

STUDENT HANDBOOK

HINSDALE MIDDLE/HIGH SCHOOL

**49 School Street
Hinsdale, New Hampshire**

Telephone 603-336-5984

Principal
Mr. John Sullivan

Vice Principal
Mr. Joe Boggio

Curriculum Coordinator
Mrs. Ann Freitag

Assistant Superintendent
Dr. David Crisafulli
603-352-6955
Ext. 407

School Colors: Blue and White
School Nickname: Pacers

MEMBERS OF THE SCHOOL BOARD

Mr. Wayne Temmen, Chairperson
Mrs. Jeana Major Mrs. JoAnne Mulligan
Mrs. Holly Kennedy Mr. James Mitchell

TABLE OF CONTENTS

Mission Statement.....	3
Calendar	4
Bell Schedule	5
Academic Life.....	6
School Attendance	10
Student Activities.....	12
Health Services	17
Discipline	18
Code of Conduct	20
Local, State and Federal Statutes	22

MISSION AND EXPECTATIONS

Hinsdale Middle/High School:
A Community of Life-Long Learners

We, the members of the Hinsdale Middle/High School, are committed to meeting the needs of all students in a respectful, safe and secure environment that encourages individual learning and instills the learning process. Together, school and community strive to nurture life-long learning to promote an informed society.

The Hinsdale Middle/High School Student

Academic

1. will read and respond critically to works of literature.
2. will be a mathematical problem solver.
3. will effectively communicate in both written and verbal forms.
4. will explore the creative and expressive arts.
5. will understand and use the principles of scientific inquiry.
6. will be able to use the current technologies and develop skills to adapt to today's rapidly changing technology.
7. will understand the principles of democracy and practice them.
8. will be able to gather information, analyze the information and make informed decisions.
9. will have the opportunity to pursue fluency in a world language.
10. will experience a variety of practices to develop and maintain a healthy life style.

Social

1. will contribute to our society through participation in meaningful community and/or school activities.
2. will take responsibility for their own behavior.
3. will learn from their successes and failures.

Civic

1. will understand individual's rights, responsibilities, and roles in the community.
2. will respect and understand people of different backgrounds in our diverse society.

Approved by Faculty: 11/8/02

Approved by School Board: 11/13/02

Hinsdale School District 2009-2010 School Year Calendar

Approved 03/11/09

AUGUST – (4 DAYS)				
M	T	W	T	F
			N/W	W
W	W	26	27	28
31				

SEPTEMBER – (21 DAYS)				
M	T	W	T	F
	1	2	3	4
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER – (21 DAYS)				
M	T	W	T	F
			1	2
5	6	7	8	W
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER – (16 DAYS)				
M	T	W	T	F
2	3	4	5	W
9	10	X	12	13
16	17	18	19	20
23	24	X	X	X
30				

DECEMBER – (17 DAYS)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	X	X
X	X	X	X	

JANUARY – (19 DAYS)				
M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
25	26	27	28	29

August through January - 97 days

August 20	New Staff/Mentor Orientation
August 21	Staff Development Day
August 24-25	Staff Development Days
August 26	First Day of School
September 7	Labor Day
October 9	Staff Development Day
November 6	Staff Development Day
November 11	Veterans' Day, Observed
November 25-27	Thanksgiving Recess
Dec 24- Jan. 1	Holiday Vacation

FEBRUARY – (15 DAYS)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X

MARCH – (22 DAYS)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	W
22	23	24	25	26
29	30	31		

APRIL – (16 DAYS)				
M	T	W	T	F
			1	2
5	6	7	8	W
12	13	14	15	16
X	X	X	X	X
26	27	28	29	30

MAY – (20 DAYS)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
X				

JUNE – (9 DAYS)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
S	S	S	S	S

February through June - 83 days
180th day - June 15

175 Days Senior

End of Quarter

X - designates no school
 W - designates a workshop day
 S - designates reserved storm days

January 18	ML King/Civil Rights Day
Feb. 22-26	Winter Vacation(Presidents Day Observed)
March 19	Staff Development Day
April 11	Staff Development Day
April 19-23	Spring Vacation
May 31	Memorial Day, Observed
June 12	Graduation Day
June 14	Staff Development Day

180 Days Required Attendance for Instructional Purposes (Staff Dev. Days - Aug. 21,24 & 25; Oct. 9; Nov. 6; March 17; April 9; June 15)

Calendar is subject to change by the School Administrative Unit 38 Offices because of storms, emergencies, etc. Five "storm" days (S) have been added which will only be used if necessary.

PROGRESS REPORTS: Progress reports are issued at the midpoint of each marking period, but may be issued at any time, depending upon the urgency of the matter. The student must return the progress report to his/her subject matter teacher two school days after issuance with a parent or guardian signature. Students who do not return the Progress Report with their parent's signature affixed within the specified timeline will be assigned consequences ranging from office detention to in- house suspension for continued non-compliance.

POWERSCHOOL: With the implementation of our new student management database, students and parents will have access to view student grades, homework and attendance via the internet through PowerSchool. **In order to gain access to view a student's grades, a parent (s) must attend a brief training session designed to show parent's how best to navigate both the PowerSchool site and the additional, related support resources provided by the school. With the success of both our pilot program and the initial access group, provisions for offering the training to as many parents as we can accommodate will be made early in the 2009 school year.**

REPORT CARDS: The period of grading is arranged on a quarterly basis. Report cards will be issued approximately one week after marks close. Yearly calendar is set by the Board of education.

BELL SCHEDULE

7:45 Admittance Bell
 7:52 Warning Bell

 7:55 Begin Period 1
 8:45 End Period 1

 8:48 Begin Period 2
 9:38 End Period 2

 9:41 Begin Period 3
 10:31 End Period 3

 10:34 Begin Period 4
 11:24 End Period 4

 11:27 Begin 5A
 11:52 End 5A
 11:55 Begin 5B
 12:21 End 5B
 12:24 Begin 5C
 12:49 End 5C

 12:52 Begin Period 6
 1:42 End Period 6

 1:45 Begin 7
 2:35 End Period 7

**BELL SCHEDULE
 Two Hour Delay**

9:45 Admittance Bell
 9:52 Warning Bell

 9:55 Begin Period 3
 10:31 End Period 3

 10:34 Begin Period 4
 11:24 End Period 4

 11:27 Begin Period 5a
 11:52 End Period 5a
 11:55 Begin Period 5b
 12:21 End Period 5b
 12:24 Begin Period 5c
 12:49 End Period 5c

 12:52 Begin Period 6
 1:42 End Period 6

 1:45 Begin Period 7
 2:35 End Period 7

**BELL SCHEDULE BLOCK
 DAY NO ADVISORY**

7:45 Admittance Bell
 7:52 Warning Bell

 7:55 Begin Block 1
 9:38 End Block 1

 9:41 Begin Block 2
 11:24 End Block 2

 11:27 Begin A Lunch
 11:52 End A Lunch
 11:55 Begin B Lunch
 12:21 End B Lunch
 12:24 Begin C Lunch
 12:49 End C Lunch

 1:52 Begin Block 3
 2:35 End Block 3

**BLOCK SCHEDULE WITH
 ADVISORY**

7:45 Admittance Bell
 7:52 Warning Bell
 7:55 Begin Block 1
 9:25 End Block 1

 9:28 Begin Advisory
 10:03 End Advisory

 10:06 Begin Block 2
 11:36 End Block 2

 11:39 Begin A Lunch
 12:04 End A Lunch
 12:07 Begin B Lunch
 12:32 End B Lunch
 12:35 Begin C Lunch
 1:00 End C Lunch

 1:03 Begin Block 3
 2:35 End Block 3

ACADEMIC LIFE

GRADUATION REQUIREMENTS

9th Grade

English
American History
Earth Science
Algebra (General or I)
Elective (one credit)
PE (½ credit)
Computers (½ credit)
(or test out of Intro. to Computers)

10th Grade

English
American History II
Biology (Science)
Geometry (General or I)
Elective (one credit)
PE (½ credit)
Health (½ credit)

11th Grade

English
Math (Algebra)
Science
Elective
Elective
Arts (½ credit)
Economics (½ credit)

12th Grade

English
Elective
Elective
Elective
Elective
World History (½ credit)

Two of the electives at the 11th and 12th grade level must be in the following areas: English, science, social studies, foreign language, mathematics or a career track program.

