

# Parent/Student Handbook 2022-2023

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

57 School Road Wilton, New Hampshire 03086

(603)732-9230

FAX (603) 654-2104

[www.sau63.org](http://www.sau63.org)



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

### 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 9-16-2022

☐ 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: \_\_\_\_\_

<b>WLC Student Learning Expectations</b>	<b>8</b>
<b>ADMINISTRATIVE DIRECTORY 2022-2023</b>	<b>11</b>
<b>ORGANIZATIONAL CHARTS</b>	<b>11</b>
<b>Who to Call</b>	<b>12</b>
CONTACT FLOW CHART	13
<b>WLC Staff Directory 2022-2023</b>	<b>14</b>
<b>Bell Schedules</b>	<b>16</b>
<b>Unified Arts Schedules for Middle School</b>	<b>19</b>
<b>Reporting Periods</b>	<b>19</b>
<b>School Counseling Department</b>	<b>20</b>
<b>Library/Media Center</b>	<b>20</b>
<b>Nurse/Health Office</b>	<b>21</b>
Nurse/Health Office Policies	21
Immunizations for School Entrance	21
Physical Examinations	21
Medication Policy	22
Illness at School	23
Food Allergies	23
Head Lice (Pediculosis)	23
Screenings – Hearing & Vision	23
<b>Graduation and Promotion Requirements</b>	<b>24</b>
<b>ATTENDANCE: Absences, Dismissals and Attendance Failures</b>	<b>25</b>
ATTENDANCE FAILURES	25
ABSENCE CATEGORIES	26
Unexcused Absences:	26
Excused Absences:	26
Who Does What in this Attendance Procedure?	27
Attendance at School	27
Tardy to School	28
Entering or Leaving the Building	28
No School Policy	28
Delayed Openings	29

<b>Code of Conduct</b>	<b>30</b>
OUR DISCIPLINE PHILOSOPHY	30
Teacher Detention	31
Administrative Detention	31
Restitution or School Service (property damage / destruction incidents)	31
In-School Suspension (ISS)	31
Out-of-School Suspension (OSS)	31
Suspension from School and Athletics/Participation in Co-Curricular Activities	31
Make-up work after an OSS	32
Suspension and Expulsion of Students (RSA 193:13)	32
Off Limit Areas	32
<b>Buses – Student Conduct</b>	<b>33</b>
General Rules	33
Student Conduct	33
<b>Safe Schools</b>	<b>34</b>
Smoking/Tobacco Use	34
Drug and Alcohol Use	34
Possession and/or Use of Drugs or Alcohol:	34
Selling, Transferring or Distributing Alcohol or Drugs:	35
Bullying and/or Cyberbullying	35
Reporting Bullying or Cyberbullying	35
Fighting	36
Possession of Weapons	36
Possession of Dangerous Objects/Other Weapons	36
<b>Procedures &amp; Regulations</b>	<b>38</b>
Accidents	38
After School Supervision	38
Computer Misuse	38
Electronic Device Policy (High School)	38
Electronic Device Policy (Middle School)	39
Bicycles/Skateboards	39
Emergency Drills (Evacuation/Lockdowns, etc.)	39
Dress Code	40
Mutual Respect, Civility, and Orderly Conduct	40
Guests at School Social Functions	41
Visitors	41
Lockers	41
Motor Vehicles	41
Academic Integrity	42

Textbooks, Chromebooks & Equipment	42
Video and Audio Surveillance on School Property	43
Administration's Discretion	43
<b>Activities and Organizations</b>	<b>43</b>
Eligibility Requirements for Co-Curricular Activities for Grades 6-12	43
Guidelines of Academic Probation	44
Co-Curricular & Activity Opportunities at WLC	44
Baseball Teams	44
Basketball Teams	44
Band & Chorus	44
Dance Team	45
Drama Club	45
Dungeons and Dragons Club	45
GSA	45
High School Math Team	45
Middle School Math Team	45
National Honor Society	45
National Junior Honor Society	46
Peer Leaders	46
Robotics	46
Ski Club	46
Soccer	46
Softball	46
Student of the Month	46
Student Government	46
Student Leadership Team	47
Track Team	47
Tennis	47
Warrior Watch Program	48
<b>Parental Involvement Opportunities</b>	<b>48</b>
The WLC PTO	48
Volunteers	48
<b>FOOD SERVICES</b>	<b>48</b>
<b>School Health &amp; Wellness Policy</b>	<b>51</b>
<b>Acceptable Use Policy for use of Computers, Computer Network and Internet Access(AUP)</b>	<b>52</b>
Statement of Purpose and Intent	52
Acceptable Uses of the Computer Network or the Internet	53
Unacceptable Uses of the Computer Network or the Internet	53

