

**WILTON-LYNDEBOROUGH COOPERATIVE  
MIDDLE SCHOOL/HIGH SCHOOL**

**Parent/Student Handbook 2024-2025**



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(603)732-9230  
FAX (603) 654-2104

**School Operating Hours:- 7:30 AM - 3:00 PM**

Tom Ronning, Principal  
[www.sau63.org](http://www.sau63.org)

The WLC Student Handbook is accessible on the school website,  
[www.sau63.org](http://www.sau63.org)

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The Wilton-Lyndeborough Cooperative School District reserves the right to revise its policies in accordance with the law and this handbook may be amended. For all current policies visit <https://www.sau63.org/domain/80>

## Middle/High School

It is our pleasure to welcome all students, parents, and guardians to WLC. The faculty, staff, and administrators are dedicated to the mission of WLC.

*Our Mission: WLC strives to be a positive learning community that ensures each student has the opportunity to develop to their potential. WLC believes all children learn at different individual rates and times and under different teaching and learning situations. We bring the family, school and community together to be accountable for the cognitive, affective, and physical growth of our students. We work together to help them become creative, future-oriented problem solvers who will take responsibility for their education, live and learn in harmony, and be involved in their school and their community.*

This mission statement is our purpose. We have all come together—students, faculty, staff, administrators, and coaches to learn. Providing a learning environment that increases student achievement and develops confident learners can only be achieved by working together. We must utilize all tools available to reach our goals. Developing a strong partnership between parents, students, faculty, administrators, and the community is critical. When we make decisions about what classes to offer and what rules to create and enforce, we do it with this goal in mind. When you think about your role in our school community, you should think about what you can do to make this mission possible for all of us.

This handbook is a comprehensive guide for students and parents/guardians at WLC, and most answers to questions pertaining to our school can be found in this document. Please take the time to review the valuable and important information within the handbook.

Wilton-Lyndeborough Cooperative Middle School/High School is a member of the Wilton-Lyndeborough School District with Florence Rideout Elementary School and Lyndeborough Central Elementary School. This handbook is exclusively for the Middle and High School, references to WLC are for the school only. School District references will be so designated. The WLC School Board represents all three schools and policies set by the WLC School Board are WLC School District Policies encompassing all three schools within the district.

WLC is committed to the highest standards of academics and integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, parents, faculty, staff, or community members, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

**WLC Mission Statement**

WLC strives to be a positive learning community that ensures each student has the opportunity to develop to their potential. WLC believes all children learn at different individual rates and times and under different teaching and learning situations. We bring the family, school and community together to be accountable for the cognitive, affective, and physical growth of our students. We work together to help them become creative, future- oriented problem solvers who will take responsibility for their education, live and learn in harmony, and be involved in their school and their community.

### **WLC Vision of the Graduate**

The WLC Graduate will be an effective communicator, a strong collaborator, a creative problem solver, a self-directed learner, and a responsible citizen.

### **WLC Core Values**

**Achievement:** Student-athlete's accomplishment of goals and/or accomplishments. Examples include: individual best performances (academic and athletic) and team successes such as sportsmanship.

**Collaboration:** Student-athletes, coaches, and team members working together effectively towards a common goal. This involves sharing responsibilities, communicating openly, supporting each other's efforts, and combining individual strengths to enhance the overall team performance.

**Responsibility:** The obligation to act with integrity, adhere to rules and guidelines, fulfill their roles and commitments, and maintain a balance between athletic, academic and personal lives.

**Diversity:** the inclusion of individuals from various backgrounds and cultural perspectives. Fostering an environment where diverse experiences and viewpoints are valued, promoting mutual respect.

**Integrity:** Adhering to ethical principles and honesty. Involves consistently demonstrating fairness, respect, and sportsmanship on and off the field/court, and making choices that uphold the values and reputation of the sport and WLC.

#### **Non-Discrimination Statement:**

WLC will not discriminate on the basis of race, sex, age, religion, sexual orientation, national origin, and/or handicaps. Any person who feels their rights or those of their minor child has been violated may request from the school administration a copy of the procedure to follow and resolve the complaint. The WLCSD has policies that outline an individual's rights.

## WLC Student Learning Expectations

A WLC Student is academically knowledgeable and demonstrates the following:

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student...		Student...	
<b>An Effective Communicator</b>	<p>Express opinions, ideas and facts in an outstanding manner in all formats</p> <p>Present developed and clear ideas using evidence and/or details</p> <p>Interpret information with unique insights based upon sufficient evidence</p> <p>Deliver high quality information based upon a wide range of reliable sources</p> <p>Cite/ credit all sources accurately</p>	<p>Express opinions, ideas and facts clearly and effectively through a variety of formats (oral, written, visual, digital), considering the audience</p> <p>Present developed and clear ideas using evidence and/or detail</p> <p>Interpret information logically, based upon sufficient evidence</p> <p>Obtain and deliver information based upon a variety of resources</p> <p>Cite/credit sources of information accurately.</p>	<p>Sometimes lacks clarity when expressing opinions, ideas, and facts.</p> <p>Communicates effectively in some formats</p> <p>Presents somewhat developed and clear ideas using a limited amount of evidence and/or detail</p> <p>Information may be interpreted with limited detail</p> <p>Obtain and deliver information based upon limited resources</p> <p>Cites/credit few sources of information</p>	<p>Expresses opinions, ideas and facts with limited clarity</p> <p>Has difficulty communicating in most formats</p> <p>Rarely presents developed and clear ideas using evidence and/or detail</p> <p>Information may be interpreted with little or no evidence</p> <p>Obtain information based upon little or no supporting evidence</p> <p>Rarely cites sources</p>
<b>A Strong Collaborator</b>	<p>Highly cooperative with a high level of respect, considering the perspectives of others</p> <p>Listen attentively; share resources freely and ideas respectfully</p> <p>Fulfill roles in a high quality manner</p> <p>Incorporate different points of view to achieve a common goal</p>	<p>Cooperate with peers and adults respectfully</p> <p>Listen attentively; share ideas and resources respectfully</p> <p>Accept and fulfill roles</p> <p>Respect and consider different/multiple points of view, diverse cultures and global issues</p> <p>Exercise flexibility and</p>	<p>Cooperation with peers and adults varies</p> <p>Sometimes listens and shares ideas and resources</p> <p>Is somewhat reluctant to participate and fulfill roles</p> <p>Sometimes contributes in a less than respectful manner or not considering the ideas</p>	<p>Has difficulty cooperating with peers and/or adults</p> <p>Appears to rarely listen to others; rarely shares ideas and resources</p> <p>Rarely participates or performs assigned roles</p> <p>Frequently contributes in a less than a respectful manner or not considering the ideas and feelings of others</p>

	Demonstrate great flexibility and willingness to compromise with a strong focus on the common goal	willingness to compromise in order to achieve a common goal	feelings of others Is somewhat flexible and willing to compromise in order to achieve a common goal	Is rarely flexible and willing to compromise in order to achieve a common goal
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	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student...		Student...	
<b>A Creative Problem Solver</b>	Think, create, and solve problems in highly innovative ways	Solve problems, sometimes in innovative ways	Uses more typical ways of thinking, creating, and solving problems	Thoughts and solutions are based on basic recall of previous learning
	Recognize social and cultural differences to create new ideas and increase both innovation and quality of work	Demonstrates creativity/unique approaches	Considers a narrow range of ideas, strategies, and solutions	Considers few, if any, ideas, strategies, or solutions
	Consider a wide variety of ideas, strategies, and solutions	Frequently considers a variety of ideas, strategies, solutions, and contexts (subject areas, environment)	Incorporates limited resources	Incorporates few, if any, resources
	Incorporate a wide range of high quality sources	Incorporate many different resources	Attempts to apply appropriate technology	Applies little technology
	Apply highly effective and/or cutting edge technology	Apply appropriate technology	Inferencing and data interpretation are limited	Struggles with making inferences and interpreting data
	Apply inferences and data interpretations to solutions	Make inferences and interpret data		
<b>A Self-Directed Learner</b>	Persevere to completion of complex, challenging tasks	Persevere with complex challenging tasks	Shows limited perseverance in completing complex, challenging tasks	Gives up easily when facing complex and/or challenging tasks
	Demonstrate a highly positive attitude	Demonstrate a “can do” attitude	Sometimes has a positive attitude	Infrequently demonstrates a positive attitude
	Take a high level of responsibility and self-motivation for own learning, self-assessment,	Take an active role/initiative in learning and personal development, including	May rely on others for initiating learning and	Takes a limited role in own learning and personal development; needs



	and personal development	goal setting and self-assessment	development	external motivation
	Engage mentors and stakeholders to gain support for ideas or projects	Work independently	Works independently some of the time	Resists or struggles with independent work
	Demonstrate a high level of curiosity and self-inquiry, sometimes outside a prescribed learning context	Seek out other, including stakeholders, to learn from or gain support	Occasionally engages others in own learning or projects	Ideas or projects are pursued with little or no input from others
	Model personal accountability and high quality work habits	Initiate inquiry often	Relies on others to initiate and prescribe inquiry opportunities	resists efforts by others to prescribe inquiry opportunities
		Take personal accountability and demonstrate effective work habits (punctuality, managing time, including deadlines and work load)		

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student...		Student...	
<b>A Responsible Citizen</b>	Act in a highly responsible manner with respect for others	Accept responsibility and understand the impact of personal actions	Exhibits limited responsibility for the impact personal actions have on the community	Infrequently accepts responsibility for personal actions
	Demonstrate leadership as contributing member of the larger community	Demonstrate an awareness of individual rights and responsibilities as contributing member of the larger community	Needs reminders about the rights of others	Frequently trespasses on the rights of others
	Initiate school activities that demonstrate school and community pride	Exhibit school pride through support of school activities and involvement in community life	Participates in limited school activities	Little to no participation in the school community
	Recognize ethical behavior in others while demonstrating integrity in their influence	Model ethical and lawful behavior as responsible and accountable citizen	Acts in an appropriate manner most of the time to do what is right	Frequently speaks negatively about our school
	Make decisions with the best interest of others in mind	do what's "right"	Needs reminders to consider how others think and feel	Disrespectful of school property
			Social awareness and	Lacks consideration for others

	<p>Respect cultural differences and work effectively with people from a range of social and cultural backgrounds</p> <p>Initiates, maintains, and encourages activities that service the community</p> <p>Convey a greater appreciation of the arts</p>	<p>Make decisions considering how others think and feel</p> <p>Demonstrate empathy toward others</p> <p>Demonstrate social awareness and interpersonal skills to establish and maintain positive relationships</p> <p>Participate in service to the community</p> <p>Value the arts (performing and visual) as forms of human expression</p>	<p>interpersonal skills need development</p> <p>Limited participation in school and community service</p> <p>Is beginning to understand that people express themselves through the arts</p>	<p>Lacks awareness of the impact on others</p> <p>Is not community-minded</p> <p>Limited interest in the arts</p>
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## **School Administrative Unit 63**