If a student chooses they may enroll in a Virtual High School course and receive interdisciplinary credit to satisfy the requirement of a ½ credit in computer and information technology. The credit may only be applied to one area. For instance, taking VHS World History could not satisfy the computer credit AND the requirement for World History.

Exception to this requirement may be made with the written approval of both the guidance counselor and the principal.

TOTAL NEEDED FOR HIGH SCHOOL GRADUATION

23.5 Credits

Minimum accumulation of course credits must be acquired in the following manner.

To Proceed to the Sophomore Year	5 Credits
To Proceed to the Junior Year	11 Credits
To Proceed to the Senior Year	17 Credits
Minimum Graduation Requirement	23.5 Credits

OPEN ELECTIVES: (8 Credits)

Eight (8) credits in any subject area.
Virtual High School

Student Concern Team

The Student Concern Team is available for any student who appears to have a significant problem. A student may be referred by a parent, teacher, staff member or self-referred. Problems might include alcohol or drug abuse, severe depression, child abuse, eating disorders and school phobia among others. The team's role is to develop an understanding of the nature of the problem and to make recommendations to resolve the problem.

The team is made up of the school psychologist, student assistance counselor,(if available), school nurse, guidance counselor, classroom teacher, special educator and administrator. A referral form may be obtained from the special education secretary or Assistant Principal.

As mandated by federal and state special education regulations, a student experiencing significant academic difficulty, or significant attendance issues, may be brought to the attention of the SCT as part of the pre-referral process. A parent is entitled under the law to refer his/her child directly to special education. Upon receipt of the referral, a meeting will be scheduled within 15 days to determine the need for an evaluation. If the team determines and the parent consents to an evaluation the school will complete the evaluation within 45 days. Once all the relevant information has been collected the team will meet again to determine eligibility and if necessary develop an Individual Education Plan (IEP).

School staff recommend that students experiencing difficulty be discussed first with the SCT in order to respond quickly to concerns and begin to gather relevant information.

School in Need of Improvement: Hinsdale Middle School was identified as a school in need of improvement in 2009 for its failure to make Adequate Yearly Progress in mathematics for the sub-group of students identified as Socio-Economically Deprived. Due to this designation school choice is typically offered to students, however, since there is no other middle school in the Hinsdale School District, school choice is not applicable. A school improvement plan has been developed with a focus on the use of data to drive instruction, early intervention for students in need of assistance, and parental involvement and education. The full plan may be accessed via the Hinsdale High School website.

NECAP (New England Common Assessment Program) TESTING: State testing will be conducted in October and May for students in grade 6 through 8 and grade 11. All students are required to take the test. Students and parents are encouraged to put forth their best efforts during the weeks of the testing periods to demonstrate proficiency in the areas tested by the state.

Tentative dates and times for the fall testing period in reading, mathematics and writing (Grade 8 and 11 only) are:

Tuesday October 6 Periods 1 and 2 7:55 to 9:38

Wednesday October 7 Periods 2 and 3 8:48 to 10:31

Thursday October 8 Periods 3 and 4 9:41 to 11:24

Tuesday October 13 Periods 1 and 2 7:55 to 9:38

Wednesday October 14 Periods 2 and 3 8:48 to 10:31

Thursday October 15 Periods 3 and 4 9:41 to 11:24

Tuesday October 20 Periods 1 and 2 7:55 to 9:38 **Grade 8 Only**

Wednesday October 21 Periods 1 and 2 7:55 to 9:38 **Grade 8 Only**

NECAP REMEDIATION: All students that do not demonstrate proficiency on the state test in grade 11 will be required to take and pass the NECAP remediation course the following year.

HOMEWORK POLICY: Homework is an important part of a students' academic experience and is given to students for several reasons. At times students may need more practice, homework may be an extension of the class work, or it may be work that must be done independently such as reading, writing in a journal or completing a research paper. Students will be expected to complete their assigned homework in order to be prepared for class activities the next day. Students will be assigned a minimum of three homework assignments for each class, each week; assignment formats shall vary from class to class and from teacher to teacher; however, a minimum of one of those homework assignments each week shall be graded to determine a student's mastery of the concepts involved. Students that have difficulty completing homework would benefit from making arrangements with their teacher for additional help. Except for Wednesday, teachers are normally available after school to provide the necessary help. Teachers will individually determine their policy regarding late homework submission for credit.

Saturday Academy: Saturday Academy is a program that will address academic non-compliance issues; decisions around assignment to Saturday Academy will be made by building administrators only. Students who are in academic difficulty as a result of not completing or submitting their work and are assigned to Saturday Academy will be required to report to the Saturday Academy program from 8:30 until 11:30 AM on their assigned Saturday(s). While this is obviously punitive, the focus of the program is to have the students complete *for full credit* missing work in their academic classes. It is our hope that the completion of this work will put the students in a stronger position to pass their classes and that attending a school

session on Saturday will be a sufficient deterrent that the student will complete and submit their work on their own as the school year progresses.

Assignment to the Saturday Academy may also be utilized by building administrators to allow students with *attendance failures* to make-up class time and have the attendance failures absolved. The Saturday Academy will not be a tutorial period; teaching monitors will not be tutoring. The role of the teacher supervisors will be to supervise the successful completion of assigned work. The student's regular classroom teachers will submit lists of missing work for each student; students will be required to bring a free reading book to the session should they complete all of their missing work, an unlikely prospect. Because we are envisioning this as an opportunity to get back on track academically, there will be zero tolerance for tardiness, misbehavior or off task behavior on the part of students assigned to the program. It is an opportunity or second chance to gain academic credit that was missed the first time. Students may not report late or leave the program early; they will spend their assigned time in completing the missing work for their teachers; first time offenders will be automatically be assigned to our in-house suspension room for one (1) day upon the student's return to school to complete their assigned school work. Students who fail to meet the academic or behavioral requirements of the program for a second time will automatically receive a three (3) day out of school suspension. This program will be run separately for middle school and high school students. If your child is assigned to Saturday Academy, you will be notified by phone with a letter to follow citing the date(s) and times your child is to report. Parents are responsible to transport their child to and from the assigned session in a timely manner. If you have questions or concerns, please feel free to call the school.

MINIMUM COURSE CREDIT: Students in grades nine (9) through twelve (12) must be enrolled in a minimum of five (5) subject areas in each semester.

COURSE CREDITS: Students planning to take courses outside of Hinsdale High School for credit towards a Hinsdale High School diploma must receive approval by principal and the Guidance Counselor. No grade lower than 70%/C will be accepted for credit. There shall be a maximum of 2 credits attained per year in this manner.

MARKING SCALE

97 - 100 = A+	87 - 89 = B+	77 -79 = C+	68 -69 = D+	0 -64 = F
94 - 96 = A	84 - 86 = B	74 -76 = C	66 -67 = D	
90 - 93 = A-	80 - 83 = B-	70 -73 = C-	65 = D-	

INCOMPLETES: The grade of "incomplete" is used to benefit those students who have been legitimately absent from school or class near the end of the marking period or for an extended illness.

Unless students have administrative approval incompletes must be resolved within 10 school days from the day that report cards are issued.

WINDHAM REGIONAL CAREER CENTER: Students attending the center will adhere to the following rules and procedures:

1. Students will comply with all bus riding regulations.
2. Students will ride on the bus provided by the school district to and from the center. Individual cars may not be used unless permission is granted by the principal. Permission should be requested at least a day in advance. When permission is granted, it is for one individual only. There are to be no other passengers in the automobile.
3. The H.H.S. Attendance Policy will be in effect for those students attending the center.
4. Upon returning from the center, students are to report directly to the office, so that attendance may be taken.
5. Students suspended from the center will also be suspended from H.H.S.
6. Students suspended from H.H.S. will also be suspended from the center.

7. Students with excessive absences and disciplinary records at the center will be reviewed in regard to continued attendance at the center.

MAKE-UP WORK: Students are allowed two days for make-up for each day of legitimate absence from school or class. If there are extenuating circumstances related to students absence, an extension of time may be granted by the administration. In no case should an incomplete be given if work is not made up in the twodays-for-one policy or in the time agreed. In the two cases cited, no credit is given and the grade will be averaged accordingly.

HONOR ROLL: The high school has three honor rolls: highest honors, high honors and honors.

Honor Roll Criteria:

Highest Honors — 95 average or above with no grade lower than a 90.

High Honors — 90 average with no grade lower than an 85.

Honors — 85 average with no grade lower than an 80.

All subjects will be used to calculate the Honor Roll.

SOCIAL AND CIVIC EXPECTATIONS: Social and Civic Expectations are determined in the following manner.