Internet Safety	55
Privacy Policy	55
Storage Capacity	55
Penalties for Improper Use	56
Disclaimer	56
<b>Special Education Department</b>	<b>56</b>
PROCEDURES IMPLEMENTING NON-DISCRIMINATION ON THE BASIS OF DISABILITY POLICY	57
Coordinator	57
Content of Notice of Non-Discrimination Policy	57
SUMMARY OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973	57
<b>Safe Schools Board Policies</b>	<b>59</b>
JICH - Drug and Alcohol Use by Students	59
JICD - Student Conduct, Discipline and Due Process - Safe School Zone	60
JICDD - STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS	61
JICIB - Bullying and Cyberbullying - Pupil Safety and Violence Prevention	62
<b>Safe School Reporting</b>	<b>71</b>

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 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 Student Learning Expectations

A WLC Student is academically knowledgeable and demonstrates the following:

	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		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 fact 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>Demonstrate great flexibility and willingness to compromise with a strong focus on the 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 willingness to compromise in order to achieve a common goal</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 or feelings of others</p> <p>Is somewhat flexible and willing to compromise in order to achieve a common goal</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 less than a respectful manner or not considering the ideas and feelings of others</p> <p>Is rarely flexible and willing to compromise in order to achieve a common goal</p>



	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
<b>A Creative Problem Solver</b>	<p>Think, create, and solve problems in highly innovative ways</p> <p>Recognize social and cultural differences to create new ideas and increase both innovation and quality of work</p> <p>Consider a wide variety of ideas, strategies, and solutions</p> <p>Incorporate a wide range of high quality sources</p> <p>Apply highly effective and/or cutting edge technology</p> <p>Apply inferences and data interpretations to solutions</p>	<p>Solve problems, sometimes in innovative ways</p> <p>Demonstrates creativity/unique approaches</p> <p>Frequently considers a variety of ideas, strategies, solutions, and contexts (subject areas or environment)</p> <p>Incorporate many different resources</p> <p>Apply appropriate technology</p> <p>Make inferences and interpret data</p>	<p>Uses more typical ways of thinking, creating, and solving problems</p> <p>Considers a narrow range of ideas, strategies, and solutions</p> <p>Incorporates limited resources</p> <p>Attempts to apply appropriate technology</p> <p>Inferencing and data interpretation are limited</p>	<p>Thoughts and solutions are basic recall of previous learning</p> <p>Considers few, if any, ideas, strategies, or solutions</p> <p>Incorporates few, if any, resources</p> <p>Applies little technology</p> <p>Struggles with making inferences and interpreting data</p>
<b>A Self-Directed Learner</b>	<p>Persevere to completion of complex, challenging tasks</p> <p>Demonstrate a highly positive attitude</p> <p>Take a high level of responsibility and self-motivation for own learning, self-assessment, and personal development</p> <p>Engage mentors and stakeholders to gain support for ideas or projects</p> <p>Demonstrate a high level of curiosity and self-inquiry, sometimes outside a prescribed learning context</p> <p>Model personal accountability and high quality work habits</p>	<p>Persevere with complex, challenging tasks</p> <p>Demonstrate a “can do” attitude</p> <p>Take an active role/initiative in learning and personal development, including goal setting and self-assessment</p> <p>Work independently</p> <p>Seek out other, including stakeholders, to learn from or gain support</p> <p>Initiate inquiry often</p> <p>Take personal accountability and demonstrate effective work habits (punctuality, managing time, including deadlines and work load)</p>	<p>Shows limited perseverance in completing complex, challenging tasks</p> <p>Sometimes has a positive attitude</p> <p>May rely on others for initiating learning and development</p> <p>Works independently some of the time</p> <p>Occasionally engages others in own learning or projects</p> <p>Relies on others to initiate and prescribe inquiry opportunities</p>	<p>Gives up easily when facing complex and/or challenging tasks</p> <p>Infrequently demonstrates a positive attitude</p> <p>Takes a limited role in own learning and personal development; needs external motivation</p> <p>Resists or struggles with independent work</p> <p>Ideas or projects are pursued with little or no input from others</p> <p>resists efforts by others to prescribe inquiry opportunities</p>