### **District Staff Directory**

**192 Forest Road  
Lyndeborough, NH 03086**

**Phone: (603) 732-9170**

**Fax: 603-654-6691**

Superintendent .....	Peter Weaver
Executive Assistant.....	Kristina Fowler
District Curriculum Coordinator.....	Samantha Dignan
Business Administrator.....	Kristie LaPlante
Human Resources and Payroll Specialist.....	Lori Spurrell
Facilities Manager.....	Robert “Buddy” Erb

#### **Special Education Office**

Phone: (603) 732-9175

Director of Student Support Services.....	Ned Pratt
Student Support Services Administrative Assistant.....	Mary Jane Ryan

#### **Food Service**

Director of Food Services.....	Megan Nantel
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#### **School Bus Transportation**

Butler’s Bus Service.....	Phone: 603-715-2415
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#### **Wilton-Lyndeborough School Board Members**

Dennis Golding School Board Chairman Wilton	Jonathan Lavoie Member Lyndeborough	Geoffrey Allen Member Lyndeborough
Cynthia Diane Foss Member Wilton	Jon Zavgren Member Wilton	Darlene Anzalone At-Large Lyndeborough
Michelle Alley Member Wilton	Brianne LaVallee Vice Chair, At-Large Member Lyndeborough	Tiffany Cloutier-Cabral Member Wilton

## WLC Staff Directory

<b><u>Department</u></b>	<b><u>Name</u></b>	<b><u>E-mail</u></b>
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Art	Hall, Emily	<a href="mailto:e.hall@sau63.org">e.hall@sau63.org</a>
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Custodian	Bird, Ann	<a href="mailto:a.bird@sau63.org">a.bird@sau63.org</a>
Family & Consumer Science	Clark, Olympia	<a href="mailto:o.clark@sau63.org">o.clark@sau63.org</a>
School Counseling Office	Kovaliv, Amanda	<a href="mailto:a.kovaliv@sau63.org">a.kovaliv@sau63.org</a>
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	Coffey, Sharon	<a href="mailto:s.coffey@sau63.org">s.coffey@sau63.org</a>
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Math	Kiluilis, Tyler	<a href="mailto:t.kiluilis@sau63.org">t.kiluilis@sau63.org</a>
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	Luszyk, Paige	<a href="mailto:p.luszyk@sau63.org">p.luszyk@sau63.org</a>
Media Center	Wiley, Mary Beth	<a href="mailto:m.wiley@sau63.org">m.wiley@sau63.org</a>
Music	Anderson, Taryn	<a href="mailto:t.anderson@sau63.org">t.anderson@sau63.org</a>
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	Brewster, Amber	<a href="mailto:a.brewster@sau63.org">a.brewster@sau63.org</a>
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Technology Director	Buroker, Nick	<a href="mailto:n.buroker@sau63.org">n.buroker@sau63.org</a>
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	Rudd, Hannah	<a href="mailto:h.rudd@sau63.org">h.rudd@sau63.org</a>
	Colantuoni, Lynn	<a href="mailto:l.colantuoni@sau63.org">l.colantuoni@sau63.org</a>
	Morshed, Katy	<a href="mailto:k.morshed@sau63.org">k.morshed@sau63.org</a>
	Lanzlinger, Isabelle	<a href="mailto:i.lanzlinger@sau63.org">i.lanzlinger@sau63.org</a>
	Trask, Nathaniel	<a href="mailto:n.trask@sau63.org">n.trask@sau63.org</a>

## Bell Schedules- Skinny, Block, Delayed, and Early Release Days

Middle/High School Student Schedule: 7:50 (warning bell) 7:55-2:45 Instructional Time

<b>High School Skinny Bell Schedule (Mon, Tues and Fri)</b>				
<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>	<b>Passing Time</b>
<b>advisory</b>	7:55	8:10	15	5
<b>1</b>	8:13	9:03	50	3
<b>2</b>	9:06	9:56	50	3
<b>WIN</b>	10:00	10:45	45	4
<b>3</b>	10:48	11:38	50	3
<b>4</b>	11:41	12:31	50	0
<b>HS Lunch</b>	12:31	12:56	25	3
<b>5</b>	1:00	1:50	50	4
<b>6</b>	1:53	2:45	52	3

### Middle School Skinny Bell Schedule (Mon, Tues, Fri)

<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>	<b>Passing Time</b>
<b>advisory</b>	7:55	8:10	15	5
<b>1</b>	8:13	9:03	50	3
<b>2</b>	9:06	9:56	50	3
<b>WIN</b>	10:00	10:45	45	4
<b>3</b>	10:48	11:38	50	3
<b>MS Lunch</b>	11:38	12:03	25	0
<b>4</b>	12:06	12:56	50	3
<b>5</b>	1:00	1:50	50	4
<b>6</b>	1:53	2:45	52	3

### High School Block Bell Schedule (Wed, Thurs)

Period	Start	End	Duration	Passing Time
<b>Advisory</b>	7:55	8:10	15	5
<b>1/2</b>	8:13	9:53	100	3
<b>WIN</b>	9:56	10:56	60	3
<b>3/4</b>	10:59	12:39	100	3
<b>Lunch</b>	12:39	1:04	25	0
<b>5/6</b>	1:07	2:45	98	3

### Middle School Block Bell Schedule (Wed, Thurs)

Period	Start	End	Duration	Passing Time
<b>Advisory</b>	7:55	8:10	15	5
<b>1/2</b>	8:13	9:53	100	3
<b>WIN</b>	9:56	10:56	60	3
<b>Lunch</b>	10:56	11:21	25	3
<b>3/4</b>	11:24	1:04	100	0
<b>5/6</b>	1:07	2:45	98	3

Delayed Opening Schedule (if on a Mon, Tues, or Fri)					Delayed Opening Schedule (if on a Wed or Thurs)				
Middle School Delayed Opening (Skinny)					Middle School Delayed Opening (Block)				
Period	Start	End	Duration	Passing Time	Period	Start	End	Duration	Passing Time
1	9:55	10:37	42	5	1/2	9:55	11:21	86	5
2	10:40	11:22	42	3	MS Lunch	11:21	11:46	25	0
3	11:25	12:07	42	3	3/4	11:49	1:15	86	3
MS Lunch	12:07	12:32	25	0	5/6	1:20	2:45	85	5
4	12:35	1:17	42	3					
5	1:20	2:02	42	3					
6	2:05	2:45	40	3					
High School Delayed Opening Bell Schedule (Skinny)					High School Delayed Opening Bell Schedule (Block)				
Period	Start	End	Duration	Passing Time	Period	Start	End	Duration	Passing Time
1	9:55	10:37	42	5	1/2	9:55	11:21	86	5
2	10:40	11:22	42	3	3/4	11:24	12:50	86	3
3	11:25	12:07	42	3	HS Lunch	12:50	1:15	25	0
4	12:10	12:52	42	3	5/6	1:20	2:45	85	5
HS Lunch	12:52	1:17	25	0					
5	1:20	2:02	42	3					
6	2:05	2:45	40	3					

Early Release (10/11, 2/4, 5/16)- Skinny Days				
Middle School *note MS teachers and UAs have MS lunch duty*				
Period	Start	End	Duration	Passing Time
1	7:55	8:24	29	5
2	8:26	8:55	29	2
3	8:57	9:26	29	2
4	9:28	9:57	29	2
5	9:59	10:29	30	2
MS Lunch	10:31	10:56	25	2
6	11:00	11:30	30	4
High School *note HS teachers have HS lunch duty*				
Period	Start	End	Duration	Passing Time
1	7:55	8:24	29	5
2	8:26	8:55	29	2
3	8:57	9:26	29	2
4	9:28	9:57	29	2
5	9:59	10:29	29	2
6	10:31	11:01	30	2
HS Lunch	11:05	11:30	25	4

### Unified Arts Schedules for Middle School

6th Grade	7th Grade	8th Grade
Art Computers Music Library PE Cultural Studies E-Portfolio I	Art Computers Music Library Spanish PE Heath	Art Tech Ed Computers Music Library FACS PE E-Portfolio II

### Entering or Leaving the Building

- To ensure the safety of our students, all students will enter the school through the Main Lobby entrance.
- The school is open each day at 7:30 AM.
- Only those high school students who buy breakfast may be in the cafeteria.
- Once a student has arrived on school grounds, he/she is not to leave school grounds without administrative approval.
- Students who need to be dismissed must present a note from their parent/guardian to the school secretary via [wlc.attendance@sau63.org](mailto:wlc.attendance@sau63.org) before 7:55 AM on the day of dismissal. There will be no student dismissals by telephone unless it is approved by the principal or

- assistant principal.
- Students being dismissed must sign out in the office and leave by the main lobby.
- Students dismissed during the day and then returning to school must stop in the office to provide a note or documentation upon return for excusal.

### **Bicycles/Skateboards**

We support individual wellness such as students riding bikes and walking to school. When students arrive at school with a bike or skateboard, it must be secured on bike racks; the school does not take responsibility for the security of bicycles. Skateboards must be placed in lockers at all times during the school day, any skateboard will be confiscated and placed in the assistant principal's office and returned at the end of the day. On the second offense it will be confiscated, placed in the assistant principal's office and returned only to a parent/guardian. Failure to turn over any item when requested will be considered insubordination and result in further disciplinary consequences. Bicycles and skateboards riding are prohibited on school property.





## Who to Call

Listed below are your “first point of contact” names for common issues and topics. If you need to take the matter further, check the flow chart