1. Twice a year each student meets with their guidance counselor and examines the student's participation in community and school activities using an individual assessment form. Students are also asked to examine their failures and successes and what they have learned from their experiences.
2. The classroom teacher rates each student in citizenship in each class.
Classroom citizenship is based upon:
 - A. Politeness, honesty
 - B. Interactions with others
 - C. Meeting classroom obligations
 - D. Accountability for their actions
3. One indicates the student always meets the criteria.
Two indicates the student usually meets the criteria.
Three indicates the student sometimes meets the criteria.
Four indicates the student rarely meets the criteria.

The form that is completed by the student and the guidance counselor becomes part of the student's working record.

The teacher's rating is reported to the parent on the report card in the section designated for citizenship.

OPEN CAMPUS: As a member of the senior class accepting the privilege of open campus, in addition to those outlined on the permission form, the following are some of your responsibilities:

Students must sign in and out at the office and enter and exit through the main entrance. Failure to do so will result in forfeiture of senior privileges for 10 school days for the first offense and 20 school days for the second offense. Further instances will result in students losing senior privileges for the remainder of the school year.

Students may not sign another student out.

Students who do not have a first period class must sign in when arriving at school.

Students are expected to arrive on time for classes and to stay for the entire class.

Students not scheduled for a class must be present in study hall or must leave school grounds. Students are not allowed in the halls. If you have a pass to be somewhere else please check in with the study hall teacher.

If your regular class is sent to study hall in the rare event that substitutes are not available you must remain in study hall.

Students dismissed during times other than a study hall must sign out on the school wide Depart and Return Sheet. A note should be turned in when the student arrives at the school with the reason and time for dismissal (rules for dismissal are outlined in the student handbook).

THE NATIONAL HONOR SOCIETY: Students are deemed eligible based on their academic achievement (3.5 average in their junior or senior year, 3.6 in their sophomore). Membership in the society is based on the following criteria: academic achievement, good character (demonstrates academic honesty, respect for people and property, dependability, and accept constructive criticism), leadership (being a positive role model and holding a leadership position), and service (volunteering and being active in clubs, sports or community groups).

Members of the society may leave study halls without passes providing that they inform the supervising teacher of their destination. Members may arrive at school late and leave early if they have study halls during that time and parental permission.

Members will also be given preferential parking and be entitled to free admission to school athletic events and social activities including dances and drama.

FIELD TRIPS and CLASS TRIPS: All school trips, including class trips, are expected to have an educational component that creates a meaningful learning experience for those students involved and must have the approval of the principal or his designee. A written agenda of the plan for the day must be included in the advisor/teacher request. With the exception of the Senior Class Field Trip, no field trips shall occur after Memorial Day.

All school rules will be in effect during field trips. Written permission slips must be signed by a parent or guardian and turned into the supervising teacher at least two days prior to the trip. Instructions from chaperones or the bus driver are to be considered in the same vein as those of teachers. Students are to remain with their group unless permission to separate is given by the accompanying teachers or chaperones. No valuables of any kind are to be left on the bus. Field trips are a privilege. Students whose prior misbehavior warrants will not be allowed to participate.

Students requiring financial assistance may petition the school administration in order to attend the trip.

COMPETENCY BASED ASSESSMENT: Students enrolled at Hinsdale High School have several pathways to demonstrate mastery of a subject.

Pathway A: CBAS or Accelerated Academic

This pathway provides greater flexibility for students who feel they know the subject and want credit. Credit is awarded upon successful completion of both a test and a project component. To qualify, a student must pass the spring "gatekeeper" test with a minimum of 85%. They will be eligible to pursue a summer or semester project, as described by the individual course CBAS option. The project may be pursued with faculty guidance as a summer school or second semester elective, or as an unguided, independent project. A faculty board will review the completed project prior to the beginning of fall classes in order to recommend credit be awarded by the principal.

Pathway B: Credit Recovery

This pathway enables students to attend summer school to recover credit for a failed course taken in the previous school year. To be eligible for this pathway, a student must have achieved at least a 55 % in the course. Upon demonstrating mastery of deficient competencies, and upon completion of a summative assessment with a minimum score of 70% at the end of summer school, students will receive credit for the course.

Pathway C: Articulated Expertise

This pathway applies to courses with prerequisites or sequential levels of ability, and enables students to demonstrate mastery of those prerequisites without taking a course to do so. A student who chooses this pathway will take a placement test based on the competencies of the prerequisite course. A student must achieve a minimum score of 85 % in order to participate in the targeted course or the next level of the course in the sequence. **Credit will not be awarded** for the test.

Pathway D: Dual Enrollment or Extended Learning Opportunities (ELOs)

This pathway enables students to earn course credit for learning opportunities extending beyond those offered on the school campus. Students may earn credit through dual enrollment in college or through internships/apprenticeships with recognized programs. A student must carry a total of five credits each quarter, with at least one credit based on course work here.

Pathway E: Independent Learning Pathway

This pathway enables students to earn credit through successful participation in courses offered outside of the traditional high school setting. Students may choose from a variety of course specific options, including Virtual High School (VHS) and courses offered at other alternative accredited sites.

INDEPENDENT STUDY: Students enrolled in Independent Study courses during a study hall should check in with the study hall supervisor prior to reporting to any other classroom.

STUDY HALL REGULATIONS: Study Hall is part of the academic day and students should plan to use their time accordingly.

1. Report to study when assigned and be on time.
2. Take your assigned seat and do work independently.
3. Students must follow the instructions of the study hall supervisor.
4. Students will report to study hall with books and study materials in sufficient quantity to occupy them for a full period.
5. There will be no sleeping in study hall.
6. If all of their regular schoolwork is completed students will be expected to have an appropriate free reading book with them and be reading during their study hall.
7. Students will not be allowed passes to participate in Physical Education classes.

GUIDANCE: The guidance department has as its major functions; the scheduling and counseling of individual students regarding educational and career planning, and assisting students in solving their personal problems.

Students are assigned to a guidance counselor. Appointments can be made for students to meet with their counselors during study hall periods.

Students are allowed to drop or add classes during the first five days of the class. Students must fill out a request form and obtain their parent's signature to show approval. Requests made after one week will be considered on a case-by-case basis according to the stated reasons. Approval of such requests will be granted with written permission of parents, teacher, guidance counselor, and administration.

If a student withdraws from class after the add/drop period has expired their report card and transcript will reflect a WD if their cumulative average at the time of withdrawal is passing and a WF if their cumulative average at the time of the withdrawal is failing.

COLLEGE PRESENTATIONS: Although students are encouraged to meet with college representatives, the following rules must be adhered to: only seniors will be excused from classes to attend presentations, juniors may attend if they have study halls during the time of the presentations, students may not attend more than five presentations in a school year. Students must sign up with the guidance department prior to the presentation.

ACCEPTABLE USE POLICY FOR THE INTERNET: Hinsdale High School is offering internet access to students in grades 6-12. Internet use is intended for research purposes, sharing information with other schools and students and to assist students in learning communication skills which they will use in their postgraduate careers. Student use of personal laptop computers is prohibited due to possible issues with computer viruses etc. Network/Internet use will be monitored by school personnel. The school will review and edit any materials in user accounts as deemed necessary. Illegal activities will be reported to the appropriate authorities.

The school retains the right to deny access to known security risks and those known to breach pre-set computer parameters.

The school will do its best to provide instruction and access to computer resources. But, the district and its employees are not liable for technical or other difficulties, as well as loss, damage or unavailability of materials. The school district and its employees cannot be held responsible for student use of the Internet Network.

All school rules for good behavior apply to the use of computers, just as they do in all other areas of the school.

Access to Internet services will be given to students who agree to act in a responsible manner by reading and signing this form. Parental permission is also required in the case of minor-aged students.

Violation of rules will result in immediate loss of privileges.

- Students may only use the Internet under supervision of faculty or staff.
- Student files and communications may be viewed at any time.
- Students may use appropriate materials only.

Some examples of unacceptable use are:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging the computers, computer systems or computer networks.
- Violating copyright laws.
- Using another person's password.
- Trespassing into another person's folder, work or files.
- Using the network for commercial purposes.
- Using e-mail for personal, rather than academic related messages.
- Accessing chat-lines.
- Sending or down-loading (receiving) non-school related materials such as video games, role-playing games and similar materials.
- Playing non-educational games and activities.
- Intentionally wasting limited resources such as paper, ribbons, diskettes, | connect time |, etc.
- Tampering with teacher created settings on the computers.
- Additional restrictions may apply.