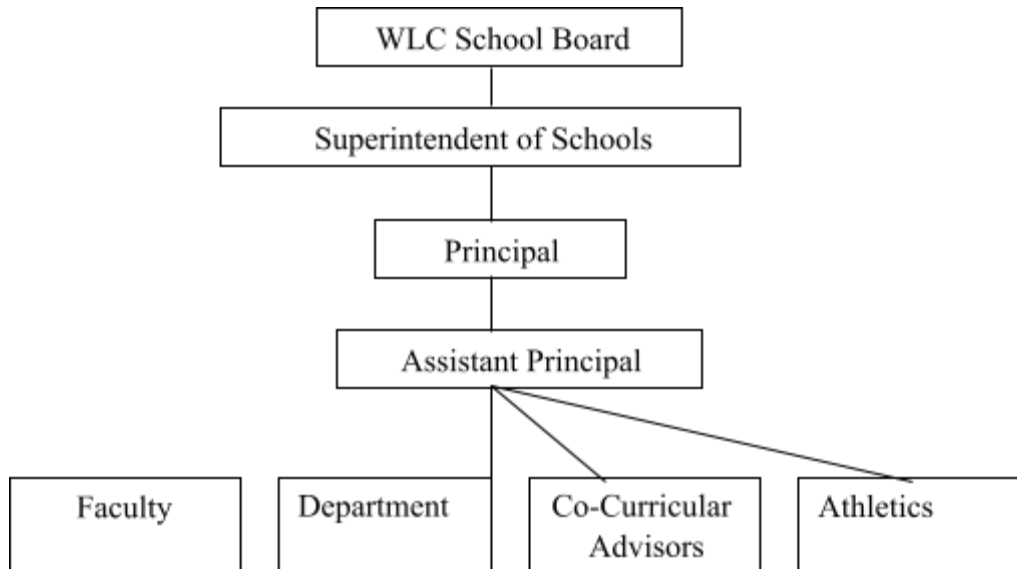
	4- Distinguished	3- Proficient	2- Progressing	1- Emerging
	Student does...		Student...	
<b>A Responsible Citizen</b>	<p>Act in a highly responsible manner with respect for others</p> <p>Demonstrate leadership as a contributing member of the larger community</p> <p>Initiate school activities that demonstrate school and community pride</p> <p>Recognize ethical behavior in others while demonstrating integrity in their influence</p> <p>Make decisions with the best interest of others in mind</p> <p>Respect cultural difference 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>Accept responsibility and understand the impact of personal actions</p> <p>Demonstrate an awareness of individual rights and responsibilities as contributing members of the larger community</p> <p>Exhibit school pride through support of school activities and involvement in community life</p> <p>Model ethical and lawful behavior as responsible and accountable citizens; do what's "right"</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>Exhibits limited responsibility for the impact personal actions have on the community</p> <p>Needs reminders about the rights of others</p> <p>Participates in limited school activities</p> <p>Acts in an appropriate manner most of the time to do what is right</p> <p>Needs reminders to consider how others think and feel</p> <p>Social awareness and 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>Infrequently accepts responsibility for personal actions</p> <p>Frequently trespasses on the rights of others</p> <p>Little to no participation in the school community</p> <p>Frequently speaks negatively about our school</p> <p>Disrespectful of school property</p> <p>Lacks consideration for others</p> <p>Lacks awareness of the impact on others</p> <p>Is not community-minded</p> <p>Limited interest in the arts</p>

## ADMINISTRATIVE DIRECTORY 2022-2023

Mr. Jim Kofalt.....	Chair, School Board
Ms. Brianne Lavallee.....	Vice Chair, School Board
Mr. Dennis Golding.....	School Board
Mr. Matt Mannarino.....	School Board
Ms Tiffany Cloutier-Cabral.....	School Board
Mr. Alexander LoVerme.....	School Board
Mr. Jonathan Vanderhoof.....	School Board
Mr. Charlie Post.....	School Board
Mr. Peter Weaver.....	Superintendent
Dr. Sarah L. Edmunds.....	Principal
Mrs. Kathryn Gosselin.....	Assistant Principal

