation.

### **GENERAL ROLE AND RESPONSIBILITY**

It is expected that the student will display appropriate behavior in school, contribute to school through participation in various clubs and events

### **ELIGIBILITY**

1. Students must abide by the rules of Spaulding High School and may be denied access to cocurricular activities based on disciplinary action
2. Student eligibility is based on quarter grades and not final grades. The current NHIAA requirement for a school with block scheduling is to pass the equivalent of four units per quarter. A one credit course meeting 90 minutes per day, carries an equivalency of two units.  
A student must meet the minimum requirements for eligibility by NHIAA standards, plus receive no more than one Not Yet Competent (NYC) or Insufficient Work Shown (IWS) each mid semester grade or final grade for a nine-week course. A passing grade is based on the current policy of the Rochester School Board. Academic eligibility applies to all students in all activities at all times.
3. Any student suspended from school is also suspended from co-curricular activities for the same duration of time.
4. A student in band, chorus, ROTC, or other credit-based activities that does not meet the eligibility standard must develop a plan with the Instructor and the administration to improve their grades or be ineligible to participate in after school and weekend activities. The grades will be reviewed on a weekly basis to determine participation in continued after school and weekend activities.
5. Co-Curricular Activities include school clubs, organizations and any school sponsored formal or semi-formal organizations. The co-curricular programs include but are not limited to: class council, yearbook, FBLA, Health Occupations, HERO, Key Club, Literary Magazine, Math Team, Mu Alpha Theta, National Honor Society, Newspaper, SADD, Student Council, Art Club and similar programs at the High School.

### **RULES AND REGULATIONS REGARDING PARTICIPATION**

The student, while a member of a sanctioned co-curricular organization, must abide by the following rules and regulations or be expelled from that organization:

1. A student shall not, regardless of the quantity, use or consume, possess, be in the presence of, buy/sell or transfer any substance containing tobacco, alcohol, marijuana, drug paraphernalia, or any controlled substance (the only exceptions are: a student in the company of their parent/guardian that is using tobacco or consuming alcohol, or controlled substance(s) prescribed for that specific student).

#### **Penalty: First Offense:**

- Parent(s) will be notified.
- Student will be suspended from the team or activity for 25% of the season. If there is not 25% of the season remaining, the student would serve remaining games but also be subject to fulfilling the remainder of the consequences before participating in any other co-curricular activity.
- Student will be reinstated after suspension, if he/she agrees to, and follows through with:
  1. Writing a reflective narrative, apology to the team and those involved in the incident (once approved, athlete may practice).
  2. Attending and completing Teen Drug Court program.
  3. Performing ten (10) hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.

#### **Second Offense:**

- Parent will be notified.
- Student will be suspended from participating with all co-curricular activities for 365 days.

#### **Third Offense:**

- Parent will be notified.
- Student will be suspended from all sports or activities for the remainder of the student's High School career.

*Note: Violations are cumulative over a course of a student's four year career at Spaulding HS*

2. No stealing or vandalism of: property, buses, or any other establishment visited as a student.
3. All students will adhere to all obligations and attendance policies developed by the advisors.

Other than for medical or personal matters which have been cleared through the advisor or Principal, excused absences are permissible for family vacation trips, school sponsored trips and academically enriching trips. Academically enriching trips are educationally related trips where the school staff has been given permission to advertise on school premises by the School Board. Advisors will be notified in writing in advance of a trip.

4. The Principal may expel a student from an activity if a violation occurred during or prior to the beginning of the activity for the school year.

5. It is a violation of this agreement if a student, by their actions, words, and or behavior inside or outside of the school environment brings dishonor or discredit to the reputation of the school may be suspended or removed from the organization.

6. Gross misconduct, including but not limited to assault; inappropriate behavior and/or obscene language; cheating; directing threats or obscene gestures at an advisor, judge, official, participant, or opponent.

***Any violation or infraction of the above rules and regulations will result in the following:***

1. All violations or infractions warranting expulsion must be investigated by the advisor. When verification confirms the infractions, the advisor will immediately suspend the student from further participation.

2. The Principal or designee will review the violations or infractions, the investigation of the advisor and if in agreement, will dismiss the student from participation in any organization that school year.

3. The Principal or designee and/or advisor will notify the student and the parents/guardians regarding his/her decision.

4. Any appeal of dismissal shall take no more than ten days from the date of temporary suspension.

5. Any dismissal may be appealed through the normal chain of command, which is: Advisor, Principal, Superintendent and School Board.

a. Any student who is suspended from a sanctioned school team has a right to appeal the decision.

i. Suspensions of the first level can be appealed to the Principal

ii. The basis of the appeal would typically include:

- A decision lacks substantive basis in fact to support the findings.

- There is incongruity between the disciplinary action and the findings.

- There has been unfairness in the hearing process.

- There is newly discovered important evidence not known at the time of the hearing or disciplinary action.

iii. The burden of proof is on the appellant that no substantial evidence to support the finding is present.

**(Consent form is on Page 4)**

**SPAULDING HIGH SCHOOL  
PARENT'S OR GUARDIAN'S CONSENT FORM  
CO-CURRICULAR ACTIVITIES**

**TO THE PRINCIPAL OF SPAULDING HIGH SCHOOL:**

My child, \_\_\_\_\_ is a candidate for participation in

(please print name)

\_\_\_\_\_ at Spaulding High School.

(Activity)

I hereby grant permission to participate under the supervision of the advisors. In giving this consent, I do so with full understanding that Spaulding High School assumes no financial liability for any accident or injury to a pupil which may occur as a result or participation in this activity or while traveling to or from an activity, or contest.

***My child is insured by the following company:***

**Insurance Company:** \_\_\_\_\_

**Insurance #:** \_\_\_\_\_

**No Insurance:** \_

**BUS POLICY**

1. Advisors are responsible for all students before, during and after trips on buses.
2. Food and drink are not to be brought on bus trips except in special situations which further require notification of the bus driver beforehand
3. It is the advisor's responsibility to see that all buses are left clean.
4. When it is necessary to travel by private automobiles, the proper form must be filled out beforehand and signed by the parent and advisor. If a parent plans to transport their student from a co-curricular activity in a private automobile, approved written permission must be obtained prior to the activity by the Athletic Director or School Administrator. The Coach or Advisor cannot grant permission at an away activity.
5. Advisors will discipline those students that behave in a manner which is unacceptable.