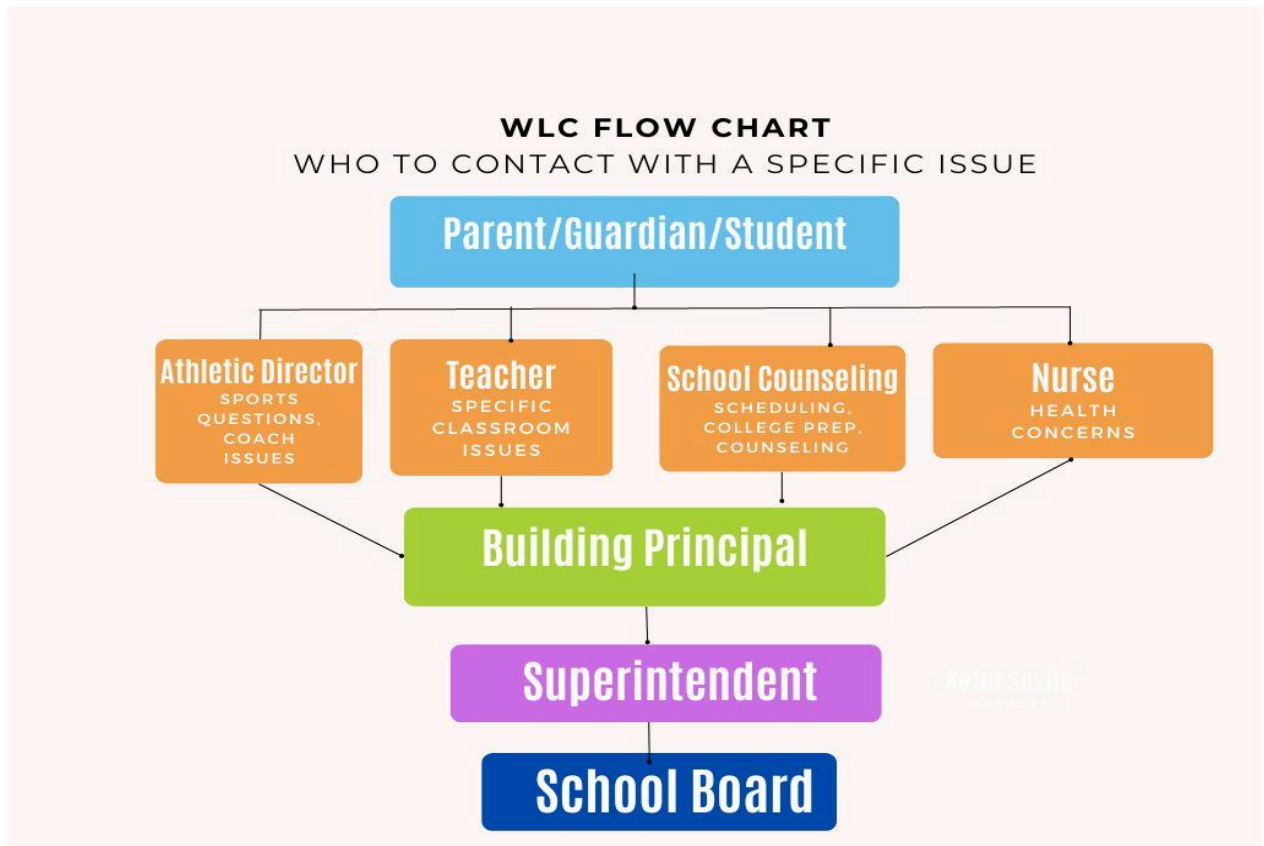
**If you have questions about ...**

**Contact:**

Classroom activities Classroom behavior Classroom standards & expectations Curriculum Homework Assignments Student's academic performance		Main Office who will direct your call (603) 732-9320
Administrative decisions Attendance Policy Building Usage Bus Conduct Harassment or student conflicts Implementation of school policies Potentially illegal or dangerous activities		Building Administrator (603) 732-9320
Busing (schedule routes) School Board agenda/minutes School Board meeting times		Superintendent's Office (603) 732-9227
Budget issues School policies		WLC School Board
Assessment test results		Curriculum Coordinator (603) 732-9320
Assessment test results Class scheduling/graduation requirements College admission requirements/tests Special education testing/eligibility Student enrollment/withdrawal Vocational and trade schools Counseling services Academic 504 ELO/Internship School to Career Online/ College courses		School Counseling Dept. (603)732-9230 x 2120
Athletic policies Game schedules/locations		Athletic Director (AD) (603)732-9230 x 2157
Health screening (eye, ear, scoliosis) Medical policies Sports physicals Use of medications in school vaccination requirements		Nurse's Office (603)732-9230 x 2126
Reduced/free lunch eligibility		Food Service Director (603)732-9230 x2

## CONTACT FLOW CHART

Who to contact for assistance with a specific issue



Suggestions for Successful Meetings:

1. Bring any available documentation
2. Bring written notes of prior meetings
3. Prepare specific questions
4. Identify goal: What is the desired outcome?

## Other School Services

### COUNSELING

Counseling Office (603) 732-9320 x 2120

Hours: 7:35 AM to 3:00 PM

The role of the school counselor is to provide professional support to children, parents, and teachers in assessing learning and behavior problems as well as developing strategies to promote the social and emotional well-being of our students. Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. The guidance counselor leads the Student Support Team (SST/MTSS) meetings and serves as the 504 coordinators.

Appointments can be made to see the counselor at pre-arranged times. In an emergency, no appointment is necessary.

#### **Academic Expectations & Regulations (see Program of Studies for more information)**

##### **High School Graduation Requirements**

The Class of 2021 will require 24 credit hours and 24 hours of community service to earn a WLC Diploma. Please refer to the program of studies for specific course requirements for graduation and diploma types.

##### **Promotion - Middle School**

Promotion/Retention will be determined by a team which includes, teachers, administrators, guidance, special education, if necessary, and parents/guardians. All necessary information will be gathered and reviewed to help determine the best option for the student. Decisions will be made on a case by case basis.

##### **Promotion - High School**

Students will be classified by grade according to the number of credits they have earned as follows:

Freshman - successful completion of grade eight

Sophomore - six (6) credits completed

Junior - twelve (12) credits completed

Senior – eighteen (18) credits completed

[High School - Program of Studies](#)

## Progress / Report Card Dates

Date	Action Item
<b>August 26, 2024</b> Monday	<b>FIRST DAY OF SCHOOL</b> <b>SEMESTER 1 BEGINS!</b>
<b>September 27, 2024</b> Friday	<b>SNAPSHOT DATE</b> Middle School Snapshot & High School Snapshot
<b>October 25, 2024</b> Friday	<b>PROGRESS REPORT - GRADES CLOSE for MS &amp; HS</b> <b>(End MS Q1 UAs)</b>
<b>October 30, 2024</b> Wednesday	<b>S1 PROGRESS REPORT</b>
<b>November 1, 2024</b> Friday	<b>S1 PROGRESS REPORTS WILL BE EMAILED TO PARENTS/STUDENTS</b> <ul style="list-style-type: none"> <li>- These Progress Reports will be used for Parent/Teacher Conferences</li> <li>- Senior grades to be sent to colleges</li> </ul>
<b>November 4, 2024</b> Monday	<b>PARENT/TEACHER CONFERENCES 3:00PM-6:30PM</b> <b>MIDDLE SCHOOL/HIGH SCHOOL</b>
<b>November 6, 2024</b> Wednesday	<b>PARENT/TEACHER CONFERENCES 3:00PM-6:30PM</b> <b>MIDDLE SCHOOL/HIGH SCHOOL</b>
<b>December 6, 2024</b> Friday	<b>SNAPSHOT DATE - DUE @ 10:00AM</b> Middle School Snapshot & High School Snapshot
<b>January 17, 2025</b> Friday	<b>SEMESTER 1 ENDS (End of MS Q2 UAs)</b> These mid-year grades will be sent to colleges for Seniors
<b>January 21, 2025</b> Tuesday	<b>SEMESTER 2 BEGINS</b>
<b>January 22, 2025</b> Wednesday	<b>GRADES AND COMMENTS</b>
<b>January 24, 2025</b> Friday	<b>S1/F1/E1 REPORT CARDS WILL BE EMAILED TO PARENTS/STUDENTS</b>
<b>February 14, 2025</b> Friday	<b>SNAPSHOT DATE</b> Middle School Snapshot & High School Snapshot
<b>March 27, 2025</b> Friday	<b>S2 PROGRESS REPORTS - GRADES CLOSE</b> Middle School Snapshot Progress Report & High School Snapshot Progress Report <b>(End of MS Q3 UAs)</b>
<b>April 2, 2025</b> Wednesday	<b>S2 PROGRESS REPORTS</b> Middle School Snapshot Progress Report & High School Snapshot Progress Report
<b>April 4, 2025</b>	<b>S2 PROGRESS REPORTS WILL BE EMAILED TO PARENTS/STUDENTS</b> Middle School Snapshot Progress Report & High School Snapshot Progress Report
<b>May 9, 2025</b>	<b>SNAPSHOT DATE</b>

<b>Friday</b>	Middle School Snapshot & High School Snapshot
<b>June 6, 2025*</b> <b>June 13, 2025 w/5 snow days</b>	Middle School Semester 2 Report Card/Year Long - Middle School These YL grades will be sent to colleges for Seniors
<b>June (last day of school), 2025</b>	<b>GRADES AND COMMENTS - (End of MS Q4 UAs)</b>
<b>June 10th, 2025</b>	<b>S2/F2/E2/YL REPORT CARDS WILL BE EMAILED TO PARENTS/STUDENTS</b>

### **Student Support Team (SST)/Multi-Tiered System of Support (MTSS)**

SST/MTSS is a multistep process that our school utilizes to provide services and interventions to help all students, including students who struggle with learning. An integral part of the SST/MTSS model is progress monitoring and data collection which are the foundation of making informed instructional decisions for students. This process improves the early identification and support of students with learning and behavior needs and provides our teachers with vital information so that they can deliver instruction and interventions which are matched to individual student's needs.

If your child requires intervention through the SST/MTSS model, you will be contacted by our SST/MTSS coordinator to discuss our plan for your child's supplemental support and growth. Our shared goal is for all students to reach their full potential.

### **Title One**

Title I provides federal funding to local school districts for tutorial programs that offer children extra assistance in the basic skill areas. Funding eligibility for individual schools is based upon the level of enrollment in the free and reduced lunch program. Eligibility is determined on an annual basis by the Department of Health and Human Services.

In SAU #63, the program is primarily designed to provide supplementary help to eligible students who are having difficulty in Language Arts and/or Math. Difficulties may include: reading comprehension, written mechanics, grammar, vocabulary, spelling, phonics, math problem solving, and math computation.

Title I is a supplementary program. Students receive regular classroom instruction with their classroom teacher(s); they receive support and reinforcement in specific skills from the Title I tutor. Students may participate in Title I approximately two to five times per week. Schedules are arranged with classroom teachers so students miss as little as possible of classroom instruction.

Students are usually referred to Title I by teachers, parents, or school counselors. Eligibility is primarily based on individualized academic testing coupled with classroom performance and teacher/parent observations.

If your child has received Title I in the past, either here or in another location, it does not automatically make him/her eligible for Title I services this school year. Please check with your child's school if you wish new eligibility to be considered.

If you have any questions regarding the Title I Program, or wish to make a referral, please do not hesitate to contact your child's school counselor.

### **Special Education**

Once a child has been found eligible for Special Education Services, a team consisting of the child's parents, teachers, district evaluator(s), special education coordinator, and the Local Education Administrator together develop an Individualized Educational Plan, or IEP.

Students work with a special education teacher in small groups or on an individual basis. They may receive direct instruction from the special education teacher or paraprofessional may support the student in the regular classroom, following the inclusionary model. Special education teachers supervise the work of the special education paraprofessionals.

### **Rights of All Handicapped Persons**

"No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is offered to non-handicapped persons..." (Section 504, Support A, 104.4(a).)

### **School Nurse**

The school nurse carries out a wide variety of activities not only in nursing, but also in professional relationships with teachers and administrators in the educational field. The nurse contributes directly to the public understanding of educational as well as health needs. The nurse works closely with medical professionals, and has a duty to cooperate with the programs of local, state, and federal agencies in the fields of health, education, and welfare.

The school nurse shall act as a specialist in all matters pertaining to the physical health of the students and school staff of the buildings to which she/he has been assigned. Responsibilities shall be advisory rather than diagnostic. All treatment given by the nurse shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent/guardian or with the individual staff member requiring attention.

## **Nurse/Health Office Policies**

7:10 to 2:45 Daily

School Nurse Motto: Keeping students Healthy, Safe and Ready to Learn.

The nurse's office is adjacent to the front office. Students who are ill or injured will report to the nurse or the school secretary if the nurse is not available. This is also the place to come for health information, area clinics, immunization requirements etc.

### **Accident Insurance for Students**

Insurance is available at minimal cost and all parents are encouraged to take advantage of this offer. Notices will be sent home regarding price and procedure for obtaining coverage.