## ORGANIZATIONAL CHARTS

Who Reports to Whom



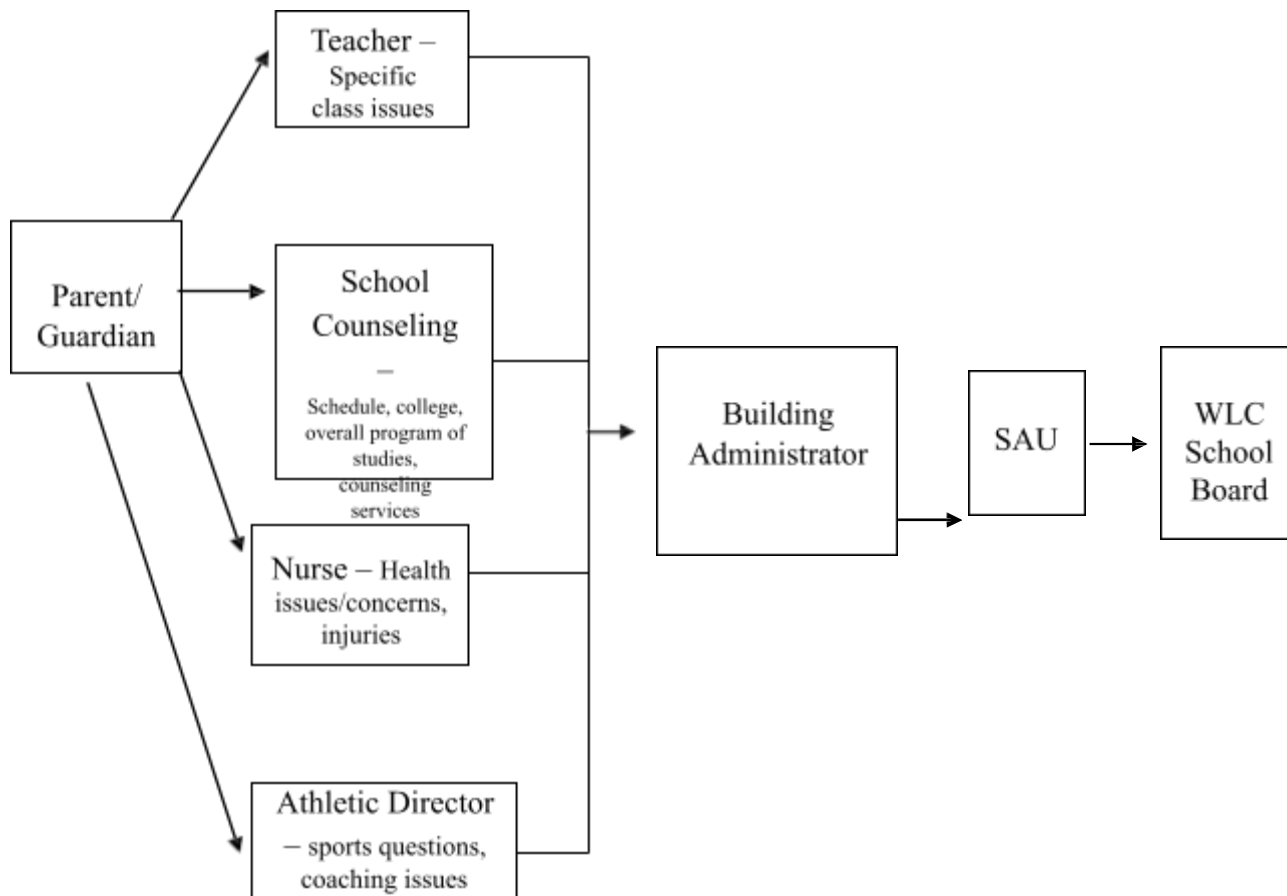
## Who to Call

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.