Violations may result in a loss of access.

Additional disciplinary action may be taken at the building level, in line with existing rules regarding inappropriate language or behavior.

Where applicable, federal law enforcement agencies may become involved.

Parents, as well as students, should be aware that the Internet is a public forum. Not all users are trustworthy and many falsely represent themselves. In order to protect yourself, you should follow these rules:

- Do not reveal your personal address or phone number or those of other people.
- Do not use someone else's password.
- There is no privacy on the Internet. Do not send anything you would not want to see broadcast on TV, the newspapers, or your school cafeteria.
- Always use your best judgment when evaluating and using information so you can select the most reliable source.

ATTENDANCE POLICY

The primary responsibility of the school is instruction and learning. Learning cannot take place if the student is absent. In an effort to improve attendance and, thereby, improve learning, the middle school and the high school will implement the following standards:

Students may not accumulate more than 16 unexcused absences a school year (4 in a quarter) in order to obtain credit for a full year course.

Student involvement in school-sponsored activities will not be considered as an absence.

Students who exceed the limit of the attendance policy will receive no credit in these classes.

This attendance policy will be similarly applied to S.V.C. courses taken by Hinsdale students.

Absences for the following reasons will not be counted towards the 16-day limit:

1. Religious holidays
2. Court appearances
3. Death in the family
4. College visitations
5. Illness requiring a doctor's visit
6. Illness requiring a parent's note
7. Family/Individual Counseling Session
8. School Suspension

Notes from doctors for appointments or extended illness, for college visitations or court appearances, must be on letterhead, signed by the appropriate official and must be turned in as soon as possible after the student's return to school. It is assumed that any long-term illness will have required a visit to the physician, where a note may be obtained, excusing the illness. It is understood that if the school places the student on suspension, the student has not voluntarily skipped school, causing an unexcused absence.

Appropriate notes for absences/tardies should be brought into the attendance office. A written note is required in addition to a phone call in order for an excused absence to be granted. Without the written note, signed by a parent, the student's absence will be categorized as an ***unexcused*** absence.

Hinsdale Junior/Senior High School does not condone student absences from school for family vacations.

However, the Principal may excuse absences for family vacations if a request, by the parent, in writing, is made before the trip, and all schoolwork to be completed is obtained in advance by the student from his/her teachers. However, students and parents should realize the jeopardy that missing classes places students in.

Students who are suspended are not to participate in school activities that day or evening.

At the close of the term, administration will review all absences over 4 days to determine which ones are unexcused.

If after administration's review, a student is determined to have 4 or more unexcused absences, that grade will be recorded on the student's report card, along with a letter explaining that an administrative review has been completed and the student has 4 or more unexcused absences.

A student may appeal an "Attendance F" (which is a failure of the class) by supplying the appropriate documentation to the Appeals Committee via the Principal. The Attendance Committee (ARC) comprised of Administration and staff will review individual student's attendance for action when an official appeal is lodged from the student. In extraordinary circumstances, students or parents may appeal to the ARC for relief of the attendance provisions.

If a student is ill or unable to attend school, a parent/guardian should call the school, at 336-5984, between 7:00 and 9:00 A.M. If the office does not receive a call regarding an absence, the school may attempt to reach a parent/guardian to confirm an absence.

Absent notes are required from all students who have missed any days of school. Notes are to be turned in to the office. The note must include the dates and specific reasons for the absence. The note must be signed by the parent/guardian and must accompany the student upon return to school. **A doctor's note is required for absences of four or more consecutive days.** If a note is not turned in upon a student's return to school or a call-in has not been received; the day of the absence will be considered unexcused and the student receives a 0 for the day in all of their classes. Reasons for absence may include:

- | | |
|------------------------|---|
| 1. Religious holidays | 5. Illness requiring a doctor's visit |
| 2. Court appearances | 6. Illness requiring a parent's note |
| 3. Death in the family | 7. Family/Individual Counseling Session |
| 4. College visitations | 8. School Suspension |

Sample Note Format:

Student's Full Name _____

Today's Date _____

Date of Absence(s) _____

Reason _____

Signature _____

If a note for an absence is not received by the office upon the student's return, the parent/guardian will be notified by the office.

1. A student must be present in class a minimum of one-half of the class period to receive attendance credit. Both classroom teachers and the office will maintain attendance records. All double periods count as two classes and the same rules apply.
2. Progress reports shall indicate attendance when that becomes a factor in determining a student's grade. Each classroom teacher will be responsible for maintaining accurate attendance records for each student. **A student's class participation, and therefore grade, may be negatively affected by poor attendance.**
3. A student must be in school prior to 10:30 am in order to participate in extracurricular events on that day. If a student wishes to participate in extracurricular events over the weekend, he/she must be in school at 10:30 am on the day prior to the weekend. The administration has the discretion to reinstate a student's participation privileges.
4. For those students whose parents or guardians wish them dismissed from school early because of a dental appointment, medical appointment, home emergency or other legitimate reason, the following procedure is to be followed: A written request for early dismissal, signed by parent or guardian, must be brought to the office upon the student's arrival at school. The request must state the reason for dismissal along with the time for dismissal. It must also be dated. If approved, the student's name will appear on the early dismissal column on the daily bulletin. Early dismissal will follow the same criteria as class absence in regards to an attendance "F". Notes from doctors appointments, for college visitations or court appearances, must be on letterhead, signed by the appropriate official and must be turned in as soon as possible after the student's return to school. Refer to the policy on page 11. Students who are dismissed by parents for any other reason than listed above will not be allowed to return to school for the remainder of the day. The missed classes will be regarded as unexcused absences.
5. If a student arrives late, or is dismissed early from school, the student must sign in or out at the office.
6. Habitual poor attendance will result in other disciplinary actions, at the discretion of the administration.

ATTENDANCE APPEAL PROCESS

1. **The building administration must send a warning letter to parents after three unexcused absences each quarter.**
2. The building administration will be required to issue a grade of "Attendance F" when a student exceeds the unexcused attendance limit.
3. Students may appeal the "F" (failure for attendance) to the Attendance Review Committee, with proper documentation.

TARDY TO SCHOOL OR TO CLASS — Students may be late twice per quarter without penalty. Upon the third tardy:

1. A student who is late must provide the office with a written note stating the date, time, and reason for being late to school. If the note is not received when the student arrives at school **or the next day**, and if the note does not provide a clear, acceptable reason, the student will be issued an office detention for failure to bring in a note with an acceptable reason for tardiness. Acceptable reasons are listed under absences.
2. Any tardiness that results in an absence from class will be counted against the attendance per class per quarter towards the limit of absences.
3. A student who is tardy to class will receive a warning from the classroom teacher for the first time, a teacher detention for the second tardy, and will be issued an office detention for a teacher's referral on the third tardy to class.
4. The student is responsible for getting any class work missed due to tardiness, and for completing it on time. **If a student arrives tardy to school, after a scheduled exam, quiz, or other assignment was due in a missed class, it is the student's responsibility to complete the work that day, or to make arrangements that day with their teachers to complete the work. Failure to take such responsibility may result in no credit for the missed work.**
5. Habitual tardiness, either to school or class, will result in other disciplinary actions, at the discretion of the administration, including, but not limited to: the loss of privileges, such as attending extracurricular events, participating in extracurricular events, or the loss of parking privileges.

STUDENT ACTIVITIES

EMERGENCY DRILLS: Drills will be conducted to address the following situations: bomb threat, evacuation, reverse evacuation, lock down, drop and cover, and shelter in place. It is imperative that students realize the importance

of being well prepared in an emergency to ensure the safety of everyone and conduct themselves according to the procedures that are practiced.

FIRE DRILLS: Upon the sounding of the alarm, students will immediately leave their class areas and proceed quietly and quickly according to the exit plan for their specific rooms, to the outside, approximately one hundred feet from the building, there to await further instructions or the re-entry signal. Students will remain with the teacher they are assigned to.

It is fundamentally necessary that during fire drills absolute quiet must be maintained. In the case of a real emergency, talking, turning around, or getting out of line might have disastrous results. Therefore, every drill should be treated as a real emergency.

PUBLIC ADDRESS SYSTEM: School announcements are made each day if necessary. Announcements of any emergency nature will be made at any time during the day but every attempt will be made to avoid the interruption of classes.

If students wish announcements read they must obtain the signature of a faculty member on the announcement. Announcements should also include the date and dates to be read. They should be typed or written legibly and turned in to the office well in advance of the reading.