**DISMISSALS AND SCHOOL ATTENDANCE**

1. School rules pertain to all school activities.
2. If a student is dismissed during the school day for other than medical appointments or personal matters which have been cleared through the Principal or designee, he/she will not be allowed to participate in co-curricular activities that day.
3. Any student absent from school or portion thereof, without the authorization of the Principal or designee, will not be allowed to participate in any event that day.

I have read the enclosed pages of the Spaulding High School co-curricular and insurance policy. I hereby agree to support and abide by these policies:

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

Adopted: October 12, 2006

Amended: April 8, 2010; September 8, 2011; September 12, 2013; September 8, 2016

## **COMPUTER/TECHNOLOGY AND COMMUNICATIONS POLICY (RSD Policy EHA)**

The Rochester School Board recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources, in support of the mission and goals of the Rochester School Department and its schools

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control fully. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on School Department-owned equipment, School Department-affiliated organizations, and personal devices.

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Infinite Campus (Parent/Student Access to Student Information System).

### **School Department Rights and Responsibilities**

It is the policy of the Rochester School Board to maintain an environment that promotes ethical and responsible conduct in all computer and communications equipment activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of computer/communications equipment use. Within this general policy, the School Department recognizes its legal and moral obligation to protect the well being of students in its charge. To this end, the School Department retains the following rights and recognizes the following obligations:

1. To monitor the use of computer network and the communications network activities. This may include real-time monitoring of Internet access and/or maintaining a log of Internet activity, or attempted activity, for later review.
2. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to School Department owned equipment and, specifically, to exclude those who do not abide by the School Department's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
3. To restrict on-line destinations, including in-coming signals, through software or other means.
4. To remove a user's access, a device, or connection to the network that is not approved and secure.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing on-line, wide-area, and local use of computers and communication equipment.
6. Prior to allowing user access, a signed statement of compliance will be executed, certifying that the user understands and agrees to comply with Rochester School District policy.
7. School district reserves the right to "block" at any time any sites or services that could cause bandwidth issues that affect the overall stability of the network.
8. The district may establish a retention schedule for the removal of e-mail. The district makes a best effort to retain email for 90 days.
9. Guests/Contractors are not automatically eligible for a district e-mail account. Email or network access accounts may be granted if directly sponsored by a district administrator and approved by the Superintendent or designee.



The Superintendent or designee shall develop and implement administrative procedures that ensure students are educated on network etiquette and other appropriate online behavior, including: interaction with other individuals on social networking web sites and Cyberbullying awareness and response.

### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Rochester School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Ensure all student and non-school system users are informed of the district's electronic communications policy and administrative regulations. All such agreements will be maintained by the school office or as part of the student agenda. All students using **Google Apps for Education** must have a signed permission form.

### **User Responsibilities**

Use of the computer and communication equipment provided by the School Department is a privilege that offers a wealth of information to improve research and productivity. Where it is available, these resources are provided to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

1. The School Department reserves the right to monitor, review, and copy any communications at any time.
2. Failure to report breaches of this policy is itself a violation.
3. Users will be individually responsible for their own behavior and violation of this policy may result in discipline actions in the form of written reprimand, suspension, expulsion, termination of employment, or others forms decided by the school board and superintendent.
4. Staff will be responsible for maintaining their own systems for reliability, integrity, availability, and for physical protection.
5. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate local, state, and federal laws. Violation of local, state, and federal laws will be reported to the proper enforcement authorities.
6. By accessing the district's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment. (Chromebooks, iPads)
7. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends or family.

### **Acceptable Use**

1. All use of the computer and communications equipment must be in support of educational and research objectives consistent with the mission and objectives of the School Department.
2. Proper codes of conduct in electronic communication must be used. All users are representing the Rochester School District and must use polite and respectful language in any dealings through this equipment.
3. Use network etiquette, being polite and using network resources in a safe and legal manner.
4. Use of the network is a privilege, not a right.
5. Confidential information will be sent under a secure medium.
6. Protect your own data.
7. Use extreme caution to verify messages go to the correct address/user.
8. Any software/hardware must be pre-approved by the CIC Staff.
9. Immediate notification to CIC Staff of a system compromise (Virus, Trojan, hackers, unauthorized access, etc.).

Use of Home/Personal equipment or software can only be used on BYOD (Bring Your Own Device) network or as stand-alone devices. The school district assumes no liability for personal equipment and services.

### **Unacceptable Use**

Prohibited activities include, but are not limited to, the following:

1. Users will not obtain, or provide to others, illicit copies of copyrighted software or documents. Only software provided by or approved by the Rochester School District may be installed on a School District computer. Users will not download or install software, or upgrades to approved software already installed, unless directed to do so by the Superintendent or his

designee(s). Users will not download or install any unauthorized software, including freeware and shareware, on School District computers.

2. Users will not use the computer network to attempt to gain unauthorized access to any computer or communications system.
3. Users will not use the computer or communications equipment to give out any personal information about another person.
4. Any use of the computer or communications system for commercial, advertising, profit, or political purposes is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious or mischievous 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.
8. Hate mail, chain letters, harassment, profanity, obscenity, racist and other antisocial behaviors are prohibited on the network.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or a file dangerous to the integrity of the network is prohibited.
10. Use of the network for any unlawful purpose is prohibited.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
12. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) is prohibited unless specifically authorized by a teacher and a system administrator.
13. Sending offensive email (racist, pornographic, or otherwise inappropriate).
14. Harassment, intimidation, threatening, or engaging in any illegal activity.
15. Sending proprietary or confidential information to any unauthorized person.
16. Allowing other users access to your password or account.
17. Make changes to the operating system or networking settings.
18. Open up devices for repairs, etc.
19. Use of gambling, pornographic, or on-line actions sites/programs.
20. Tampering with any communications devices, i.e.; computers, phones, etc.
21. Changing of wiring, connections, or placement of computer resources is prohibited.
22. Use of school resources for any cheating or academic dishonesty.
23. Use of any hacking, cracking, password cracking, scanners, or any other hacking or network discovery tools.
24. Attempting to circumvent any security.
25. Starting any denial of services attacks.
26. Any unauthorized access to include wireless devices or any other communication devices.
27. Use of email systems or accounts other than those approved by the CIC staff and Superintendent.
28. Attempts to use the district's system for: Unauthorized solicitation of funds; distribution of chain letters; unauthorized sale or purchase of merchandise and services; collection of signatures; membership drives; transmission of any materials regarding political campaigns.
29. Saving inappropriate files to any part of the system, including but not limited to: Music files, movies, video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment.