<b>If you have questions about ...</b>	<b>Contact:</b>
Classroom activities Classroom behavior Classroom standards & expectations Curriculum Homework Assignments Student’s academic performance	Classroom Teacher or Special Education Teacher (603)732-9230
Administrative decisions Attendance policy Building usage Bus conduct Harassment or student conflicts Implementation of school policies Potentially illegal or dangerous activities	Building Administrator (603)732-9230 Principal x 2301 Assistant Principal x2302
Busing (schedule routes) School Board agenda/minutes School Board meeting times	Superintendent’s Office (603) 732-9227
Budget issues School policies	WLC School Board – Phone # available upon request
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 Director of Counseling x 2118 6-8 School Counselor x2115
Athletic policies Game schedules/locations	Athletic Director (AD) (603)732-9230
Health screening (eye, ear, scoliosis) Medical policies Sports physicals Use of medications in school vaccination requirements	Nurse’s Office (603)732-9230 x2126
Reduced/free lunch eligibility	Food Service Director (603)732-9230 x2159

## 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?

## WLC Staff Directory 2022-2023

(to contact by phone call 603-732-9230)

<b>Department</b>	<b>Name</b>	<b>E-mail</b>
Principal	Edmunds, Sarah	<a href="mailto:s.edmunds@sau63.org">s.edmunds@sau63.org</a>
Assistant Principal	Gosselin, Kathryn	<a href="mailto:k.gosselin@sau63.org">k.gosselin@sau63.org</a>
Art	Hall, Emily	<a href="mailto:e.hall@sau63.org">e.hall@sau63.org</a>
Computer Science	Tyler, Andrew	<a href="mailto:a.tyler@sau63.org">a.tyler@sau63.org</a>
Cafeteria/Kitchen	Mercier, Eric	<a href="mailto:e.mercier@sau63.org">e.mercier@sau63.org</a>
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>
	Bartoldus, Alice	<a href="mailto:a.bartoldus@sau63.org">a.bartoldus@sau63.org</a>
	Coffey, Sharon	<a href="mailto:s.coffey@sau63.org">s.coffey@sau63.org</a>
Tech Ed	Manning, Danyele	<a href="mailto:d.manning@sau63.org">d.manning@sau63.org</a>
Math	Cantu, Jesus	<a href="mailto:j.cantu@sau63.org">j.cantu@sau63.org</a>
	Trovitch, Hannah	<a href="mailto:h.trovitch@sau63.org">h.trovitch@sau63.org</a>
	Comerford, Bill	<a href="mailto:b.comerford@sau63.org">b.comerford@sau63.org</a>
	Blondin, Allison	<a href="mailto:a.blondin@sau63.org">a.blondin@sau63.org</a>
	Wentworth, Jessica	<a href="mailto:j.wentworth@sau63.org">j.wentworth@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>
Nurse	Bertoncini, Cathleen	<a href="mailto:c.bertoncini@sau63.org">c.bertoncini@sau63.org</a>
Office	Draper, Linda	<a href="mailto:l.draper@sau63.org">l.draper@sau63.org</a>
	Carter, Cheryl	<a href="mailto:c.carter@sau63.org">c.carter@sau63.org</a>
Physical Education/ Health	Flannagan, Paul	<a href="mailto:p.flanagan@sau63.org">p.flanagan@sau63.org</a>
	Garnham, Ken	<a href="mailto:k.garnham@sau63.org">k.garnham@sau63.org</a>
Science	Blais, Catherine	<a href="mailto:c.blais@sau63.org">c.blais@sau63.org</a>
	Erickson, Stephanie	<a href="mailto:s.erickson@sau63.org">s.erickson@sau63.org</a>
	Kostenblatt, Laura	<a href="mailto:l.kostenblatt@sau63.org">l.kostenblatt@sau63.org</a>
	Naso, Mike	<a href="mailto:m.nasso@sau63.org">m.nasso@sau63.org</a>
	Zekser, Greg	<a href="mailto:g.zekser@sau63.org">g.zekser@sau63.org</a>
Social Studies	Rosana, Erin	<a href="mailto:e.lhotsky@sau63.org">e.lhotsky@sau63.org</a>
	Norton, Melissa	<a href="mailto:m.norton@sau63.org">m.norton@sau63.org</a>
	Provost, Zachary	<a href="mailto:z.provost@sau63.org">z.provost@sau63.org</a>
	Wiley, Ben	<a href="mailto:b.wiley@sau63.org">b.wiley@sau63.org</a>