### **Asbestos Notification**

A report is available in the school's front office. FRES and LCS continue to have asbestos management plans that are available for review in both buildings.

### **Food Allergies**

Wilton Lyndeborough Middle / High School is a food allergy aware school and recognizes the need to meet the specific physical health needs of all students consistent with state and federal law. In the event that your child has a life threatening allergy that requires accommodations during the school year parents/guardians should notify the school prior to the students attendance and an appropriate plan will be developed in accordance with policy JLC and JLCE.

### **Head Lice (Pediculosis)**

The School nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with NH Department of Health and Human Services recommendations. The affected student will be sent home at the conclusion of the school day, based upon the school nurse's recommendation.

Criteria for return to school: Students will be allowed to return to school after proper treatment as recommended by the school nurse / physician. The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

### **Illness at School**

In case your child becomes ill at school, we will make every effort to contact you. You will be receiving an "Emergency Information/Health" form [JLCE-R](#) at the beginning of the school year. We ask for your cooperation in furnishing a name and telephone number to call in case you are not home. It is important to inform us of any changes in order to provide us with the most current contact information during the school year. A child sent home with a fever of 100 degrees or higher, or vomiting should be kept at home for at least 24 hours after his/her temperature is

normal or vomiting has stopped without the use of fever reducing medications.

### **Immunizations for School Entrance**

All students must be immunized prior to school entrance according to the New Hampshire State Public Health Agency. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, or a medical or religious exemption.

Any student may be exempt from the above regulation if a health care provider presents evidence stating that the immunization is detrimental to the child's health. The exemption must state the duration of the exemption. Exemption from immunization for one disease shall not affect other required immunizations.

A student may be exempt from immunization(s) for religious reasons upon receipt of the NH Child Care/School Immunization Religious Exemption Form, which can be found on the district website.

### **Medication Policy**

The following have been adopted for the administering of medication at school:

1. All medication must be brought into school by parents in the original pharmacy labeled, clearly marked with the child's name and instructions on how to be administered along with written permission from the parent and a written order by the provider. No more than a 30 day school day supply of the prescription for a student shall be stored at school.
2. PRESCRIBED MEDICATIONS should not be taken during school hours unless it is impossible to achieve medical regimen at home. Medications to be given three times a day can be given every eight hours, and thus will not have to be given at school.
3. NON-PRESCRIBED MEDICATIONS is not permitted. Over the Counter (OTC) medications require a written consent from parent/guardian in order for the nurse to administer. No phone permissions will be accepted. OTC medication List is available on the Annual Student Health Assessment Record completed by the parent / guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School District who are required to take medication prescribed by a health care provider during the school day.
5. The school nurse or designee, assigned by the nurse, shall be responsible for administering and observing the taking of medication.
6. All medication shall be stored in a locked cabinet in the nurse's office. Unused medications shall be picked up by a parent/guardian or disposed of by the school nurse at the end of the school year.
7. All medication shall be recorded daily in the school nurse's database. Medications given for chronic conditions will be recorded annually on the student's health record.
8. The school nurse may keep an updated Epi-Pen on hand in case of emergency. All school personnel have been instructed in its use.
9. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student's possession provided the health care provider's prescription for the medication, the directive for self-administration, and the written permission



from the parent/guardian are on file in the Health Office. The school nurse shall determine if the student demonstrates the maturity necessary to assume responsibility for correct storage and use of the medication and shall document this ability.

10. **EMERGENCY CARE and FIRST AID** (School Board [Policy JLCE](#)). RSA 508:12 EMERGENCY CARE. If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.

### **Physical Examinations**

All students entering Wilton Lyndeborough Cooperative Middle School / High School for the first time must show proof of completion of a medical examination by a health care provider within one year preceding first entry to school. The Wilton Lyndeborough Cooperative School Board recommends that physical exams also be completed before entry into middle school and again before high school. Physical examinations are required to participate in athletic programs through WLC. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds that such a medical examination is contrary to his/her religious tenets and teachings.

Students transferring into Wilton Lyndeborough Middle/High School must also submit proof of meeting the physical examination prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child

### **Screenings – Hearing & Vision**

Screenings are conducted on an as needed basis and /or if requested by student/parent or teacher. School screenings are not a substitute for a complete professional examination. All screening failures will be reported to the parent/guardian.

## **School Registration**

All registration forms can be accessed through our website [here](#).

### **Transferring Into WLC**

To transfer a student into WLC, the following forms must be completed prior to admitting the child:

1. Permission for verbal communication with the previous school.
2. A copy of the child's birth certificate
3. Emergency information/health.
4. Special medication (when applicable).
5. Request for release of records.
6. Emergency release.

7. A copy of the child's immunization record and a copy of the last physical exam (given within the last year).
8. Proof of Wilton/Lyndeborough Residency (i.e. utility bill, lease agreement, property tax bill).

### **Transferring Out of WLC**

If you are moving out of WLC, please inform the principal in person or by phone and complete and submit the Student Moving Out of District form found on our district website [here](#). When you register your child at the new school, you will sign a request for a release of records. Our secretary will send all records to the receiving school.

## **Daily Attendance**

### **Absence Categories**

***Unexcused Absences:*** Absences in the following categories will generally be considered unexcused absences, and will count toward the maximum of 6 for Attendance Failures.

Informed Absence	(AI)	assigned when a student does not attend a class and the school and/or the teacher have been notified. Excessive absences without documentation could be considered trancies and be subject to further action.
Uninformed Absence	(AU)	assigned when a student does not attend a class and the school/teacher have not been informed. These absences are subject to further disciplinary actions and are considered trancies.
Nurse Office Absence	(N)	assigned when a student is in the nurse's office for more than 20 minutes of class.
Off-Track Absence	(OT)	assigned when a student is not in class for more than 20 minutes for various reasons, examples may be: visits to guidance or the office.
Tardy Absence	(TA)	assigned when a student is tardy to class or school by more than 20 minutes.
Dismissal Absence	(DA)	assigned when a student is leaves class more than 20 minute prior to the end of class. (excluding school activities)
Dismissed Present	(DP)	assigned when a student is dismissed but attended class for more than 20 minutes

In exceptional cases, and at the principal's discretion, TA's, AU's and AI's may be changed to

AE's when adequate documentation is provided.

### **Attendance at School**

In order to participate in any school functions that day or evening (unless prior permission has been granted by the administration), a student must be present for at least four class periods or the equivalent number of long periods (2). Students must arrive by 9:30 (for period 3). This includes any weekend activity if an absence occurs on Friday. This policy covers all co-curricular activities, athletic games or practices and interscholastic events. If a violation becomes known at a later date, it will be enforced at the next practice, game, rehearsal, etc., following disclosure. *Reference School Policy JH*

### **Attendance Failure Student Learning Expectations**

**A WLC Student is academically knowledgeable and demonstrates the following:**

Under WLC School Board Policy JH, students who miss 7 or more classes in an academic quarter or equivalent time frame may receive an "attendance failure" for that class.

Unless an absence is an "Excused Absence" (see categories below), the absence will count toward the maximum of -10 half days. A half day is considered an absence that is greater than 2 hours of instructional time. A full day is considered when absent for greater than 3.5 hours of instructional time.

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter, which includes: 1. A statement that the student has become or is in danger of becoming habitually truant; 2. A statement of the parent's responsibility to ensure that the student attends school; and 3. A request for a meeting between the parents and the Principal or Principal's designee to discuss the student's truancy and to develop a plan for reducing the student's truancy.

### **Delayed Openings**

On a delayed opening, schools will be open two (2) hours after the regular starting time and bus pickups will be two (2) hours later than normally scheduled. Dismissal will be at the regular time.

Should road conditions remain hazardous; the "NO SCHOOL" announcement will be made over the radio and TV stations and through an automated contact notification system. The decision to close school after a Delayed Opening will be made after 8:30 AM.

### **Dismissal from School**

After arriving on school grounds, when a student needs to leave school (whether for an appointment, parent dismissal, or nurse dismissal) they must sign out with the Attendance Secretary. ALL dismissals must occur through the front office or the nurse. Students are not to

contact their parent/guardian directly and ask them to pick them up unless asked to do so by school personnel.

### **Excused Absences:**

Excused absences do not count toward the maximum of 10 half-day absences. In order for an absence to be considered excused, (1) the reason for the absence must fall into one of the specified categories, AND (2) the parent/student must have provided adequate documentation to the school supporting, or have otherwise verified, the reason given for the absence. Medical absences and administrative approved absences will be listed as (AE).

Properly verified, the following types of absences will typically qualify as an excused absence or no absence and are listed with following attendance codes:

Dismissed School Activity (DSA)	In-school Suspension (ISS)
Field Trip (FT)	Out-of-school Suspension (OSS)
Court Appearance (CT)	Religious Holiday (R)
Sports Dismissal (SPT)	Tardy Present (TP)
College Visit (CV)	Dismissal Present (DP)
Late Bus (B)	Dismissal Excused (DE)

Include the following per updated policy JH:

1. Illness 2. Recovery from an accident 3. Required court attendance 4. Medical and Dental appointments 5. Death of an immediate family member 6. Observance or celebration of a bona-fide religious holiday 7. Such other good causes deemed acceptable by the principal or permitted by law.

If a parent or legal guardian wishes for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the students will be absent. The principal will make a determination as to whether the stated reason for the student constitutes good cause and will notify the parents of the decision. If the principal determines that good cause does not exist, the parents may request a conference with the principal to explain the reasoning further. The Principal may then reconsider the initial decision. However, at this point the Principal's decision will be final.

### **School Cancellations**

School Cancellations is geared to the safety of the children. Generally, if the buses can operate safely, school will be in session. However, it is expected that if any parent/guardian does not desire to have a child venture out during inclement weather, it is his/her prerogative to keep the child at home, weather conditions will be noted on attendance. Road agents and the transportation contractors make the decision to operate as usual, delay, or close. If it is determined that the road conditions are hazardous, parents/guardians and children will be informed in the following manner:

Automated Contact System: Households will receive a recorded phone notification message. Parents wishing not to be contacted in this manner should notify the school office.

Radio/Television Stations:

WBZ

WZID – Manchester 95.7FM

WMUR-TV - Manchester Channel 9

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

### **Tardy to School**

Students are expected to be in their assigned classroom before the 7:55 AM late bell. Students who arrive late (at or beyond the 7:55 bell) to school must sign in at the office. An office late pass will be issued to them.

When a student arrives at school, tardy without a parent note, or unaccompanied by a parent, an unexcused tardy will be documented. Students are allowed up to four unexcused tardies per quarter. Students exceeding four tardies during the quarter will be assigned an office detention for each unexcused tardy for the remainder of the quarter. A student may present a note excusing a tardy the following day.

**Whether excused or unexcused, excessive tardiness will be addressed on a case-by-case basis with possible disciplinary action.**

### **Vacations**

Per updated policy:

Generally, absences other than those listed above are discouraged. The school principal or designee may however grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to the school principal at least two weeks before the trip. The advance planning will allow enough time to work with parents and the student(s) regarding assignment completion. An unauthorized absence is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Wilton-Lyndeborough Cooperative School Board policies

Who Does What in this Attendance Procedure?