#### **Disclaimer**

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 *et seq.*), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

2. The School Department will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. The School Department makes no warranties (expressed or implied) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - Any cost, liability or damages caused by the way the user chooses to use his or her access to the network.

#### **Guest Access to the Network**

1. Users must utilize the district's wired and wireless networks for access to the Internet in school district facilities using school district equipment. Guest users must utilize the district's wireless network BYOD to gain access to the Internet in school district facilities.
2. No other method or means of Internet access (i.e. USB modem, MiFi router, personal Internet access, open WiFi networks, etc.) is permitted while simultaneously connected to a district network or while using a district technology resource.

#### **Content Filtering**

1. The Rochester School District uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA).
2. Upon request by staff, the Computer Department, under the director of the Superintendent, shall review and may authorize the disabling of Internet blocking/filtering software to enable access to specific educational related material that is blocked through technology protection measures, in accordance with applicable law and safe networking practices to protect the network.
3. Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.
4. Each staff member has a firewall bypass account based on their position. These accounts shall not be shared with students or guest and will be supervised by staff members at all times.

The School Department reserves the right to change its policies and rules at any time.

#### **CONCUSSIONS AND HEAD INJURIES (RSD Policy JLCJ)**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

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

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

#### **Athletic Director, Administrator, Coaches or Parent in Charge of Athletic Duties and Responsibilities**

Updating: The athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year. The Athletic Director should notify the Superintendent and implement the changed policy if more stringent than the existing policy. The Superintendent should mark-up the policy and present it to the Board via the Policy Committee.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion identification and management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** A concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition for any identified sport. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

### **Coach's Responsibility**

A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

**Final Responsibility:** The final decision for allowing a student-athlete to begin the Return to Play Protocol, and to return to play, rests with the parents of the students up to age 18, and with students 18 and older. Such final decision shall not be made until all other requirements for Return to Play Protocol or return to play have been satisfied to the satisfaction of the appropriate School District employees.

### **Protocol For Return To Play**

No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and in the judgment of the school's trainers or medical officials:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.
4. The parents and guardians of students under age 18, or the student, if age 18 or older, signs an acknowledgement that a person suffering a concussion is especially vulnerable to greater injury or even death from return to student sports before they fully recover from such concussion, and that in the opinion of the person(s) signing the acknowledgement, the student is fully recovered from such concussion

The District may limit a student-athlete's participation to "Graduated Return to Play" standards and protocol, as determined by the student's treating health care provider.

### **Concussion Awareness and Education**

The administration will include concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### **Academic Issues for students with concussions**

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

Section 504 accommodations may be developed in accordance with applicable law and board policies.

## **CREDIT RECOVERY**

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**PLATO** is a web-based program that allows students to work independently during the school day or E-block (at a computer with supervision) to learn critical material and demonstrate the necessary learning to earn course credit.

**E-block** credit recovery courses are taught by Spaulding faculty and are offered after school throughout the school year. Summer School – Contact Guidance for information.

**Tutoring** is offered by Spaulding faculty when it has been approved by an administrator and can be offered throughout the school year.

## **DANCES**

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All school rules and policies apply at every dance, whether or not the dance is on school property.

Students requesting to bring a guest who is not a Spaulding High School student must have a dance approval form completed and returned to the administration **before** purchasing tickets. Once approved, a copy will be provided to the student that will allow him/her to purchase a guest ticket. No guest over 20 years old is allowed. Guests must be at least a high school freshman. Guest permission slips must be received by SHS administration by the end of the first week of ticket sales. A photocopy of a picture ID must accompany guest forms. Guests must also present a photo ID at the door.

Once a student or guest leaves the dance, they are not allowed to return, and no money will be refunded. Students or guests who do not comply with the rules will be removed from the dance and will be subject to further disciplinary action.

All outstanding school fees must be paid in full before purchasing a ticket.

Students must be in attendance for the entire school day on the day of the dance. If the dance is on a weekend day, the student must attend school for the entire day on the school day prior to the school dance.

## **DRESS CODE FOR STUDENTS (RSD Policy JFCA)**

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Spaulding High School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, the School Safety Team / Administration has the responsibility to assure that the atmosphere in school is conducive to learning. Balancing these interests, Spaulding High School has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements. All clothing shall be neat, clean, and appropriate for school. Students who are inappropriately dressed will be asked to fix the concern, or call their parents for a change of clothes. Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached.

The following **guidelines** have been established to help provide as clear of an understanding of the dress code as possible:

- Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive as determined by SHS staff shall not be worn to school. This includes any clothing, jewelry, chains, fish hooks or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or references to alcoholic beverages are not permitted.
- Shirts, blouses, and wide-strap tank tops must cover the entire torso at all times. Bare mid-drift or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, spaghetti strap tank tops, and sleeveless basketball shirts are not acceptable unless covered by a non-transparent outer/under shirt.
- The length of a skirt, dress, shorts/skorts must be approximately knee length (within 3” of the top of the knee.)
- Spandex/leggings are not allowed unless covered by a skirt, dress, shorts/skorts.
- Except for approved religious/medical purposes, head coverings may not be worn in classrooms during school hours except as allowed by teachers within their classrooms.
- Outerwear must cover underwear.
- No pajamas or slippers – Except during spirit week on PJ day.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements. All clothing shall be neat, clean, and appropriate for school.
- Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).