Announcements are meant to inform the student body. Quiet should prevail when they are being read. Consider your neighbors; they may be interested if you are not.

NEWS RELEASES: All news and publicity releases for any area of school activity must be cleared through the office. They must be countersigned by the faculty member responsible for the activity. The office will be responsible for placing the information in the hands of the publishing agent.

VISITORS: Visitors are people who are not school district personnel or are not currently enrolled as students in Hinsdale. Students may not have guests. Visitors may be invited by staff members only.

Visitors are to sign in and out of a log book at the office, and are to wear a visitor's badge while in the building.

The administration may ask a visitor to leave. Visitors without passes may be considered trespassers and will be treated accordingly.

CARE OF BOOKS AND EQUIPMENT: The district spends thousands of dollars annually to see that students are provided with the necessary books, equipment, and other materials that will aid in acquiring a good education. Textbooks are school equipment, and materials that are issued are the responsibility of the student. Teachers will not accept books, materials or equipment that is damaged or shows other signs of excessive wear. If these conditions exist the student must pay the replacement cost of the article damaged.

If a personal item, book or any other school material is lost, missing or presumed stolen the student should immediately notify their teacher and the main office. If the item was stored in an unlocked locker the student will remain accountable for replacing the item. Locks are available for student use. The office staff will make every attempt to help recover the item.

ELECTRONIC DEVICES: Students are requested to not bring expensive electronic devices to school and the school is not responsible for items lost or taken from students' lockers. Electronic devices such as CD players, cell phones, Ipods, personal laptop computers and other types of electronic devices such as but not limited to games and other listening devices are not to be used by students from 7:45 to 2:35. If these items are observed they will be confiscated by the administration and kept in the office until the close of the school day, where students may get them at the end of the day. For a second offense a parent or guardian MAY be required to come to the school to pick up the item.

ATHLETICS: Hinsdale High School is a member of the New Hampshire Interscholastic Athletic Association and abides by all rules and regulations of this organization as it pertains to athletes, spectators and coaches.

SCHOOL DANCES: School dances will be held separately for students in grades 6 to 8 (middle school) and high school students in grades 9 through 12. Students in the middle school may not attend high school dances and students in the high school may not attend middle school dances. Middle school dances will be held from 7 to 9 PM. The

Homecoming Dance and Valentine's Dance will be only for high school students. School dances are not to last later than 10:00 p.m. School dances are to be held on Friday nights, unless special permission is granted otherwise. Student guests to be invited are to be accepted in advance by the principal. A guest list will be kept in the main office.

School dances are to be supervised by at least three members of the faculty, with three parents as guests in attendance. If no parent will attend, the dance will be cancelled. Parents acceptance of duty should be received well in advance.

No pupil is to be allowed to leave the building and return unless conditions of emergency exist.

Committees are to be fully organized under the supervision of the advisor concerned when arranging dances. The advisor must be present at the affair. School rules and policies will be in effect.

USE OF AUTOMOBILES: The privilege of driving a motor vehicle to and from school is extended to students. Due to the limited amount of parking spaces in the school parking lot parking is by permit only. Permits are issued to school staff and faculty and to members of the senior class. All other vehicles are to be parked in the parking lot at Heritage Park. Automobiles parked illegally are subject to towing at the owner's expense.

Students must park within the marked lines within the Students' Parking Area and are not permitted to park in the Faculty Area, on the street, or in neighboring lots.

Abuse or violation of parking lot rules will result in the loss of parking privileges and towing when deemed necessary at the expense of the owner.

For the protection of vehicles and students, students are not allowed to go to their automobile during the day unless the students have office permission. The parking lots are considered to be unauthorized areas during school hours.

Also, no speeding or horseplay in automobiles will be tolerated. Upon arrival at school, all students must leave their vehicle and enter the building, no loitering in the parking lot or outside of the building is allowed.

Parent Teacher Student Association (PTSA): Hinsdale Middle/High School is proud to have a tradition of active membership in the PTSA from students and parents and hope to continue during the 2008/09 school year. Meetings take place the second Tuesday of each month at 7 PM in the cafeteria. Parents are encouraged to be a part of this organization.

SCHOOL BUS INFORMATION, RULES AND REGULATIONS: Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school. In order to maintain an efficient, orderly and safe means of transportation, students must choose to display acceptable behavior.

1. The school bus driver is in complete charge of the bus and the pupils. The bus driver shall have the same authority in maintaining discipline as a teacher in the classroom.
2. Pupils must be at their designated bus stop five (5) minutes prior to the pickup time. Schedules will not allow waiting for late students.
3. Permission to get off at a stop that is not the student's regular stop shall require written parental permission.
4. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
5. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
6. Pupils shall hold onto the handrail when loading and unloading.
7. Students may bring acceptable items on the bus only if the item can be held in the student's lap.
8. Skateboards, skis, rollerblades, animals, glass containers, nuisance items, and other objects of injurious or objectionable nature are prohibited on the school bus. Articles not allowed in the school are also prohibited.
9. Students who are confronted by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
10. The bus driver is authorized to assign seats whenever necessary.
11. Students shall not be destructive of the school bus seats, sidewalls, floors, and/or windows, nor shall they tamper with any other bus equipment. **The cost of any intentional damage will be the responsibility of the student/ parent. Destruction of Laidlaw property will result in a 5-day mandatory suspension from the bus and student will remain off all Laidlaw Transportation until such time as a suitable payment can be made.**

12. While classroom voice between students is permitted, loud, vulgar, obscene and improper language and gestures will not be tolerated on the bus.
13. Pupils will refrain from throwing things in the windows, out the windows or around the inside of the bus. Trash will be placed in receptacles on the bus. — NO LITTERING.
14. Eating and drinking are not allowed.
15. Smoking, Smokeless Tobacco, Alcohol, Drug use and the use of lighters or matches are forbidden.
16. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the school bus.
17. Fighting, pushing, tripping, bullying, or spitting will not be tolerated.
18. Any other behavior relating to the safety, well-being, and respect for others in a harmful, destructive, or degrading manner is not acceptable.

Parents please note! There may be circumstances which could result in immediate suspension from the bus. If this should happen parent/guardian shall be responsible for providing transportation.

Laidlaw Education Services 05/05/04

CLUBS: The club program will get underway shortly after school opens, once interest and the availability of club advisors are determined. Although it cannot be predicted with one hundred percent accuracy which clubs will operate, it may be of some help, especially to incoming students to know the clubs that operated last year. They follow:

National Honor Society
Student Council
School Paper
Drama Club

Yearbook
Business Club
Science Club
Band

Chorus
Language Club
Young Monadnock Cares
Magic Club

21ST CENTURY COMMUNITY LEARNING CENTER: Hinsdale Middle School students will have the opportunity to participate in out of school time clubs through a federal grant that was obtained for students in grades k to 8. A site coordinator will be working closely with school staff to develop programs to enhance the academic ability of our students, promote positive social behavior and increase parent involvement and family literacy.

GENERAL ELECTION: During the second week of school, students in grades seven through twelve will nominate candidates for school officers and student council. During the third week of school, students will vote for class officers and student council representatives during their lunch period over a 2-day period.

STUDENT COUNCIL: The Student Council acts as an intermediary between the student body and the administration. Students having suggestions for increased awareness and/or participation of the school members should present their suggestions to their student council representatives.

INTERSCHOLASTIC ATHLETICS: The following interscholastic athletics are offered:

Varsity Boys Soccer
Junior Varsity Boys Soccer
Junior High Boys Soccer
Varsity Girls Soccer
Junior Varsity Girls Soccer
Junior High Girls Soccer
Varsity Boys Basketball
Junior Varsity Boys Basketball
Junior High Boys Basketball
Varsity Girls Basketball

Junior Varsity Girls Basketball
Junior High Girls Basketball
Varsity Baseball
Junior Varsity Baseball
Varsity Softball
Junior Varsity Softball
Varsity Field Hockey
Junior Varsity Field Hockey
Varsity Cheerleaders

The following bill passed by the New Hampshire Legislature became effective July 25, 1971;

“570-24-1” Intoxicating Beverages at Interscholastic Athletic Contests. No person shall drink, or have in his/her possession, any intoxicating beverages while in attendance as a spectator or otherwise, at any place where a school interscholastic athletic contest is being conducted. Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned not more than thirty days, or both.”