Parents	Students	Teachers	Admin/Office
Notify school of absences as they occur prior to 8 AM if possible	Upon returning from an absence provide the office with any notes/documentation regarding your absence.	Notify the office when a student is absent and unaccounted (AU) from your class. Email (Log) and phone.	Communicate attendance issues to teachers.

Provide documentation when available.	Obtain & complete any make-up work upon returning to school.	Provide make-up assignments when requested.	Collect documentation and change attendance codes as necessary.
Check attendance records on PowerSchool regularly.		Communicate attendance concerns you may have to students, parents, and administration	Notify students with 7 days of absences who may be in danger of failing.
Request in writing a hearing with the attendance committee necessary within the 2-week time frame.			Generate regular attendance reports.

## WLC Procedures and Regulations

### Administrator's Discretion

All issues not specifically named in this handbook may be determined at the discretion of the Administration and/or School Board.

### Academic Honors

WLC appreciates the efforts students make in achieving their academic expectations. Students earning all A's will receive high honors. Students receiving A's and B's will receive honors.

### Academic Integrity

In accordance with the WLC's Expectations for Student Learning, a WLC student is expected to be an ethical person. WLC students will demonstrate the highest standards of academic conduct and personal integrity. The WLC faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. Students found to have plagiarized and/or cheated will be referred to administration and that assignment will be given a zero. Students may have an opportunity to re-submit the assignment or similar assignment to determine competency grade as determined by administration. Incidents of this nature may also result in exclusion from school honor societies including the National Honor Society or other honor recognitions.

Students are expected to behave with honesty and integrity in the completion of their academic work. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited.

Plagiarism is a form of cheating that is defined as taking words, information, or ideas from another source without giving credit or providing proper documentation. Cheating and plagiarism undermine our learning community and will not be tolerated. Examples of cheating include but are not limited to:

- Submitting another's work as one's own.
- Giving/receiving test, quiz, or homework answers (working together without teacher permission)
- Using/ supplying "cheat sheets," texts, etc. on an assessment or inappropriately gaining prior knowledge of assessment questions
- Copying work or allowing someone else to copy your work
- Cutting and pasting from the internet or using direct quotations without proper documentation
- Rephrasing the ideas of another without indicating the source
- Using a translator for assignments in world language classes without teacher approval
- Using summaries (Cliff/Spark notes) in place of reading the text
- Submitting internet work as one's own

### **Artificial Intelligence (AI)**

The Wilton-Lyndeborough Cooperative School District (SAU 63) recognizes the educational advantage of, and supports the adoption and use of, generative artificial intelligence. These systems can be used to personalize education and improve the experience of students who will encounter it in their professional life upon graduation. To maximize the educational benefits and minimize the risks of AI Systems, there must be continuous adherence to the principles that guide SAU 63 in the use of these technologies. Students will abide by the following Code of Ethics for the Use of Artificial Intelligence (Code of Ethics), based on the staff guidelines on ethics in artificial intelligence.

Students should; be transparent about the use of AI tools in the classroom, take responsibility for outcomes of AI-supported activities and coursework, prioritize the protection of their data and that of their peers when utilizing AI technologies, be aware of potential biases present in AI, think critically and evaluate AI-generated content and information, emphasize using AI tools to enhance rather than replace meaningful interactions between peers and educators, and be cautious about over-reliance on AI technologies in their learning.

By adhering to these ethical principles, Students can harness the potential of AI to enrich the educational experience.

**Don’t let AI make decisions for you.** *Example: Allowing an AI to write your essay.*

**Do let AI inspire you.** *Example: Asking an AI for possibilities. “What are 7 ways things can go wrong when baking a cake?”*

**Don’t share private information with an AI.** *Example: Putting any personal information into an AI prompt*

**Do let AI assist you.** *Example: Asking an AI to find grammatical errors in a piece of work.*

The presence of AI within student coursework that is passed off as their own work will result in disciplinary action consistent with the academic integrity portion of this student-handbook.

**Accidents**

All accidents resulting in personal injury must be reported to the school nurse. Accident forms are available in the nurse’s office.  
*Reference School Board Policy EBBB*

**Activities/Clubs/Sports**

We believe that students are best served when their academics are complemented with participation in non-academic activities and school organizations.

WLC offers a variety of activities and organizations for its students that span the school year.

Not all activities are offered every year. New activities may be added depending upon student interest. All activities must be approved by the administration.

WLC competes in Division IV for most athletic competitions. The classification of Division IV is determined by the enrollment numbers of WLC. This allows WLC to compete with schools of similar size.

**Activities/Clubs:**

Drama	Math Team	National Honor Society	Outdoor
Dance	Mentor Program	National Jr. Honor Society	WLCNews
Robotics	Student Government	Peer Leaders	Ski
Art	Student Leadership	GSA	Homework
Dungeons and Dragons		Horticulture/Environment	Volleyball

**Sports Available:**



**Fall**

Cross-Country  
Boys Soccer  
Girls Soccer

**Winter**

Boys Basketball  
Girls Basketball  
Unified Basketball  
Unified Volleyball

**Spring**

Boys Baseball  
Girls Softball  
Track & Field

*\*AN EXPLANATION OF THE ACTIVITIES/CLUBS MAY BE FOUND ON PAGES 63-66*

**After School Supervision**

Students are required to be under adult supervision after 2:25 PM. When an after school program or activity is completed, students should go directly out of the building through the front door. Stops to the bathrooms or lockers need adult supervision. Students who are not under adult supervision will be asked to leave the building.

**Areas off Limits to Students**

During the school day the following areas are off limits to all students unless under direct supervision of a staff member:

- Teachers' Room
- Nurse's Office
- Outside the building
- Locker Rooms
- Offices
- Gymnasium and Stage
- Custodians' Room/Boiler Room
- All classrooms and shops
- Library/Media Center
- All motor vehicles/the parking lot

Students requesting permission to leave their assigned room must present a pass from their teacher. Passes are issued with the belief that they will be used as intended by students. Wandering the building, visiting the cafe, or going to the school store is an abuse of trust and will result in loss of that privilege and/or disciplinary action.

**Assessments Exams, Mid-Term and Finals**

Exams are a means for the students to demonstrate to the teacher the material they have learned. During exams, all students are expected to be present at the prescribed dates and times. During all exams, students should strive to reach academic best scores. The use of personal electronic devices is prohibited.

**Books, Chromebooks & Equipment**

The school district provides textbooks, Chromebooks and equipment that are needed by the students for class work. The student is responsible for keeping these items in good condition. This material is on loan to the student. In cases where books, Chromebooks or equipment are lost, destroyed, or damaged in excess of reasonable wear and tear, the student will be assessed an amount sufficient to cover the loss. Official transcripts, diplomas, and/or report cards will not be released until all accounts are settled.

## **Buses – Student Conduct**

Students using district transportation should understand that they are under the jurisdiction and code of conduct/disciplinary rules of the school from the time they board the bus until they are deposited at the stop nearest their home.

In accordance with its policies JICC and JICC-R, the WLC School Board is notifying all students that they are subject to being audio-videotaped on the school bus at any time. A sign will be conspicuously placed on the bus notifying riders that their conversations and /or actions may be recorded on tape. This applies to all students transported to and from Wilton-Lyndeborough Cooperative Middle School and High School WLC School District buses (as approved by the Wilton- Lyndeborough Cooperative School Board).

### **General Rules:**

1. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct, behavior or discipline in the schools are applicable to student conduct on a school bus. Accordingly, in addition to specific rules of conduct and discipline provided below, the ordinary school and District rules and regulations regarding student behavior/conduct/discipline, will simultaneously apply to all students using District transportation, and may result in separate disciplinary actions as permitted under applicable statutes, School Board Policy, and any school based or District rules or procedures.
2. The school bus driver is in complete charge of the school bus and the pupils, and shall have the same authority in maintaining discipline as a teacher in the classroom.

### **Computer Misuse**

Students using school computers for purposes other than school-related assignments or access inappropriate websites will lose their computer privileges, per the school computer use agreement contract. Altering computer programs, desktop setup, equipment is vandalism which will result in disciplinary action and reimbursement for damages. The computer use agreement is signed once as a student enters the school but is in effect throughout their complete school experience.

### **Dances / Guests at school functions**

Periodically during the year a club may host a school dance. To be eligible to attend, students must meet the eligibility guidelines. School social functions are extensions of the school day, and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Only WLC HS students and their guests will be allowed entrance to a dance. Students may invite one (1) guest to a dance. The student is responsible for the conduct of his/her guest and will be held accountable for the guest's actions.
  - Middle school students are not allowed to bring guests.
- To sign up a guest, a student must register him/her in the main office no later than noon the Thursday before the week of the event Approval of guests is the sole prerogative of the administration.
- Students will not be admitted to any school dance after one hour past the starting time

without advanced administrative approval.

### **Deliveries**

Students are expected to be prepared for the school day. In the event a student forgets an item required for class, a family member may deliver the item to the main office. To comply with the WLCSD Wellness Policy; JLCF, food deliveries such as dominoes, door dash, etc. are not permitted. “In the middle/junior high and high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines and competitive foods) to students during the school day, will meet the following nutrition and portion size standards.”

### **Eighteen Year Old Students**

The expectation and guidelines are for all students enrolled at WLC regardless of their age. Students who attend school are choosing to comply with the rules and guidelines of our school. Students who are (18) years of age or older and who are living with their parent(s) will be required to have all notes for excused absences, tardiness, dismissals, field trips, parking, and any other form signed by a parent.

Parents or guardians who would like the school to accept the signature of their eighteen year-old student instead of their own signature requires that the parent/guardian complete the **WLC Age of Majority Form**.

### **Electronic Device Policy**

**To support the learning process and avoid disruption, electronic devices including cell phones, iPods, MP3 players, smart watches, and tablets are permitted in school within the following parameters:**

- Electronic devices, including phones and earbuds, are not to be used or visible during the school day
- Students are responsible for the security of their electronic devices.

During the school day, personal devices are to be off, put away, and not used during the school day unless a student has permission from a staff member to use an application on the device for a school related purpose. In the event a student needs to make a call, they are to go to the office to obtain permission to do so.

It is requested that parents not text or call their child(ren) during the school day. If it is necessary to reach their child(ren), parents should call the main office.

The safest place for personal devices is at home. However if the decision is made to bring personal devices to school, students are accepting responsibility to keep their device safe.

Students are encouraged to use their locker to store personal items and other valuables during the school day as well as record the serial number of their devices in the event they become lost.

Students violating the electronic device rules may have their devices secured for the duration of the school day and receive disciplinary action.

### **Eligibility**

In order for a High School/Middle School Student to participate in interscholastic athletics or a co-curricular activity they must fulfill all the regulations and requirements set forth by the NHIAA, TCL, GSC, and the WLC School Board. The requirements are as follows:

A High School Student must take four (4) period courses or be enrolled full-time in order to be eligible to participate in the sport or the co-curricular activity. High school students must have received passing grades in ALL units of work during “start of the season snapshots.” Middle school students must have passing grades at the end of the previous grading period (quarter). Please refer to the Guidelines of Academic Probation below. For Fall participants, Middle School/High School eligibility is determined by grades received in the previous grading period. Successfully completed summer school grades and/or credit recovery cannot be used to regain eligibility unless approved by administration.