- Sunglasses are not to be worn at any time covering one's eyes or face. Students may wear sunglasses on top of their head. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
- Students may not wear bandanas and/or handkerchiefs during the school day unless School Safety Team / Admin approval has been granted.

When questions arise regarding the interpretation of this policy, the School Safety Team / Admin shall make a determination as to the appropriateness of the student dress.

Spaulding High School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, the School Safety Team / Admin has the responsibility to assure that the atmosphere in school is conducive to learning.

Balancing these interests, Spaulding High School has adopted a dress code for students that set standards for grooming and appearance during school hours and at school functions. Teachers, administrators and other school personnel are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus.

- Students who are inappropriately dressed will be asked to fix the concern, or call their parents for a change of clothes.
- Students who are unable to reach a parent for clothes may be asked to wait at a set location until a parent can be reached.
- Students who refuse to change clothes may be sent home.

A student's failure to follow the adult's directions will be directed to the school safety team who will address both the dress code violation and the refusal to comply.

**DUE PROCESS (RSD Policy JDG-R , NH Educational Administrative Code, Part Ed 317, and NH RSA 193-D)**

All students will be given due process when enforcing all school rules.

**Note:** The portion below is only part of the due process policy, to view the policy in its entirety please go to the Rochester School District Website – <http://rochesterschools.com/Webmaster/policy/BookJ/JGD-R.pdf>

**Part 1: Short-term suspension of students (for periods of up to ten days)**

Prior to a short-term suspension of a student, an informal hearing shall be conducted by the superintendent, assistant superintendent, principal or other administrator designated in writing by the superintendent as having authority to suspend students. This hearing shall include at least:

1. Written notification to the student explaining the purpose of the hearing and that the alleged violation is grounds for suspension.
2. Written specification of the alleged violation, in detail, and an oral or written explanation of the evidence against the pupil.
3. An opportunity for student to respond to the charge.
4. A written statement to the pupil and at least one of the pupil's parents or guardian explaining any disciplinary action taken against the student.

In the event that the student denies wrongdoing or claims extenuating circumstances, and the principal was not a witness, the principal shall make further inquiries.

The following infractions are to be considered as grounds for short-term suspension. The list is intended to be illustrative, not exhaustive. Suspension is to be spent in school in supervised studies or away from school. The duration and place of suspension is to be determined by the administration. In each case of suspension, the administration will notify parents of grounds, duration and place of suspension.

1. Possession and/or detonating firecrackers in school building or on school grounds.
2. Fighting
3. Improper use of motor vehicle
4. Unexcused absence from homeroom, class, or supervised study
5. Refusal to identify one's self to staff member
6. Excessive truancies
7. Leaving school grounds without authorization
8. Unauthorized presence in gym and locker room areas
9. Grossly disrespectful conduct
10. Violation of the policy on smoking

11. Disrupting school activity
12. Throwing or projecting missiles of any kind, including snowballs
13. Repeated unexcused tardiness to homeroom, class, or assigned study
14. In parking area without authorization (repeated offenses)
15. Endangering safety and well-being of a member of the school community
16. Gambling
17. Unauthorized presence in restricted area of building
18. Causing a false alarm
19. Gross misconduct
20. Neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, I & II
21. Possession of over the counter drugs

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**FIRE AND SAFETY ALARMS (RSD Policy EBCB-R)**

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When the alarm sounds or an evacuation is called for, students are expected to proceed quickly and quietly away from the building, following the directions posted in classrooms or which teachers and administrators give orally. Students are expected to remain quiet and calm throughout the drill to ensure they can hear directions being provided by various adults involved in the drill.

Fire and safety drills are conducted periodically as per fire department regulations and/or at administrative discretion. These drills are designed to prepare students for a variety of incidents that could happen while attending school. Students who fail to follow these rules are putting themselves, other students, teachers, and emergency personnel at risk of injury or even death.

Any student who fails to follow the rules during a drill or actual emergency will be referred to the SST for investigation and possible disciplinary consequences.

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**FIRST AID AND EMERGENCY CARE (RSD Policy ABBA-5)**

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First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accord with School Board policy. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of control. A school nurse or other qualified staff member will administer emergency aid.

In each school, procedures for the handling of such emergencies will be established and made known to the staff. Each school will be equipped with appropriate first aid equipment. All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas.

Students who are too ill to remain in class should report to the nurse or designated school personnel. The nurse or designated school personnel will decide whether the student will remain in school or be sent home. If the student is allowed to go home, the nurse or designated school personnel will be required to telephone the parent or person listed on the Emergency Notification Form before the student leaves school.

The student will not be allowed to leave unattended. The nurse shall keep a log of students receiving first aid and emergency care.

The principal must be notified at once of all accidents or illnesses of any consequence. A detailed accident report should be made immediately after other essentials are completed in order to ensure accuracy by the Duty Teacher or witness. Information should include name of injured, date, time of day, place, extent of injury, first aid given, disposition of case. Students are to be sent directly to the nurse's office or main office in case of accidents.

Transportation of pupils to a source of medical attention is the joint responsibility of the parents and school authorities. In the event the parent or other responsible person is not available, the school shall assume this responsibility. In cases of extreme emergency, the pupil will be transported to the hospital and the parents will be notified as soon as possible.

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**FREE AND REDUCED LUNCH (RSD Policy EFB)**

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In accordance with federal regulations, The school district shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced priced lunches through the School Lunch Program in the local school.

Parents who believe their children are eligible may contact the main office to obtain an application. Once the application is reviewed a determination will be made relative to your child's eligibility. Parents may appeal a negative determination to the School Board and the Superintendent of Schools.

The only means of determining the children who are receiving free or reduced price lunches will be through the school office. This information will be confidential; thus, the children will remain anonymous.

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## **GAMBLING**

In order for the school to maintain a positive educational environment, gambling is prohibited at Spaulding High School. It is also illegal under NH law.

Students found in violation of this rule will be referred to administration for investigation and possible disciplinary consequences.