ELIGIBILITY — INTERSCHOLASTIC ATHLETICS:

The following will be found pertinent extracts from the eligibility rules of the NHIAA, the governing body for interscholastic athletics in New Hampshire. Because Hinsdale High School is a member school, we must abide by the eligibility rules or risk forfeiture of contests, elimination from tournament consideration, and possibly expulsion from the NHIAA itself.

Section 1: Age of Contestants: A pupil may compete in interscholastic athletics during that school year if the student's 20th birthday is on or after September 1.

Section 2: Post Graduation: No post graduate shall represent their school in interscholastic athletics.

Section 3: Scholastic Standing (Grades 6-12): Any pupil who has not achieved a 70 or better in all classes or had a WF in the previous marking period will be ineligible to participate.

Section 4: Semester Rules: A student is eligible for competition, whether he/ she competes in interscholastic athletics, for no more than eight (8) consecutive semesters beyond the eighth grade. Participation by seventh and eighth graders does not count toward the eight (8) allowed semesters.

Section 5: Transfer Rule: A transfer student shall be ineligible to participate in interscholastic athletics for a period of ninety (90) school days after he/she becomes a student in the school to which the transfer has been made, unless such transfer has been accompanied by a permanent change of residence on the part of the student's parents or legal guardians to the area serviced by the school to which the transfer has been made.

However, a transfer shall be declared immediately eligible by the eligibility committee through the executive secretary if he/she meets all of the following conditions:

- A. The student resides with his or her parents or legal guardians in the family residence.
- B. The student attends the high school serving the area of residence of his/her parents or legal guardians.
- C. The principal of the transferring school provides written notification on official school stationery to the principal of the receiving school, certifying that to the best of his/her knowledge the transfer has not been for the purpose of participating in interscholastic athletics; and the principal of the receiving school likewise responds.
- D. The written notification of both principals are filed with the executive secretary by the receiving school principal.
- E. All other eligibility requirements are met.

Section 6: Deviation from Eligibility Rules: Any deviation from the NHIAA Eligibility Rules shall be made only with the consent of the Eligibility Committee of the New Hampshire Interscholastic Association.

Section 7: Financial Remuneration: Any student who at any time has received financial remuneration for participating in sports that are recognized by the NHIAA shall render the pupil ineligible for all high school sports from the date of discovery. Such a student shall no longer be considered an amateur athlete.

Section 8: Non-School Competition:

- A. Student-athletes certified to participate in high school sports may not be a member of, nor play on any other team in the same sport, while a member of a school team and while that school has remaining contests on its schedule or is eligible for the NHIAA tournament.
- B. A player who violates this rule shall be declared ineligible for participation in any high school sport for ninety (90) school days from the date of his/her last participation in a high school sport.
- C. A non-school team is deemed to be a team if it has two (2) or more of the following: (i) coaches, (ii) schedule of games, (iii) schedule of practices, (iv) uniforms, (v) awards, (vi) tournaments.
- D. Competition during the summer vacation period in athletic activities of a non-professional nature by certified members of school teams shall not be considered in violation of the NHIAA eligibility regulations.

Section 9: Physician's Statement: Students shall be ineligible for interscholastic athletics unless there is on file in the school a physician's statement certifying that the pupil has passed a pre-participation physical examination prior to the beginning of the pupil's high school athletic career. In every subsequent year athletes shall have an annual medical history examination pertinent to their needs.

SCHOLASTIC STANDING: Any pupil who has not achieved a 70 or better in all classes or had a WF in the previous marking period will be ineligible to participate in other extra-curricular events. Such activities would include practices,

performances, games, field trips, dances, section rehearsals and any other out of school activities. Regularly scheduled classes in band and chorus would not fall under this co-curricular policy.

BEFORE SCHOOL: Students arriving at school before the first bell will go to the cafeteria. No student may be in another area without a written pass from a staff member which must be obtained previously. Locker rooms may be accessed after 7:45 AM. Students should not congregate at the pavilion prior to the start of school.

LOCKERS: Lockers will be assigned at the beginning of the school year. High school students will have the same locker for their entire high school career. Students are reminded that a lock should be placed on their lockers, and that money or valuable items should not be left in them. Students may only use the assigned locker and are not to change or share them. Only locks issued by the school are to be used. Other locks will be removed by the school authorities.

DRESS CODE: Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate, or will be sent home to change.

Simple guidelines for school appropriate dress are:

- No hats (including hoods) are to be worn in the building.
- No items depicting drugs, alcohol, tobacco or any other inappropriate messages.
- There should be no: tank tops, tube tops, spaghetti straps. A good rule of thumb is a minimum 2” strap; overlapping thinner straps to meet the width regulation is not acceptable.
- Bare-midriff blouses, muscle shirts, see-through mesh shirts, short-shorts, running shorts, etc., are also not acceptable in a school setting.
- Pants need to be worn at the waist, pants with holes in them are not allowed, pajamas or pajama material pants are not allowed ; a student’s undergarments should not be visible. Pants or trousers should be worn at the waist; otherwise they could present a safety hazard in the event of an emergency evacuation.
- No heavy chains or spiked jewelry.
- No sandals or open-toed shoes in shop or chemical lab classes.

Students whose clothing does not meet the school dress code will not be allowed to attend class until the student’s clothing is in line with the dress code regulations. A student who misses class as a result of non-compliance with the dress code shall have that absence considered as an unexcused class absence and will fall under that provision of the student handbook.

If a student is unable to address the concern, parents shall be called to bring appropriate clothing to the school. A student will not be permitted to attend class until the issue is appropriately addressed.

USE OF PASSES: Students are to have written permission when in the halls during class time. Passes shall only be issued during the first 5 minutes and last 5 minutes of class except in emergencies. Students will be asked to show their pass to any teacher. If a student does not have a legitimate pass, the teacher will escort him/ her to his/her assigned area. Abuse of the pass privilege will result in losing these privileges.

LUNCH PROGRAM: Each student will eat A, B or C, lunch, each being 25 minutes in length. Students will be issued a card with their lunch number. Students will enter their number whenever they make a purchase. This number should be kept confidential and may be obtained only from the Food Service Team. The goal of The Abbey Food Service Team is to provide good, healthy, nutritious meals to all students and staff of every school we represent. The meals are provided at very reasonable prices for those who pay the full price and are subsidized by the USDA for families qualifying for assistance. We provide programs with many choices and variety but also run them on extremely small margins. Therefore to maintain control over student and adult account balances, we enforce the following guidelines to ensure a fiscal and sound program.

- 1. We notify each student when they have less than one meal left on their lunch account. This way they will know to bring a check in the next day. We do not allow any charging that would put an account in a negative balance.**
- 2. Please make check payable to the school lunch program. Please include your child’s name and account ID number on the check memo.**
- 3. If you would like to allow your child to purchase ala carte items on**

their account, please send a note in giving your child permission to purchase ala carte items on their account. These items include but not limited to, french fries, chips, cookies, ice cream, snacks, juice, milk, extra meals, and any items not purchased as a meal. We encourage all children to purchase a healthy nutritious lunch prior to purchasing ala carte items.

For more information go to www.abbeygroup.net/policystatements and for information on your account go to www.abbeygroup.net/lunchprepay.

FOOD AND DRINKS: Food and beverages may only be consumed in the cafeteria or home economics room. All areas on and around cafeteria tables must be clean in order for students at that table to be dismissed. Students will not have, and therefore not consume, food (**including gum**) or drinks in classrooms, study halls or hallways, with the exception of water.

TELEPHONE: No student will be permitted to leave class to make a phone call and students will not be allowed to use the classroom phones.

OFFICE PHONE: The telephone in the school offices are reserved for the use of authorized persons only. Students are not permitted to use office phones except in emergencies. The student must first obtain permission before making the call.

OFFICE AREA: The office area is a work area for the secretaries and administration. Students are expected to use the window to communicate with the office personnel. In cases that are necessary the office personnel will allow students to enter the office area. While there for any reason, students will be respectful of the work environment. All school rules will remain in effect. Students that are sent out of class to the office are requested to remain quiet and may be asked to sit in cafeteria study hall to await meeting with the assistant principal or principal.

HEALTH SERVICES

Students who become ill at school are to report to the health clinic with a note from the classroom teacher. At this time the nurse will evaluate and determine what course of action to follow. Students are required by state law to be screened for various reasons (vision, hearing, scoliosis, etc.). Students are also required to take physical examinations before participating in interscholastic athletics. Physicals and screenings will be provided by school health professionals. Parents may have these examinations conducted by their own physicians provided that written documentation, of the screening or physical, is provided to school officials.