### **Guidelines of Academic Probation:**

1. Any student who fails 1 or 2 units of work during the previous marking period is required to complete a Sports Participation Waiver Form. If the waiver is successful the student will be placed on Academic Probation for a 10 school day period and required to sign an Academic Probation Contract. (Appendix A-flow chart )
  - a. The student will be eligible to participate in any activity representing the school during this 10 school day period. At the end of this time the student is required to have passing grades in all units of work. It is the students responsibility to complete the biweekly Acceptable Grades Form and hand it to the Athletic Director at the end of the 10th day (Appendix B).
  - b. At the end of the Probation Period when a student is unable to maintain passing grades the student will be deemed ineligible to participate for the remainder of that activity/sports season.
  - c. When a student is successful in maintaining passing grades, the student will be monitored every 10 school days for the remainder of the activity to determine continued eligibility. For monitoring, it is the students responsibility to hand in the Acceptable Grades Form at the end of each 10-day period.
  - d. Students failing more than 2 units of work will not qualify for probation and therefore be ineligible for participation.
2. Academic Probation will be limited to once per school year.
3. Grades will be monitored by the Athletic Director and the School Counseling Office

## **Field Trips**

Field trips are of an educational nature and are related to classroom learning. Every effort is made to have students back at school in time to take the bus home. Parents are notified in advance if they are expected to pick their child up after hours.

Each student will be provided with a permission slip prior to the field trip that will need to be signed by a parent or guardian. No student will be allowed on a field trip without a permission slip on file.

Parents may arrange for bag lunches to be purchased from the school for their student(s).

If you do not wish for your child to participate in any specific trip, please notify the teacher in writing before the trip so that alternative arrangements can be made.

## **Grades**

Receiving academic assessments/grades are a way for students to demonstrate what they have learned and how they may apply their knowledge. Students are expected to be involved and participate in the lessons taught in classes. Throughout the year, students should regularly view their grades using the PowerSchool Data Management Program.

## **Graduation Participation**

The graduation ceremony is a means to honor our students' academic accomplishments. Students who have demonstrated the successful completion of course requirements will participate in the ceremony. Inappropriate behavior or a violation of school rules prior to the graduation ceremony may be grounds for excluding a student from the ceremony. Students may decorate the top of the graduation cap with school appropriate messages. Eligible students who are participating in the ceremony are expected to wear the school-approved cap and gown throughout the graduation ceremony.

## **Homework**

Homework is designed for students to practice skills already taught at school and to enrich the learning activities that are initiated in class. It provides the opportunity for our students to develop self-discipline, responsibility, and initiative. An effective homework program also supports the conviction that learning is not limited to the normal classroom experience, but an extension that works to expand the vital home/school connection.

Students should assume the responsibility to make sure their assignments are completed on time and make an effort to develop effective study habits.

## **Legal Guardianship/Child Custody/Restraining Orders**

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult

with custodial rights and a copy of the corresponding legal documentation are required to be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it.

### **Library/Media Center**

(603) 732-9320 x 2123

Hours: 7:35- 2:45 (with the exception of after school homework club)

The library offers books, magazines, newspapers, computers and internet resources to all students and staff. There is a professional collection of books, magazines and audiovisuals. Suggestions are always welcome.

The media specialist will be available at certain times of the day. These times will be posted on the door weekly. The Media Specialist is there to assist in locating, selecting and utilizing information. The library is a quiet area for individual or group research, study and reflection.

### **Lockers**

Lockers belong to the school and are on loan to the students. Students are responsible for the condition and cleanliness of them. Lockers must be able to be closed without damaging the locker door. Any damage to the lockers will be the financial responsibility of the student. The administration has the right to inspect the lockers at any time

### **Lost And Found**

We maintain a Lost and Found, which is located in the cafeteria within each building. Items found in shared areas are displayed in this area. Unclaimed clothing is brought to donation centers twice a year.

### **Lunch/Food Service**

The Wilton-Lyndeborough Cooperative School District offers meals and a la carte items in accordance with the USDA School Breakfast Program and National School Lunch Program. Meals are available to all students without discrimination.

### **MEALS -- What's for lunch?**

- Menus for all meals are posted on the school websites monthly and available in the cafeterias.
- On delayed opening days, breakfast is not served.
- Lunch is available for purchase daily to all students during assigned lunch periods.
- Bag lunches are available for purchase for school sponsored field trips. Please submit the

field trip lunch request form to Food Services at least two school days prior to the field trip.

- All meals are compliant to the regulations of the Healthy Hunger-Free Kids Act.
- At all schools, milk is available a la carte for students not purchasing a meal.
- At WLC, additional a la carte items are available.

#### **PAYING FOR MEALS – How do students purchase meals and a la carte items?**

- Meal prices are posted on the monthly menus.
- Students will always be permitted to purchase a meal unless their parent has provided written instructions otherwise. Meals will be charged to student accounts. Meal benefits apply.
- A la carte pricing varies, and free/reduced meal benefits do not apply to a la carte purchasing.
- Students at FRES/LCS purchase meals using their MealTime accounts (see MealTime information below).
- Students at WLC can use their MealTime accounts or pay with cash/check at the registers.
- Students at all schools can make deposits to their MealTime accounts online or with cash/check sent to the school.
- Students at all schools who owe on their account will not be permitted to purchase a la carte items. Note that this includes milk, ice cream, and additional entrees as well as all other items offered as a la carte. A la carte purchases are not permitted for overdrawn accounts, even if the student is paying in cash. (Payments can be applied to the MealTime account.)

#### **MEALTIME INFORMATION – How do I see what my student is purchasing? How do I add money to an account?**

- We use online software called **MealTime** at our service lines to record student transactions. MealTime provides detailed purchase tracking information, student balance information, and the ability to make deposits into student accounts.
- FREE parent access to your student's account information is available at ***myMealTime.com*** or using the ***myMealTime*** app for your mobile device. You will need to know your student's PIN. Please contact Food Service if you do not have this information.
- NOTE: All accounts are open for student use unless we receive written instructions from you requesting no purchases. From time to time, students do get adventurous and sometimes make purchases without their parents' awareness. Parents are responsible for these purchases. We encourage you to set up email alerts on myMealTime.com so that you can be notified when balances are getting low.
- MealTime provides parent access to make deposits using secure credit/debit card payments into the student's account online or using the mobile app. MealTime charges a small fee for deposits made with credit/debit cards.
- Deposits can be made with no additional fees by sending checks or cash to Food Service. Checks are preferred, especially for our younger students. Please use an envelope marked with your student's name. Checks should be made payable to "WLC School Lunch". At

FRES/LCS, these payments are collected by the teachers and delivered to the local Food Service site coordinator. At WLC, payments are accepted at the Food Service office at any time or at the registers during meal service.

- Parents may send a single check for deposit into multiple students' accounts. Please indicate how much to allocate per student.
- Checks returned for insufficient funds (NSF) are subject to a \$30 service charge (service charge is subject to change).
- MealTime automatically sends bills for overdrawn accounts and low-balance notifications every two weeks. These are emailed to the address on file in the school office. Please confirm that the school has a valid email address to reach you.

#### **MEAL BENEFIT PROGRAMS – How do I apply for Free or Reduced assistance?**

- Any family or student needing financial assistance should complete the application for free or reduced meals. Meal benefit applications are available on the website, from the Food Service Director, and at all school offices.
- Meal Benefits apply only for the current school year. A new application must be submitted each year.
- Free/Reduced Meal Benefit applications are accepted at any time throughout the year. We encourage you to make an application if your financial situation changes. Applications are typically processed the same day they arrive in the Food Service office.
- All applications may be subject to verification.
- For assistance in completing the meal benefits application please contact the Food Service Director at 732-9344.

#### **ALLERGIES / SPECIAL MEALS – My child has food allergies, what should I do?**

- All meals and a la carte items available from Food Service are nut-free.
- If your student has special dietary needs, we ask parents to contact us to discuss your child's needs. Please contact the Food Service Director or the school nurse so that we may help you with your food options.

#### **CAFETERIA SUPPLIES – can we get paper goods and plasticware from the cafeteria?**

- Paper goods, plasticware, condiments, etc. are provided for students purchasing meals or a la carte items from Food Service. These items are not available for classroom activities or home use without prior arrangement by the Food Service Director.

#### **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible



State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA

by mail to:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue,

SW Washington, D.C. 20250-9410;

or by fax: (833) 256-1665 or (202) 690-7442;

or by email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

USDA information is available in other languages from:

<https://www.fns.usda.gov/school-meals/translated-applications>

### **Motor Vehicles**

Students in good standing must register their automobiles or motorcycles with the office annually when they intend to drive their motor vehicle to school. No one will be allowed to park an unregistered vehicle on the school property. All automobiles will be assigned a parking space on a first come first serve basis. Once the vehicle has arrived on school property, it should be parked and students should immediately leave the vehicle. Students will not be permitted to return to their vehicle during school hours.

Caution is urged, and all drivers are reminded that the absolute speed limit on school property is 15 miles per hour. Students are also reminded that driving around the oval is only one way. Persons violating good driving practices will lose their parking privileges while in school.

Snowmobiles and other off-road motorized vehicles are not allowed to be used to transport any student "to and from" school.

### **Parent-Teacher Conferences**

Parent conferences are arranged at the end of the first quarter in November. Parents or teachers may request conferences at other times if needed. The Parent-Teacher Conference offers both the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress.

Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Please call the office and ask the secretary to contact the teacher to set up an appointment or to check on the teacher's availability. If it becomes clear that the issue is of a

more serious nature, please schedule a meeting for a time when both parties are prepared to give their full attention to the concern. Each teacher has a district e-mail address (ie. j.doe@sau63.org) and a voicemail that may be accessed through the main office.

### **Parent/Teacher Organization**

The WLC PTO is the parent/community support for WLC students and staff. The group meets one evening per month to plan activities, discuss issues, and develop programs. Information and meeting updates can be found on the WLC webpage. Parents may register to be on the PTO email list for regular updates. All parents of WLC students are most welcome to attend. The WLC PTO also has a facebook page, so be on the lookout for updates!

### **Photographs/Audio and Video Recordings**

We pride ourselves on providing a safe environment for everyone at WLC. Students are not permitted to take photos, audio/video recordings of students and/or staff without the permission of the individual(s) involved. Students who photograph or record others without permission will be subject to disciplinary action.

### **Restitution or School Service (property damage / destruction incidents)**

Students learn best through being held responsible for restitution in situations where they have caused harm or damage to others or school property. Taking accountability for their actions fosters a sense of responsibility and helps them understand the consequence of their behavior, promoting personal growth and a safer learning environment.

### **Safety Drills**

**Safety of our school community is a priority. Schools must conduct safety drills throughout the school year. The purpose of practicing drills is to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation. Staff and students must participate and comply with these drills and measures WLC has put in place to maintain a safe school environment. Students that do not comply or jeopardize school safety will face disciplinary consequences.**

**Evacuations:** In the event of a threat to student safety, it should be understood that school may not be dismissed for the day by the school administration. Upon direction from an administrator, students may be relocated.