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## **HAZING (RSD Policy JFCF and NH RSA 631.7)**

In accordance with NH RSA 631.7, hazing is strictly prohibited by the Rochester School District.

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

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

A copy of this policy will be furnished to each student and teacher in the school district.

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## **HONOR ROLL & HONORS DIPLOMA**

To earn **High Honors** recognition for a given marking period, a student must earn no grade below A in any course and must be enrolled in a minimum of three full courses. To earn **Honors** recognition for a given marking period, a student must earn no grade below B in any course and must be enrolled in a minimum of three full courses. To earn an **HONORS DIPLOMA**, a student must earn a minimum of 75% of their credits at the ENR, H, or AP levels – and earn a cumulative GPA of 3.5 or higher.

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## **ITEMS DROPPED OFF BY PARENTS/GUARDIANS**

Parents/Guardians frequently drop off homework, special projects, uniforms, equipment, lunches, money, permission slips or other items needed by our students. Students should make an effort to check the office during passing times to see if items have arrived.

We respectfully request that you limit bringing food or drinks for consumption during the school day. These items are often a distraction to the learning environment. We will not call into classes to inform students that food items have been brought to the school.



## **LATE BUS**

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Spaulding students are encouraged to take part in afterschool athletics, clubs, and activities. Additionally, students are encouraged to meet with teachers and other support personnel to make the most of re-learning and re-assessment opportunities. To achieve these goals, the Rochester School District offers a late bus for all students.

All students wishing to take a late bus must get a pass from the main office prior to the beginning of D block. The pass must be signed by the teacher they are staying after school with. Substitutes are not allowed to sign for a late bus pass.

Rochester students can get a late bus on an as needed basis. A bus is available on Monday through Thursday. Students will be picked up at 4:00 in front of Spaulding High School. The Rochester late bus picks up students at 4:00 in front of Spaulding High School.

A Wakefield late bus is scheduled every Monday through Thursday. The Wakefield late bus picks students up at 5:00 in front of the gym lobby.

## **LOCKERS (RSD Policy JFG and KNAJ)**

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Spaulding High School recognizes students need to store their belongings in a safe, locked environment. To this end, we provide all students who request one, an assigned locker. It is important for students and parents to recognize that lockers are the property of the school and may be inspected at any time. Spaulding High School is not responsible for items left in lockers.

- Lockers are assigned to any student who requests one.
- Students who have requested a locker should use it.
- Students must provide their own locks.
- Students must open their lock if requested by administration. If student refuses, administration will have the lock cut off.
- All sharing of lockers must be reported to the main office. Students, who share lockers, share the responsibility for the contents of the locker.
- All unassigned lockers shall have a school lock placed on them.
- Students must have their lockers cleaned out before they leave Spaulding or go on summer break.

## **LOST BOOK AND MATERIALS**

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If materials, books, uniforms, or miscellaneous items belonging to the school have not been returned in reasonable condition, or paid for by the end of the year, final report cards and diplomas may not be issued until bills are paid. Additionally students may not be approved to attend dances, receive senior privileges, or attend senior week activities until items are returned or payment has been made.

## **LOST AND FOUND**

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A “lost and found” area is located in the entry of the custodial area in the first floor science wing. Students are encouraged not to bring valuables to school unless it is absolutely necessary. The school is not responsible for stolen items.

## **NALOXONE/NARCAN AND OPIOID:**

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The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available and accessible any time the building is occupied. The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse will oversee the storing of the medication consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Adopted: April 8, 1993

Board Review/Approved: January 13, 2009

Amended: January 5, 2012; July 14, 2016

## **PASS SYSTEM**

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Every student at Spaulding High School and the Richard Creteau CTC is expected to be in their assigned classroom from 7:30am – 2:14pm unless the school schedule dictates otherwise. To this end, student use of the hallways outside of passing time should be prohibited unless it cannot be avoided. If a student must leave class, a pass must be issued to each individual leaving their assigned classroom.

**Type of passes:** Please note that all passes are for one student. Chain passes or passes with multiple student names are not permitted.

*Hall Pass* – Students are provided with a hall pass to be used to go to the main office, guidance office, library, bathroom, other classroom or specified area as authorized by school personnel.

*Admit/Tardy Pass/Dismissal Pass* - obtained at the Main or Attendance office.

*Multi-day Pass or Universal* – Some students will use a multi-day or universal pass from guidance, band/chorus, the school social worker, etc. to allow hall passing on a recurring basis. These passes must be clearly documented and students must keep these passes on them if they wish to use them. These passes should include (in addition to the common format listed below) the specific time frame and end date if applicable (i.e. Q1 C3 Lunch Only).

*Lunch:* Teachers are welcome and encouraged to share their classroom with students during lunchtime. This should only be done during teacher prep or a common lunch period. Students should have a pass (daily or multi-day) signed in advance by their respective classroom teacher to be able to leave the cafeteria after arriving. Also, any student arriving to their assigned lunch after the appropriate passing period must have a pass from the sending teacher to be permitted into the cafeteria.

## **PHOTOGRAPHIC DEVICES**

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The use of photographic devices (cameras, cell phones, iPads/tablets, video equipment, etc.) is not allowed unless approved by the person/people being recorded/photographed. The purpose of this rule is to protect the privacy of all members of the SHS community.

Students found in violation of this rule will be referred to Administration for investigation and possible disciplinary consequences.

## **QUESTIONING, INTERROGATING and SEARCHING STUDENTS (RSD Policy JFG (also KNAJ))**

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1. **Definitions** - As used herein these terms are defined as follows:

- A. “Interrogation” is an inquiry of a student by an agent or employee of any law enforcement agency, excluding inquiries that are not part of an investigation.
- B. “Investigation” is the gathering of information to determine whether, or to prove that, there has been a violation of law, or a breach of the rules and/or policies of the School District.
- C. “Parent” is a student’s legal custodian or guardian.
- D. “Questioning” is an inquiry of a student by an employee of the School District, excluding inquiries that are not part of an investigation.
- E. “School District” shall mean the Rochester School Department.
- F. “School Property” means all property owned by the School District, and includes student lockers, desks, and similar items and locations owned by the School District.
- G. “Search” is a physical examination of a person or place, by either an employee of the School District or an employee or agent of any law enforcement agency as part of an investigation.
- H. “Student” means any student enrolled in the Rochester Public Schools, regardless of age.