MEDICATION AT SCHOOL: All medications for students must be kept in the nurse's office. Students are not to keep medicine in their lockers, purses, knapsacks or pockets. No medications are to be exchanged between students.

PRESCRIPTION MEDICATION: Prescription medication, that cannot be given at home, may be administered to a student at school once arrangements are made by the parents or guardians. The procedure is as follows:

1. Parent shall bring medication to school and pick it up when discontinued.
2. Parent shall bring the medication in the original container with appropriate label with the student's name, date of prescription, dosage information, pharmacy name and prescription number, and the prescribing physician.
3. Parent signs authorization for the medication to be given at school.
4. Parent brings in a note from the physician detailing administration instructions.
5. Any changes in medication requires a new note from the prescribing physician, detailing changes.

NON-PRESCRIPTION MEDICATION: Non-Prescription medications and cough drops (over the counter medicine) may be administered with these guidelines:

1. Parent brings the medicine to the school in an original pharmacy (store) container (box), the medication is labeled with appropriate information and student's name.
2. Authorization is signed by parent (forms for authorizations are available upon request from the office). Please check with the student's physician regarding the need for medication at school or call the school nurse. No internal medicine shall be dispensed or administered to any child by school personnel except by the nurse, principal, or someone under his/her supervision, upon written order of the physician who has prescribed the medicine.

DISCIPLINE

STUDENT RESPONSIBILITIES: Students at Hinsdale High School have the responsibility to respect all those rights and freedoms which are granted them by the United States Government and should not abuse those or deny them to others.

Hinsdale High School students have the responsibility to attend school and all their classes on a regular basis, to be punctual and to see that their attendance is recorded. While attending classes students have the responsibilities to be present with required materials, completed assignments and an attitude which will allow them to participate in a manner which will benefit the student and others in their classes.

Students have a responsibility to care for all school property and conduct themselves in a manner which will reflect favorably upon themselves and the school community.

Finally, students have the responsibility to display a mutual respect for all members of the Hinsdale High School community and to adhere to the rules and regulations of the Hinsdale School District and Hinsdale High School as specified in the Hinsdale High School Code of Conduct.

STUDENT RIGHTS AND DUE PROCESS: It is the right of every student to attend school.

A student is entitled to full consideration under the law and also entitled to its full protection. Due Process stands as a protection of all rights. Due Process procedures assure every aggrieved student shall be fairly heard and judged.

The procedures stated herein are clearly defined to ensure consideration for student disciplinary problems and the processing of student complaints on limitations or interpretations of his/her rights.

PROCESS FOR APPEALING DISCIPLINARY CONSEQUENCES:

1. Parents may appeal Disciplinary Consequences in writing to the building principal/principal's designee, stating why they are appealing such action. This document must be received by the building principal/principal's designee by 8 a.m. of the next school day in order for the parents to have a valid appeal. If this document is received by the principal/principal's designee by 8 a.m. the following school day, the student may attend school while the following appeal process is implemented.
2. The parents must meet with the principal/principal's designee within 24 hours so that principal/principal's designee can discuss and investigate the parents' written appeal as might be necessary.
3. The principal/principal's designee will then issue a ruling within this 24 hour time frame to parents and the principal or, when appropriate, the superintendent.
4. Parents may immediately contact the superintendent should they disagree with the ruling.

SCHOOL GROUNDS: Hinsdale School District Policies and Procedures dealing with unlawful and deviant student behavior will be enforceable on town properties abutting school district land. The aforementioned policies and procedures may be invoked when the welfare of students is in question and/or unlawful acts are involved.

Town properties abutting school district land are defined as follows:

1. The athletic fields running from the high school to Brattleboro Road.
2. Heritage Park

3. The property running east from the high school toward the Adams property, and south to Prospect Street.

The Policies and Procedures eluded to in this document remain in effect for District owned land and buildings.

Adopted by Hinsdale School Board October 14, 1981.

DETENTIONS: All detentions will be assigned in such a way that a parent and student have 24 hours notice. Students may be issued teacher detentions, which will be served with the individual teacher. The date to be served and the length of the detention will be at the teacher's discretion. The teacher should use this time to discuss the issues which led to the detention in order to prevent a recurrence of the behavior. If a student does not serve a detention, he/she will be assigned an office detention.

Office detentions will be assigned in the afternoon Monday thru Friday. Students receive a detention notice in school and a phone call (a message may be left) is made to the students' primary contact on file in the office. Detentions run from 2:40 to 3:30 PM. Students are expected to be on time and to sit quietly. Students are expected to serve office detention before going to any extra-curricular activity. If a student does not serve an office detention, he/she will be assigned two additional office detentions on the next available dates. If a student misses either of these the student will be suspended out of school for one day. Students will not be assigned to In School Suspension for missing office detention.

Twenty-four hour notice from parents is required by the administration in the event a student has a time conflict with a detention for appointments such as doctor, dentist.

IN-SCHOOL SUSPENSION: In School Suspension is provided as an alternative to out of school suspension. When assigned to ISS students have the opportunity to work on class assignments and homework. It is recognized that only the administration of Hinsdale Middle/High School will place students in ISS and that students may be placed in ISS at any time for actions that warrant it. Parents will be notified as soon as possible when a student is assigned to ISS.

- Students are to bring the following items to ISS and complete all assignments there: all schoolbooks, paper, pencil, and either lunch or lunch money. Students who participate in free/reduced lunch program may continue to do so while serving ISS.
- Students may only leave ISS with the supervisor's permission.
- While in ISS, students are not permitted to attend, or participate in extracurricular activities. They are to be on school property only during the regularly scheduled school day.
- The ISS supervisor will help students as necessary.
- All work must be completed according to teacher directions.
- Tests will be administered in ISS. The student will receive the same amount of time to complete the test as the students in the class.
- The Principal/Assistant Principal must approve any absence from ISS. The student's parent/legal guardian must call the school between 7:00 and 9:00 am on the day of absence. Any periods not served in ISS due to early dismissal or other absence may be added to the ISS assignment.
- Any student who violates the ISS rules may be suspended out of school.
- Students refusing to serve ISS will have their parents notified and will be sent home from school. Their absence will be considered unexcused.
- Students that are assigned to ISS may not go outside at lunchtime and will sit at a separate table in the cafeteria.
- Students should bring an outside reading book.
- Students will be assigned additional reading and writing assignments that must be completed to the satisfaction of the ISS supervisor.

OUT OF SCHOOL SUSPENSION: Students will be suspended from school for offenses which warrant such action according to the code of conduct. These students may be required by the principal to complete a behavior plan that includes parental participation. Any student suspended from school cannot be on school grounds at any time during the period of suspension, including before and after school. Parents will be notified by phone when their child is suspended. The principal or his designee may suspend a student up to ten days. All work that is missed may be completed for a maximum grade of "C". It is the responsibility of the student or parents to get the necessary materials. Upon return to school, and prior to attending classes, the parent(s) and student may be requested to meet with the principal and the student's guidance counselor.

CLASS TARDINESS:

1. Teacher will issue verbal warnings where appropriate.
2. The second and subsequent offenses will result in a teacher's detention.
3. The third and subsequent offenses will result in either a teacher's detention or a discipline referral and an office detention.
4. Any student who is more than 7 minutes late to class without a pass will be issued a discipline referral for class cutting.

CODE OF CONDUCT AT HINSDALE HIGH SCHOOL AT OFF-CAMPUS SCHOOL SPONSORED ACTIVITIES AND ON SCHOOL BUSES

Parents, school board members, the faculty and staff of Hinsdale High School are very proud of Hinsdale High School students and are interested in encouraging all students to do their best. Toward that end, the code of conduct has been collaboratively developed. It is to be used as an overview rather than as an all inclusive document. The principal will ultimately determine the severity of the consequences.

- Violations of the Code of Conduct are defined as Level 1, Level 2, and Level 3 behaviors. When disciplinary actions are needed, Hinsdale Middle/High School will strive to maintain a constructive approach that focuses on positive behavior change and minimizes any interruption of the educational process. Age and maturity levels require different types of disciplinary action. These factors will be considered when corrective measures are needed.