Students will remain with their teachers and are not permitted in vehicles at any time.

### **School Attire/Dress Code**

Students are expected to dress appropriately at school and in a way that does not disrupt the learning environment. Students not in compliance with the dress code will be asked to correct the violation or face disciplinary consequence. Some clothing can be made available and borrowed at school to correct the problem immediately. Violations include but are not limited to clothing or jewelry that depicts, promotes, or expresses:

- Violence or weapons
- Profanity

- Drugs, alcohol, and/or tobacco use
- Sexual innuendos
- Intolerance or a lack of respect to others
- Gang affiliation

In addition:

- Students must wear clothing including a shirt with pants or the equivalent (for example dresses, skirts, leggings, or shorts).
- Students must wear shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric must cover the stomach, torso, genitals, and buttocks and must be opaque (not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Classroom teachers may request that hoods be worn down and hats/caps be removed. Decisions concerning questionable clothing will be determined by the administration.

*Reference School Board Policy JICA*

### **Student of the Month**

Middle school staff recognize two students from each grade every month for outstanding academic and /or character exhibited over the course of the month.

High school staff recognize four students each month from two grades (alternating months = 9/10 and 11/12) for outstanding academic and/or character exhibited over the course of the month.

### **Students in Good Standing / Privileges**

Students performing well academically (passing all classes with “C” or higher) - and with limited behavior concerns - may be granted privileges throughout the school year.

### **Video and Audio Surveillance on School Property**

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

### **Visitors**

All visitors, including parents and former students, must report to the main office prior to going

elsewhere in the building. All visitors must display a visitor's pass.

Students are not allowed to bring visitors to school, unless permission has been granted by the administration. A written request for a visitation must be presented to the administration at least one day in advance of the visit. The length of the visit will be determined by the administration.

### **Volunteers**

Parent and community volunteers are also welcome at the school. Contact the Principal's Office (732-9230) if you are interested.

### **Warrior Watch Program**

Throughout each month, anyone at WLC may nominate a student or staff member for recognition of their effort towards improving the school environment (random acts of kindness), or community service. All nominees will be recognized at the end of each month with a random drawing from nominees to receive a special award.

### **What I Need (WIN)**

A "WIN" period can be found within students' schedules. During this period, students will work on academic course work to improve their skill competence.

## **Code of Conduct**

Our discipline approach is directly linked to the goal of our mission statement. As members of the WLC community, we all need to hold each other to a high standard. We strive as a group to become thoughtful, knowledgeable, honest and community-minded individuals. Our school rules are in place to ensure a safe and considerate environment. As mistakes and poor decisions do happen, students can expect to be treated fairly, to be given guidance on how to make better decisions in the future, and be assigned appropriate consequences in a timely manner. Additionally, as needed, we will contact home to keep parents and guardians informed and involved.

While it is necessary for all of us to be aware of the things that we should not be doing, it is more important to focus on what we should be doing. When appropriate, a restorative approach to behavioral incidents will be applied. Adults and students will work together to communicate openly to create a positive, effective learning environment for all. Restorative approaches may include facilitated meetings, a meeting with the involved staff, student and a facilitator or administrator or a re-entry meeting with involved staff, students and administrators.

Wilton - Lyndeborough Cooperative School endorses the following principles of student conduct in accordance with our Student Learning Expectations:

I. Respect for the WLC community shall be expected of all students. This includes school rules, as well as laws regarding minors.

II. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.

III. Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and kindness are a hallmark of the WLC community.

IV. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

#### Common Expectations

Social Agreement	Examples of what this looks like:	Examples of what this does <i>NOT</i> look like:
<ul style="list-style-type: none"> <li>I will take care of our campus and its resources.</li> </ul>	<ul style="list-style-type: none"> <li>Being mindful of your physical surroundings</li> <li>Picking up trash or loose items in hallways, classroom and other locations</li> <li>Using equipment as designed (i.e, desks, chairs, chromebooks, doors, lockers, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Leaving a mess</li> <li>Propping feet on furniture</li> <li>Sitting on table and desk tops</li> <li>Creating graffiti</li> </ul>
<ul style="list-style-type: none"> <li>I will engage in healthy, positive dialogue and interactions.</li> </ul>	<ul style="list-style-type: none"> <li>Speaking kindly</li> <li>Saying please, thank you, may I help</li> <li>Holding the door</li> <li>Using a positive tone &amp; an appropriate volume</li> <li>Making sure everyone feels safe</li> </ul>	<ul style="list-style-type: none"> <li>Using profanity</li> <li>Putting people down</li> <li>Laughing at another person</li> <li>Exhibiting bullying behavior</li> </ul>
<ul style="list-style-type: none"> <li>I will be where the learning is happening.</li> </ul>	<ul style="list-style-type: none"> <li>Arriving to class on time</li> <li>Leaving class on time</li> <li>Holding to a 3-minute target time for facilities use</li> </ul>	<ul style="list-style-type: none"> <li>Wandering/Laps</li> <li>Numerous or lengthy bathroom breaks</li> <li>Hanging out in various locations when assigned to a class</li> <li>Meeting up with friends in the halls or bathroom</li> <li>"Packing up" early</li> </ul>

<ul style="list-style-type: none"> <li>● I will be ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>● Keeping hands to selves</li> <li>● Bringing necessary materials to class</li> <li>● Indicating readiness to learn with your posture (eyes on instruction, seated near instruction, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Pushing/Shoving (hands-on)</li> <li>● Being distracted by electronics</li> <li>● Hanging on each other</li> <li>● Lying down</li> <li>● Off-task conversations</li> <li>● Rude behavior at assemblies, performances, events</li> </ul>
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### Classroom Rules:

Teachers will create and implement rules to foster a positive learning environment. In some cases, appropriate interventions may include a detention or office referral.

## **Behavior Infractions/Safe Schools**

### **Smoking/Tobacco Use**

New Hampshire State law prohibits:

- Possession of any tobacco products and smoking by persons under the age of twenty-one (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, vaporizers, or similar products.)
- Smoking in school buildings or on school property
- The use of/possession of E-cigarettes are included in this policy.

School policy reflects these laws with the goal of making WLC a healthy environment for both students and staff. Students are prohibited from smoking on school property and at any school-related event that takes place off school property, regardless of their age.

Welcome to Wilton-Lyndeborough Cooperative  
Middle/High School

It is our pleasure to welcome all students, parents, and guardians to WLC. The faculty, staff, and administrators are dedicated to the mission of WLC.

Our Mission: WLC strives to be a positive learning community that ensures each student has the opportunity to develop to their potential. WLC believes all children learn at different individual rates and times and under different teaching and learning situations. We bring the family, school and community together to be accountable for the cognitive, affective, and physical growth of our students. We work together to help them become creative, future- oriented problem solvers who will take responsibility for their education, live and learn in harmony, and be involved in their school and their community.

This mission statement is our purpose. We have all come together—students, faculty, staff, administrators, and coaches to learn. Providing a learning environment that increases student achievement and develops confident learners can only be achieved by working together. We must

utilize all tools available to reach our goals. Developing a strong partnership between parents, students, faculty, administrators, and the community is critical. When we make decisions about what classes to offer and what rules to create and enforce, we do it with this goal in mind. When you think about your role in our school community, you should think about what you can do to make this mission possible for all of us.

This handbook is a comprehensive guide for students and parents/guardians at WLC, and most answers to questions pertaining to our school can be found in this document. Please take the time to review the valuable and important information within the handbook.

Wilton-Lyndeborough Cooperative Middle School/High School is a member of the Wilton-Lyndeborough School District with Florence Rideout Elementary School and Lyndeborough Central Elementary School. This handbook is exclusively for the Middle and High School, references to WLC are for the school only. School District references will be so designated. The WLC School Board represents all three schools and policies set by the WLC School Board are WLC School District Policies encompassing all three schools within the district.

WLC is committed to the highest standards of academics and integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, parents, faculty, staff, or community members, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of eighteen will be reported to the Wilton and/or Lyndeborough Police Department. Under R.S.A. 169-B:32 the student will be issued a district court complaint by the Wilton and/or Lyndeborough Police Department.

- 1st Offense: Out-of-school suspension 1-5 days with possible addition of in school suspension.
  - 2nd Offense: Out-of-school suspension 5-10 days with possible addition of in school suspension.
  - 3rd Offense: Ten days out-of-school suspension with recommendation to the Superintendent of Schools for additional disciplinary action
- Welcome to Wilton-Lyndeborough Cooperative Middle/High School

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their education, live and learn in harmony, and be involved in their school and their community. This mission statement is our purpose. We have all come together—students, faculty, staff, administrators, and coaches to learn. Providing a learning environment that increases student achievement and develops confident learners can only be achieved by working together. We must utilize all tools available to reach our goals. Developing a strong partnership between parents, students, faculty, administrators, and the community is critical. When we make decisions about what classes to offer and what rules to create and enforce, we do it with this goal in mind. When you think about your role in our school community, you should think about what you can do to make this mission possible for all of us.

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### *Reference School Board Policy JICH*

#### **Drug and Alcohol Use**

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once. In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action. All drug and alcohol related violations will result in police notification.

#### **Possession and/or Use of Drugs or Alcohol:**

- 1st Offense: 1-5 days out of school suspension with possible addition of in school suspension
- 2nd Offense: 5-10 days out of school suspension with recommendation to the Superintendent of Schools for additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

#### **Selling, Transferring or Distributing Alcohol or Drugs:**



Ten days out-of-school suspension with recommendation to the Superintendent of Schools to take additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

*Reference School Board Policy JICH*

### **Bullying and/or Cyberbullying**

Bullying or cyberbullying is 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:

- Physically harms a student or damages the student's property
- Causes emotional distress to a student
- Interferes with a student's educational opportunities
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school.

The Wilton Lyndeborough School Board is committed to providing a safe and secure environment in which all members of the school community are treated with respect. Any insult, taunt, negative comments, verbal challenges, and physical challenges that are likely to intimidate others or provoke a violent or disorderly response will not be tolerated. This includes communications that occur through electronic media, whether at WLC or in the community at large. Such offenses will be dealt with in accordance with school and district policy and may result in disciplinary action including but not limited to detention, suspension, and restriction from participation in school activities. This policy is intended to comply with RSA 193-F, which specifically identifies bullying as a form of student harassment. Conduct constituting bullying or cyberbullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F.

### **Reporting Bullying or Cyberbullying**

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 student has been subjected to bullying or cyberbullying, as defined above, shall report that incident to the Principal or his/her designee, who shall in turn send a copy of the initial report to the superintendent of schools. This report shall be investigated by the principal or his/her designee. A final report in writing detailing the status of the incident shall be submitted to the Superintendent of Schools. If an investigation concludes that a student has engaged in bullying/ cyber bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying/cyber bullying behavior. Any such disciplinary action shall be taken in accordance with the applicable Wilton Lyndeborough School Board Policy and legal requirements.

*Reference School Board Policy JICK*

**Fighting**

Physical fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve disputes by talking the problem out or by seeking a disinterested third party (teacher, administrator, or counselor) to resolve the dispute.