2. **Principles**

- A. The School District has an absolute right to question students about the conduct of any student or School District employee or agent while the questioned student is on school premises, or engaged in school activities and under the control of school district employees or agents at any location, including extra-curricular activities.
- B. It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.
- C. The School District is responsible to parents for the welfare of the students while they are in the care of the school. This responsibility includes respecting the exclusive right of parents to advise their children, and acknowledging that students may not recognize and appreciate the different roles of school employees and law enforcement officials.
- D. School District employees shall not investigate violations of law, except when such conduct also constitutes a violation of School District policies. In such event, School District employees shall focus their inquiries on conduct that violates School District policies.
- E. School District employees shall not engage law enforcement officers or agents, or employees of law enforcement agencies, in investigations of violations of School District policies, regulations, rules, and procedures except to conduct or assist in a search as authorized in Paragraph 3-C-3 or to seek assistance in determining whether such violations may also constitute a violation of the law, requiring further involvement of law enforcement officers.
- F. Students shall have no reasonable expectations of privacy in School District property.

**3. Policies:**

**A. Questioning:**

- 1. A student may be questioned without prior notification to the student's parents.
- 2. Questioning will occur only on the property of the School District or at the location of a school sponsored event.
- 3. No law enforcement officer or agent, or employee of any law enforcement agency shall be present during questioning unless the school official conducting the questioning has a reasonable basis to believe that a person will likely suffer harm unless a law enforcement officer is present.
- 4. School District employees shall not provide law enforcement agencies with any information learned during questioning, except that School District employees shall comply with all statutes mandating reporting of information to any authority, with all court orders, and with all reporting requirements under School District policies.
- 5. The School District shall promptly notify the parents of any student who, during questioning, provides information implicating the student in any violation of law.

**B. Interrogation:**

- 1. No interrogation shall occur on the property of the School District, unless:
  - A. An authorized representative of a law enforcement agency requests permission to do so from the principal of the school where such interrogation is to occur; and
  - B. Such principal or his or her authorized representative, first determines that:
    - i. Such interrogation is directed to a student who is the victim of a crime, such interrogation is about the crime of which the student is victim, and the circumstances do not allow time to take the student to an appropriate law enforcement agency; or,
    - ii. There is a reasonable basis to believe that a person will likely suffer harm unless the interrogation occurs at the school; or,
    - iii. The student's parent has been notified of the request to conduct an interrogation and has granted permission for such interrogation to occur on school property.
- 2. Upon making a determination under §1, above, that an interrogation on school property is appropriate, the principal or authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student to be interrogated, unless the law enforcement officer requesting the interrogation informs the principal that doing so is contrary to the interests of the student to be interrogated. The principal or representative shall offer the parent or guardian an opportunity to immediately speak with the student, and if the parent or guardian accepts the opportunity, the principal or representative shall interrupt the interrogation and afford the student an opportunity to speak privately with the parent or guardian.
- 3. If a principal or authorized representative makes a determination under §1, above, that an interrogation on school property is appropriate, the person making the determination shall make a written report to the Superintendent of Schools by 9:00 AM of the next working day after making such determination, stating specifically and completely all information upon which the principal relied in making such determination, and all actions taken by the principal or

representative with respect to the said interrogation. The Superintendent shall provide a complete copy of such report to the parent or guardian.

4. No employee of the School District shall participate in or be present during any interrogation.

**C. Searches:**

1. School officials may:

- A. Search school property at any time for any reason; and,
- B. Investigate conduct of a student that violates the rules of the School District, by requiring the student to produce all contents of his or her pockets and clothing, pocketbook, purse, wallet, book bag, backpack or other carrying or storage device.

2. With the approval of the Superintendent or designee, conduct searches of school facilities and lockers, in cooperation with the Rochester Police Department and/or New Hampshire State Police, using dogs trained to detect illegal drugs or explosives. Except in emergency situations, such searches will be conducted during evening hours, on weekends, or at times when there are few or no students in the building being searched.

3. A search of a student must be reasonable under all of the circumstances. It must be justified at its inception and reasonably related in scope to the circumstances giving rise to the search. A school official conducting such a search must have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating the rules of the school. The search must be conducted in a way that is reasonably related to the objective of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

4. If a school official acts under C-1-b; no employee or agent of any law enforcement agency shall participate in or be present during such action, except that the school official authorizing the search may utilize law enforcement personnel to carry out or assist in the search if reasonably necessary to protect the safety of any person.

5. If a school official acting under C-1-a or C-1-b; above, finds what is believed to be any firearm, explosive device, controlled substance, or other contraband, the school official shall promptly turnover said material to the appropriate law enforcement agency.

6. When a search is conducted by an agent or employee of a law enforcement agency, the principal or authorized representative shall immediately make every reasonable effort to contact and inform a parent or guardian of the student whose person or effects are to be searched, unless the law enforcement officer requesting the search informs the principal that doing so is contrary to the interests of the student to be searched

- D. The principal or authorized representative shall make and submit a written report to the Superintendent of Schools by 9:00 AM of the next working day after the search is conducted, stating specifically and completely all information pertaining to the search. The Superintendent shall provide a complete copy of such report to the parent or guardian unless parental notice has been withheld under  $\partial$ 3-C-5

**E. Arrest**

1. School officials shall cooperate with any court order to arrest or detain any student, by identifying and producing such student for any law enforcement official seeking to effectuate said order.
2. A student may not be released into the custody of persons other than a parent or legal guardian without permission from said parent or legal guardian unless placed under arrest or detained by court order.
3. If a student is removed from the school by legal authority, school officials should notify parents of this action as soon as possible.

**SIGNS & POSTERS**

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Signs and posters will not be displayed in the building without signed approval from an administrator. After an administrator signs the poster(s), the poster(s) are to be hung neatly and with masking tape only on tiled or bricked surfaces. Any display not following these guidelines will be removed.