LEVEL 1 BEHAVIOR: (Conduct, which impedes the orderly operation of the classroom or school)

These misbehaviors are initially handled by an individual classroom teacher and generally do not require intervention by other school personnel unless the misbehaviors are of a repeated nature. Examples of Level 1 behaviors may include, but are not necessarily limited to, the following:

- Disrupting a class or study hall
- Classroom tardiness
- Refusal to change behavior when asked
- Teasing others
- Throwing things in class
- Chewing gum

LEVEL 2 BEHAVIOR: (Illegal and/or serious misconduct — not life or health threatening)

These tend to be actions of serious educational consequences and consequently require corrective action on the part of the administration. A student charged with Level 2 behavior might be subject to the disciplinary action listed below which are recommended for each offense. This means that lesser penalties may be assigned depending upon the facts and circumstances, but no greater penalty than that listed shall normally be applied. However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student's past record is such that a more severe penalty is needed, a greater penalty may be assigned.

Behavior	Consequence
Cheating/Academic Dishonesty	0/Parent Notification/ISS
Class Cutting	ISS/OSS
Dress Code violation	Change clothes/ISS/Unexcused/Absence
Failure to properly document dismissal	ISS/OSS
Leaving Class without Permission	ISS/OSS
Habitual Tardiness	Office Detention, Parent Contact
Bullying/Harassment	Detention/ISS/OSS/Police Notification
Fighting/assault	OSS/Police Notification
Forgery	Parent Contact/OD
Leaving School Grounds	ISS/OSS/Parent Contact/Police Notification
Gambling	Detention/OSS
Student non-compliance	OD/ISS/OSS
Profanity, abusive or obscene language or gestures	OD/ISS/OSS
Theft	Restitution, ISS/OSS
Possession of matches or lighter	ISS/OSS
Trespassing	ISS/OSS possible police intervention
Truancy	ISS/OSS
Being in unauthorized areas	Loss of Pass/Detention/OSS
Destruction of property	Restitution, ISS to OSS
Skipped office detention	OD/OSS
Skipped Saturday Academy	ISS/OSS
Throwing snowballs at property	OD/ISS/OSS

LEVEL 3 BEHAVIOR: (Illegal and/or serious misconduct — life or health threatening)

A student charged with behavior classified as Level 3 may be subject to removal from school immediately and/or recommended for expulsion from Hinsdale High School. The police will be notified and where appropriate charges may be filed. Upon his/her return to school, the student may be placed on a social contract allowing them to participate in the academic day but restricting participation in non-academic activities. The social contract may also require participation in a counseling based outside agency to assist the student in addressing areas of concern. The following behaviors apply:

- Arson
- Other illegal or inappropriate conduct
- Assault and battery
- Disruption of school assembly
- Habitual school offender
- Use or possession of tobacco products
- Causing false alarm
- Bomb threat
- Possession, Sale or Use of alcoholic beverages or drugs
- Extortion
- Vandalism
- Sexual offenses
- Dangerous weapons and instruments or materials
- Throwing snowballs or other objects at people causing injury

DISCIPLINE FILE

Discipline files will be housed in the ISS room. The files will include all copies of teacher issued detentions as well as office issued detentions. Summary information for each student will be maintained on the database and made available upon written request.

LOCAL, STATE AND FEDERAL STATUTES

HINSDALE SCHOOL DISTRICT EMERGENCY POLICY: First Aid is given at school to protect the life and comfort of a student until authorized treatment is obtained.

It is essential for the school to have current emergency information for each student. This information should include: name of parent(s) or guardian, home and work telephone numbers, personal physician's name and telephone, allergies, health problems and authorization for emergency care.

Parents will be notified by telephone or letter when a student has a significant injury or illness. If it is impossible to contact the parents and student's physician, the school will make whatever arrangements seem necessary.

In the case of an emergency at the Vermont Yankee Nuclear Power Station parents should listen to an Emergency Alert System (EAS) radio station to receive any recommendations for sheltering, evacuation, or other protective actions. The EBS radio stations in the Hinsdale area are:

WKBK Keene
WKNE Keene
WNBX Keene
WYRY Hinsdale
WTSA Brattleboro
WKVT Brattleboro

If sheltering is advised, students will be sheltered in a safe area. If the emergency requires evacuation, the following procedures should be followed by parents of students at the school complex of Hinsdale:

1. Students will be bussed to the Keene High School under the supervision of their teachers or other school officials.
2. Students will be registered at the reception center at Keene High School.
3. Parents will be evacuated with the rest of the citizens of Hinsdale. Parents of school children should go to the Staging Area at the Riverside Plaza on Route 101 and Route 10 (Wal-Mart Store). From the Staging Area, parents will be given instructions on how to proceed to the Reception Area at Keene High School.
4. Parents will meet their children at the Pupil Area of Keene High School in. Pupils will be under the supervision of teachers or other responsible officials until released to parents.
5. If the above is followed, it will result in less confusion and an orderly evacuation of the Town of Hinsdale. The Hinsdale Emergency Public Information Calendar, mailed to each household in Hinsdale, contains some very useful information that parents should review with their families. This information would be helpful to the children at those times, such as vacation periods, when the children are not in school. If you do not have a calendar, contact the Hinsdale Emergency Management Director at 336-5401. He has extra copies and he can ensure that your name and address are put on the calendar mailing list.

BULLYING: General Statement of Policy

The board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F.

BULLYING DEFINED: Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

The superintendent will develop administrative regulations to implement this definition.

REPORTING PROCEDURES: Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has reliable information that a pupil has been subjected to “bullying,” as defined above, shall report such incident to the principal, or his/her designee, who shall in turn report the incident to the superintendent.

The principal is initially responsible for receiving oral or written reports of violations of this policy and for taking appropriate disciplinary action. The principal may designate, in writing, an additional person to receive such reports.

After receiving any such report, the principal shall report the incident to the superintendent. If the principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the superintendent. If the principal received the information in writing, he/she shall forward what he/she received to the superintendent within twenty-four hours of receipt.

SEXUAL HARASSMENT POLICY AND PROCEDURES: General Statement of Policy

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 and the NH Law against discrimination (RSA 354-A).

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

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

The school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

SEXUAL HARASSMENT DEFINED:

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

1. Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but not limited to:

1. Verbal harassment or abuse;
1. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student’s or employee’s body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status;
7. Any sexually motivated unwelcoming touching.

REPORTING PROCEDURES: Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district official as designated by this policy. The school district encourages the reporting party or complainant to immediately inform the principal who will investigate according to school district policy guidelines.

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

Any person having inquiries concerning School Administrative Unit No. 38's compliance with the regulations implementing these laws may contact: Assistant Superintendent for Student Services, SAU No. 38, Old Homestead Highway, Swanzey, NH 03446, (603) 352-6955, FAX (603) 358-6708.

This policy on non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-145, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

The School Districts of School Administrative Unit No. 38 will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations.

New Career Center Calendar

INDEX

Acceptable Use For	9-10
Athletics	13
Before School	16
Bell Schedule	5
Bullying	22
Bullying Defined.....	22
Bullying Reporting Procedures	23
Calendar	4
Care of Books and Materials	13
Class Tardiness	20
Clubs	15
Code of Conduct	20-21
College Presentations	9
Course Credits	6
Detentions	19
Discipline File	22
Dress Code	16-17
Electronic Devices	13
Eligibility — Interscholastic Athletics	15-16
Emergency Drills	12
Emergency Policy	22
Field Trips	8
Fire Drills	12-13
Food and Drinks.....	17
General Election	15
Graduation and Credits Required	6
Guidance	9
Guidelines for Independent Study	8
Honor Roll	7
Incompletes	7
Independent Study	8
Interscholastic Athletics	15
In School Suspension	19-20
Level 1 Behavior	20
Level 2 Behavior	21
Level 3 Behavior	21
Lockers	16
Lunch Payments.....	17
Lunch Program	17
Make Up Work	7
Marking Scale.....	6
Medication At School	18

Minimum Course Credits	6
Mission and Expectations	3
National Honor Society	8
News Releases	13
Non-Prescription Drugs	18
Notice of Non-Discrimination	24
Office Area	17
Office Phone	17
Open Campus	8
Open Electives	6
Out of School Suspension	20
PA System	13
Prescription Medication	18
Process for Appeal	19
Progress Reports	5
Report Cards	5
Scholastic Standing	16
School Attendance	10-12
School Attendance Appeal Process	12
School Bus Info., Rules & Reg.....	14
School Dances	13
School Grounds	19
Sexual Harassment	23
Sexual Harassment Defined	23
Sexual Harassment Reporting Procedures	23
Social and Civic Expectations	7
Student Council	15
Student Responsibilities	18
Student Rights	18-19
Study Hall	9
Tardy to School	12
Telephone	17
Total Credits Needed	6
Use of Automobiles	14
Use of Passes	17
Visitors	13
Windham Regional Career Center	7