*Reference School Board Policies JIC, JICD, JICDD, KFA*

**Possession of Weapons**

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America's Schools Act of 1994, "any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A 'weapon' means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any 'weapon' which will or is designed to or may readily be converted to expel a projectile by the action of an explosive' (Title 18), or any destructive device, including 'any explosive', incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

**Possession of Dangerous Objects/Other Weapons**

The possession of a dangerous object in the school building or on school property and school buses and including school functions is prohibited and will result in suspension, police intervention, and possible expulsion from school. Dangerous objects include but are not limited to knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section. All students are permitted to turn in "dangerous objects/other weapons" which may have been accidentally brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of "other weapons," and will result in serious consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer "it was only a toy."

*Reference School Board Policy JICI*

Level 1	Level II	Level III	Level IV	Level V
Classroom Behavior	Disruptive Behaviors	Rule Violations	Safety Violations	Gross Misconduct
Consequences at teacher discretion	Detention and/or Loss of Privilege	In-School Suspension (1-3 days)	Out-Of-School Suspension (1-10 day)	Out-of-School Suspension (10+ days)
<ul style="list-style-type: none"> <li>-Excessive talking</li> <li>-Work habits &amp; practices</li> <li>-Use of phones and other devices</li> <li>-Disruptive behaviors</li> </ul> <p>Teachers may assign teacher detentions for violations of classroom rules. Repeated classroom rule violations should be referred to administration.</p>	<p>Disruptive behaviors that include but are not limited to:</p> <ul style="list-style-type: none"> <li>-Skipping class</li> <li>-Tardies</li> <li>-Disrespect</li> <li>-Directed profanity</li> <li>-Insubordination</li> <li>-Classroom disruption</li> <li>-Skipped detention</li> <li>-Misuse of personal electronics/phones</li> <li>-Cheating/plagiarism</li> <li>-Being out-of-area</li> <li>-Bus behaviors</li> <li>-Dress code violations</li> </ul>	<p>Rule violations that include but are not limited to:</p> <ul style="list-style-type: none"> <li>-Excessive tardies (10+)</li> <li>-Failure to report to office when sent</li> <li>-Forgery</li> <li>-Leaving school grounds</li> <li>-Bullying</li> <li>-Racial Harassment</li> <li>-Sexual Harassment</li> <li>-Vandalism</li> <li>-Theft</li> <li>-Misuse of computers/networks</li> <li>-Misconduct</li> </ul>	<p>Safety violations that include but are not limited to:</p> <ul style="list-style-type: none"> <li>-Fighting</li> <li>-Assault</li> <li>-Possession, use, or being under the influence of alcohol or other drugs</li> <li>-Possession or use of drug paraphernalia, tobacco, vaping equipment, etc.</li> <li>-Threats</li> <li>-Abusive conduct or language</li> <li>-Possession or use of weapons or items to be used as such</li> <li>-Threatening behavior</li> <li>-Sexual Harassment</li> <li>-Racial Harassment</li> <li>-Unsafe driving on school property**</li> </ul>	<p>Behaviors that are deemed to be gross misconduct may be referred to the Superintendent of Schools for additional suspension and/or possible expulsion by the School Board</p>

## Progressive Discipline Plan

### Office Referral:

Administrators will determine consequences that may include an office after-school detention, in-school suspension, out-of-school suspension or other appropriate positive reinforcement. A meeting between the teacher-student (and possibly parent) may be required prior to the student returning to the classroom.

### **Teacher Detention**

The assigning teacher and student will utilize this time together to discuss the incident and create a plan so the incident is not repeated. Students will be provided 24-hour notice prior to serving the detention and be released by 3:30 pm. Teacher detentions are not included in a student's cumulative discipline record; however, missed teacher detentions and/or repeated misconducts will be referred for administrative discipline. Note: phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

### **Administrative Detention**

Disciplines involving administrative detentions are retained in the school discipline files. Detentions are held on Mondays, Wednesdays, and Thursdays. While serving administrative detention, students report to the main office at the end of the school day. Students should bring enough work or silent reading to occupy the designated detention period, either a half hour or a full hour. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up. Note: Phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

### **In-School Suspension (ISS)**

In-school suspension (ISS) is assigned for more serious or multiple discipline infractions. While serving an in-school suspension, students will report to the ISS room and work on assignments given to them by their classroom teacher. Use of phones and other electronic devices is not permitted. Students will have their lunch in the ISS room.

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

Students who commit severe violations of school safety are suspended from school and are not permitted on school grounds.

### **Suspension from School and Athletics/Participation in Co-Curricular Activities**

Participation in co-curricular activities is a privilege at WLC. Students who choose to participate are representing our school and are held to a high standard. Students who receive either ISS or OSS are also suspended from participating in athletic practices and games as well as participation in any co-curricular activities during or after school. This suspension will last from the date of suspension through its duration. Any student sent to the office for founded disciplinary reasons who is participating in a co-curricular activity may be excluded from participation on that day. This includes practice, games, competitions, or performances. Students who have continued disciplinary actions will be excluded from co-curricular activities.

### **Make-up work after an OSS**

Students receive full credit for work completed during an OSS. Students should coordinate missing work with individual teachers. **It is the student's responsibility to seek out the teacher's assistance and make up work.**

### **Suspension and Expulsion of Students (RSA 193:13)**

- The Superintendent is authorized to suspend students from school for gross misconduct

or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal such suspension to the local school board. Suspension to continue beyond 20 school days must be approved by the local school board.

- Any student may be expelled from school by the local school board for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, for an act of theft, destruction, or violence as defined in RSA 193D:1, or for possession of a pellet or BB gun or rifle. The student shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
- Any student who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. 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 local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
- Any student expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled student from providing educational services to such student in an alternative setting.
- A student expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in NH for the period of the expulsion.

*Reference School Board Policy JICC*

## DEFINITIONS OF CLUBS & ORGANIZATIONS

### **Baseball Teams**

Baseball is a varsity and Middle School spring sport that is offered to boys.

### **Basketball Teams**

Basketball is a varsity, junior varsity and Middle School winter sport that is offered to boys and girls.

### **Band & Chorus**

The music department offers students the opportunities to be part of band and/or chorus. Students perform for two (2) concerts (December and May) and sometimes for special school assemblies.

### **Dance Team**

The Dance Team seeks students through open auditions each fall. The students practice throughout the year and participate in several competitions. There is usually at least one performance at the school during the spring. Open to both high school and middle school.

### **Drama Club**

The Drama Club performs up to two shows a year and invites all students to audition for each show. Students not wishing to perform may sign up to work on the technical crew. Grades 6-12 are welcome!

### **Dungeons and Dragons Club**

A teacher-run middle and high school group for all ability levels.

### **GSA**

The GSA is a student-run club which provides a safe and supportive environment for LGBTQ youth and their allies.

### **High School Math Team**

Tryouts are held each fall. The team competes in 5 SMASH Math League competitions and the State Math Contest each year.

### **Middle School Math Team**

The Middle School Math Team consists of students who enjoy math. They meet on a regular basis to do challenging problems. In early February a qualifying test is given to the group and the best eight (8) students are chosen to represent WLC at the MathCounts Competition

at Keene State College.

### **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Association of Secondary School Principals (NASSP) officially established the NHS in 1921 and continues to regulate it today.

Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student at WLC. Membership in the society is indicative that the student is not only demonstrating and promoting qualities of scholarship, leadership, service and character, but is also exerting an effort to improve conditions in the school and community. Students are invited to apply for NHS based on a minimum GPA of 3.5 and selection is made by a faculty Advisory Board.

### **National Junior Honor Society**

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding young students.. More than just an honor roll, NJHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Association of Secondary School Principals (NASSP) officially established the NHS in 1929 and continues to regulate it today.

### **Peer Leaders**

Peer Leaders are a group of 7th and 8th grade students selected by school staff members. These students demonstrate strong leadership skills, are friendly and kind to their peers, and serve as role models for the entire WLC middle school community. Peer Leaders are responsible for programs such as Student of the Month, Red Ribbon Week, and Pennies for Patients. This organization participates in activities that will benefit the school as a whole.

### **Robotics**

Robotics is a program open to all students. There is a middle school team and a high school team. Teams build and program robots. The team competes with other schools in their ability to meet the specific challenges.

### **Ski Club**

The Ski Club (organized and run by an outside organization) participates in an after-school ski program for several weeks each winter. Information will be available for sign-ups during the fall months in the office. This club is recognized by WLC and students will be dismissed accordingly without penalty.

### **Soccer**

Soccer is a High School Varsity and Middle School fall sport that is offered to boys and girls.

### **Softball**

Softball is a High School Varsity and Middle School spring sport that is offered to girls.

### **Student Government**

All students are encouraged to participate in WLC's Student Government. The group meets regularly. Meeting times will be announced. There is both a middle school and a high school student government.

### **Student Leadership Team**

Open to middle school and high school students who wish to help increase student voice in decisions made at WLC and increase pride in our school.

### **Track Team**

Track is a spring varsity sport that is open to both boys and girls. Middle School students may participate via petition.

### **Tennis**

Tennis is a spring varsity sport that is open to both boys and girls. Middle School students may participate via petition.

### **Outdoor Club**

Outdoor club is an after-school organization that meets with their leader to go on hikes, visit local rivers, and more!

### **Horticulture/Environmental Club**

Horticulture club combines a passion for plants, the practice of horticulture, education, and environmental stewardship.

### **Art Club**

Students can participate in an art club weekly on various school community projects! Art club helps students in developing their creative skills. They use multiple forms of medium and have a great time learning new skills and techniques to produce wonderful artwork.

### **The WLC News Show**

Students can participate in the WLC News Show to learn broadcasting and journalism skills in order to promote and showcase various activities and events throughout the school. Students will also learn video editing and digital citizenship all while having a great time!

### **After School Homework Club**

WLC Teacher(s) will be available to assist students with homework three days per week for students who would like more time to complete their schoolwork in a group or individual setting.

### **Volleyball Club**

Volleyball club will be working on learning the fundamentals of volleyball. All are welcome!



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## STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Print Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

MARK BOXES WITH “X” SIGN (unmarked boxes will designate opt out) AND RETURN THIS FORM TO YOUR ADVISOR BY 9-1-2023

☐

I RECOGNIZE AS A MEMBER OF THE WLC SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE WLC STUDENT HANDBOOK.

☐

I GRANT WLC PERMISSION TO USE MY NAME AND/OR PICTURE AND/OR VIDEO RECORDING FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

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

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

☐

I RECOGNIZE AS A MEMBER OF THE WLC SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE WLC STUDENT HANDBOOK.

☐

I GRANT WLC PERMISSION TO USE MY STUDENT’S NAME AND/OR PICTURE AND/OR VIDEO RECORDING FOR SCHOOL PUBLICATIONS AND PRESS RELEASES.

☐

I INTEND TO ACCESS POWERSCHOOL TO TRACK MY STUDENT’S ACADEMIC PROGRESS.

☐

I HAVE INTERNET ACCESS & WOULD LIKE COMMUNICATIONS VIA EMAIL AT THIS ADDRESS:

Print Parent/Guardian: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_