The maximum number of copies for any event/flier is 10.

Students found in violation of this rule will be referred to the School Safety Team and/or Administration for investigation and possible disciplinary consequences.

## **SENIOR PRIVILEGE**

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Seniors need to apply and be approved for senior privilege. Guidelines for approval are as follows:

- The student must have a naturally occurring study hall during A or D block. Students may not drop/add courses to arrange for a study hall A or D.
- The student must be in good academic standing (i.e., no grades below Competent during the prior quarter), and the student must have earned enough credits to be on course to graduate at the end of their senior year.
- The student must not have significant disciplinary issues.
- The student cannot have any outstanding fees.

We believe seniors in good academic standing who are on-track to graduate (and have not had significant disciplinary issues) should be afforded a bit of the freedom (and responsibility) that they will have a great deal of after high school graduation.

Seniors who fail to maintain their grades or stay on track to graduate, seniors who fail to stay out of significant disciplinary trouble, and/or seniors who abuse their senior privilege – could have their senior privilege revoked.

## **SERVICE ANIMALS (RSD Policy IMGA and NH RSA 167-D:3)**

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As established and defined by the Americans with Disabilities Act and its accompanying regulations, individuals with disabilities shall be permitted to bring their service animals in school buildings or on school grounds in accordance with this policy. Conditions relative to pets and non-service animals within the school building and on school grounds are found in Board Policy IMG.

**Note:** To see the policy regarding service animals in its entirety, please visit the Rochester School District website at <http://rochesterschools.com/Webmaster/policy/BookI/IMGA.htm>

## **SEXUAL HARASSMENT (RSD Policy ACA and NH ED 303.01 (j), 1-9)**

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NOTE: The Rochester School District abhors and prohibits sexual harassment activity by any of its employees, non-employee volunteers, students and/or any other persons who work subject to the control of school authorities and/or are present at school sponsored events or on school property.

### **Definitions**

Conduct of a Sexual Nature: Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually oriented kidding, teasing, double-entendres, objectionable jokes, and any harassing conduct to which an employee, student, or guest would not be subjected but for such individual's sex.

### Unwelcome Conduct of a Sexual Nature:

- A. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- B. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- C. The School Board prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and shall presume that any such conduct is unwelcome, whether specifically identified as such by the student or not.

### **Prohibitions**

General Prohibitions: For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:

- A. Submission to the conduct is made either an explicit or implicit condition of employment, or award of grades or other measures of student achievement;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee or any decision affecting a student; or
- C. The conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment.

### Specific Prohibitions

## Student

- A. It is sexual harassment for students to subject any other student to any unwelcome conduct of a sexual nature. Students who engage in such conduct shall be subject to sanctions under student disciplinary procedures.

### Reporting, Investigation, and Sanctions

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. This may be done through the Title IX Grievance Procedure (Policy AC-R) or by reporting such matters to the Superintendent or Assistant Superintendent. It is required for any non-victim that is aware of sexual harassment to report this incident to the Superintendent or Assistant Superintendent.
  - A. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.
  - B. Students are urged to report any conduct of a sexual nature by school employees or others to whom this policy applies to a school counselor or administrator.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or the Board has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions to end sexual harassment and sexual violence and prevent its recurrence, including but not limited to, warning or reprimand, suspension, termination, or immediate discharge. All sanctions are subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate authorities.

### Administrative Rules ED 303.01 (j), 1-9

The complainant may appeal the investigation recommendations to the Superintendent (presuming the Superintendent is not the investigator), or to the Board.

The results 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.

### Reprisal

The 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.

### 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.

### 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 District shall comply with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

### By-Pass of Policy

Any individual with a sexual harassment complaint may choose to by-pass this Policy and accompanying regulation and proceed directly to: NH Commission on Human Rights, 2 Chenelle Drive, Concord, NH; phone 603-271-2767; or Office of Civil Rights, Health and Human Services, Region #1, Room 2403, JFK Federal Building, Government Center, Boston, MA 02203; phone 617-565-1340

### STUDENT AUTOMOBILE USE (RSD Policy JHFD)

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In connection with the use of the automobile, driving a car is a privilege granted by the State of New Hampshire as long as one drives in a safe and responsible manner. Careless driving around the school parking area and driveways is something more than an offense against school regulations. Careless driving is subject to police action and anyone guilty of driving carelessly on school grounds will be reported promptly to the police.

Improper use of a motor vehicle on school grounds can result in suspension from school (in school or out of school) for a period of time not to exceed five (5) days. Driving a motor vehicle from school grounds during the school day without authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension.

Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused. **Please make sure that student vehicles are not occupying parking spaces designated for school staff. We have posted signs warning drivers that vehicles will be towed at owner's expense. There is plenty of parking for students at the community center, triangle area, and designated student lot.**

Prior to driving or parking on school grounds, students will be required to register motor vehicles in the Career Technical Center Main Office.

If a student leaves the school grounds in a motor vehicle without authorization, parents will be notified and the student will be subject to disciplinary action including suspension from school.

### **SUSPENSIONS AND EXPULSIONS (RSD Policy JGD)**

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Any student attending school who neglects or refuses to conform with the standards of orderly conduct prescribed by these rules and regulations shall be subject to suspension or dismissal for gross misconduct, or for neglect or refusal to comply with these standards. (See RSA 193:13).

Conduct specifically prohibited shall include, but not be limited to, habitual truancy, verbal or physical abuse toward any student, faculty, or staff member, disobedience of reasonable demands of staff or faculty members, possession of controlled drugs and/or alcoholic beverages on school property, disrupting classroom atmosphere, impeding classroom decorum, causing disturbances among other students in attendance, distracting other students so as to interfere with the educational process, and disrupting the disciplinary process. Any student in possession of non-approved substances may be disciplined or referred to the Discipline Committee.

**A.** Suspensions of not more than ten (10) school days may be made by the superintendent (or his/her representative as designated in writing) individually. Prior to such suspension the person ordering the suspension must, orally or in writing, inform the student of the charges against him/her and provide him/her with an opportunity to refute or explain the charges. If the student refutes the charge(s), evidence of the misconduct shall be related to the student.

**B.** The superintendent and assistant superintendent, as designated representatives of the School Board, are authorized to continue the suspension of a student for a period in excess of ten (10) school days, but not to exceed twenty (20) school days. If the superintendent or assistant superintendent issued the suspension for the first ten days, or any part thereof, he/she may not be the individual who extends the suspension beyond the tenth day.

**C.** Suspensions of six (6) to twenty (20) school days that were made by the Superintendent or Assistant Superintendent may be appealed by the parent or guardian to the School Board or its designated committee provided that the Superintendent or Assistant Superintendent received such appeal in writing within ten (10) days after issuance of the decision being appealed.

**D.** The School Board or its designated committee 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 paragraphs A or B, above. The suspension shall be enforced while the appeal is pending unless the School Board stays the suspension while the appeal is pending.

**E.** Suspensions of more than twenty days must be approved by the School Board.

**F.** Expulsion may be made by the School Board after written notice to the student of his/her gross misconduct or his/her neglect or refusal to conform to the reasonable rules or regulations of the school or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or rifle. Such expulsions occur only after a hearing by the board or designated committee. A student expelled by the School Board or its designated committee shall not attend school until restored by the School Board or its designated committee. Expulsions are subject to review prior to the start of the next school year, and may be appealed to the State Board of Education by the parent or guardian of the expelled student.

**G.** Any student who brings or possesses a firearm as defined in 18 USC § 921 in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the School Board or its designated committee for a period of not less than twelve (12) months. Such an expulsion shall be subject to review by the School Board or its designated committee if requested by a parent or guardian prior to the start of the following school year, and may be appealed to the State Board of Education by the parent or guardian of the expelled student.

**H.** Whenever a student is suspended or expelled, Family Educational Rights and Privacy Act (FERPA) regulations § 99.31(a)(2) and § 99.34 will be followed.

Before any suspension or any expulsion may be made, except as provided for below, the student must be informed in writing of the charges against him/her, and a hearing scheduled before the person making the suspension (or before the School Board if appealed to or required to be approved by it) at which the student shall be permitted to be represented by counsel at his/her expense, to refute any charges or evidence against him/her, offer evidence, explanations or mitigating circumstances, cross-examine witnesses and call witnesses of his/her own.

The Chair of the Discipline Committee shall preside at any hearing before said Committee and shall control the testimony, cross examination, and general conduct of the hearing. He/she may limit or otherwise rule for the orderly conduct of the meeting.

## **FORMS OF STUDENT DISCIPLINE**

**A. Teacher student:** Teachers may and are encouraged to handle their own detention or other disciplinary measures for misconduct in their classes.

**B. Social probation:** The denial of a student to attend and/or participate in extra-curricular activities, school dances or any other form of after-school activity.

**C. Detention:** A student is assigned to a specific supervised room during and/or after school hours.

**D. Suspensions:** A student is denied attendance at school or school functions for a designated number of days in accordance with the provisions of Policy JGD. **1.** Any student who is suspended from school has a right to appeal the decision. a. Suspension of less than three days can be appealed to the Principal at the school level. If the Principal was the original Hearing Officer, the parent can request another hearing based on items c.i - iv listed below.

b. Suspension for three days or longer, that are not referred to the Discipline Committee can be appealed to the Superintendent, after an appeal is heard at the school level.

c. The basis of the appeal would typically include: i. A decision lacks substantive basis in fact to support the findings.

ii. There is incongruity between the disciplinary action and the findings.

iii. There has been an unfairness in the hearing process

iv. There is newly discovered important evidence not known at the time of the hearing or disciplinary action.

**2.** A student is not permitted on school property at any time during the duration of an out-of-school suspension.

**E. Expulsion:** Expulsion will be made only by School Board

Adopted: April 10, 1997

Amended: May 10, 2012

Amended: January 9, 2014

Amended: September 10, 2015



## **TRANSGENDER AND GENDER NONCONFORMING (RSD Policy JBAB)**

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It is the goal of the Rochester School District, as always to foster a learning environment that is safe, and free from discrimination, harassment and bullying as well as to assist in the educational and social integration of transgender and gender nonconforming students in our schools. This policy is intended to be interpreted in light of applicable federal and state laws and regulations, as well as Board policies, procedures and school rules.

This policy is not intended to anticipate every possible situation that may occur, since the needs of particular students and families differ depending on the student's age and other factors. In addition, the programs, facilities and resources of each school also differ. Administrators and school staff are expected to consider the needs of students on a case- by-case basis, and to utilize this policy and other available resources as appropriate.

The term "transgender" is an umbrella term for an individual whose gender identity or expression is different from that traditionally associated with their assigned sex at birth. A student will be considered transgender if, at school, they consistently assert a gender identity or expression different from that traditionally associated with assigned sex at birth. This includes students who identify as transgender, or who are gender nonconforming. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

Adopted: October 13, 2016

## **VISITORS (RSD Policy KK and NH RSA 193-11)**

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Spaulding High School encourages parents and guardians to visit the school. We do respectfully request that parents make arrangements in advance in order to be assured that school personnel will be available to meet with them.

People who have business with the school are the only people who should be on school property from one hour before the start of the school day until one hour after the end of the school day. All others are forbidden from being on school property during this time without permission of the Building Principal or his/her designee.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by contacting the teacher via their e-mail address or phone extension.

Students are not allowed to have friends visit the school during the school day. Visitors to a school must report immediately to the main office as to the purpose and place of their visit. Visitors may only enter through the main entrance of the school.

Any Administrator can request that a visitor leave the school grounds; if the visitor refuses, the administrator may contact the Police. Any visitor concerned about the request to leave school property may contact the Building Principal or Superintendent of Schools; after leaving the property.

School buildings are off limits at all times except for students, authorized personnel, or authorized visitors.

RSA 193-11 provides that "Any person not a pupil who shall willfully interrupt or disturb any school shall be guilty of a misdemeanor."