<b>Department</b>	<b>Name</b>	<b>E-mail</b>
Special Education	Finigan, Amanda	<a href="mailto:a.finigan@sau63.org">a.finigan@sau63.org</a>
	Morrow, Katie	<a href="mailto:k.morrow@sau63.org">k.morrow@sau63.org</a>
	Brewster, Kira	<a href="mailto:k.brewster@sau63.org">k.brewster@sau63.org</a>
Athletic Director	Pelletier, Dennis	<a href="mailto:d.pelletier@sau63.org">d.pelletier@sau63.org</a>
Technology Director	Buroker, Nick	<a href="mailto:n.buroker@sau63.org">n.buroker@sau63.org</a>
English/ World Languages	Bujak, Laura	<a href="mailto:l.bujak@sau63.org">l.bujak@sau63.org</a>
	Traffie, Amalia	<a href="mailto:a.traffie@sau63.org">a.traffie@sau63.org</a>
	Smith, Taylor	<a href="mailto:t.smith@sau63.org">t.smith@sau63.org</a>
	Morshed, Katy	<a href="mailto:k.morshed@sau63.org">k.morshed@sau63.org</a>
	Hegner, Georgia	<a href="mailto:g.hegner@sau63.org">g.hegner@sau63.org</a>
	Bowman, Alison	<a href="mailto:a.bowman@sau63.org">a.bowman@sau63.org</a>

Parents are encouraged to access student information through PowerSchool – student attendance, grades, schedules and teacher contact information is available. [Powerschool](#) – please contact Cheryl Carter if you need access assistance.

## **Bell Schedules**

### **HIGH SCHOOL SCHEDULES**

#### **High School Schedule Mondays, Tuesdays, Fridays**

<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Duration</u></b>
1	7:55-8:40	45 minutes
2	8:42-9:27	45 minutes
3	9:29-10:14	45 minutes (math)
adv	10:16-10:41	25 minutes
4	10:44-11:30	45 minutes
5	11:32-12:23	51 minutes
HS Lunch	12:25-12:50	25 minutes
6	12:53-1:38	45 minutes
7	1:40-2:25	45 minutes

#### **Middle School Schedule Mondays, Tuesdays, Fridays**

<b><u>Period</u></b>	<b><u>Times</u></b>	<b><u>Duration</u></b>
1	7:55-8:40	45 minutes
2	8:42-9:27	45 minutes
3	9:29-10:14	45 minutes (math)
adv	10:16-10:41	25 minutes
4	10:44-11:30	45 minutes
MS Lunch	11:32-11:57	25 minutes
5	12:00-12:50	50 minutes
6	12:53-1:38	45 minutes
7	1:40-2:25	45 minutes



**High School Schedule Wednesdays and Thursdays (Long Blocks)**

<u>Period</u>	<u>Times</u>	<u>Duration</u>
1	7:55-8:40	45 minutes
2/3	8:42-10:14	90 minutes
adv	10:16-10:59	43 minutes
4/ 5	11:01-12:27	86 minutes
HS Lunch	12:27-12:52	25 minutes
6/7	12:55-2:25	90 minutes

**Middle School Schedule Wednesdays and Thursdays (Long Blocks)**

<u>Period</u>	<u>Times</u>	<u>Duration</u>
1	7:55-8:40	45 minutes
2/3	8:42-10:14	90 minutes
adv	10:16-10:59	43 minutes
MS Lunch	11:01-11:26	25 minutes
4/5	11:28-12:52	90 minutes
6/7	12:55-2:25	90 minutes

**Delayed Openings and Early Release Schedules****High School Delayed Opening (will alternate between W/Th periods)**

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
1	9:55	10:25	30
2/3	10:28	11:38	70 (MS Math is period 3)
4/5	11:40	12:50	70
Lunch	12:50	1:15	25
6/7	1:18	2:25	67

**Middle School Delayed Opening (will alternate between W/Th periods)**

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
1	9:55	10:25	30
2/3	10:28	11:38	70 (MS Math is period 3)
Lunch	11:38	12:03	25
4/5	12:05	1:15	70
6/7	1:18	2:25	67

**High School Early Release Schedule**

<u>Period</u>	<u>Times</u>	<u>Duration</u>
1	7:55-8:20	25
2/ 3 (math)	8:22-9:07	45
Advisory	9:10-9:30	20
4/5	9:32-10:17	45
HS Lunch	10:20- 10:45	25
6/7	10:45-11:30	45

**Middle School Early Release Schedule**

<u>Period</u>	<u>Times</u>	<u>Duration</u>
1	7:55-8:20	25
2/ 3(math)	8:22-9:07	45
Advisory	9:10-9:30	20
MS Lunch	9:32-9:57	25
4/5	10:00-10:43	43
6/7	10:45-11:30	45

## Unified Arts Schedules for Middle School

<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>
Art PE Study Skills Library Music Computers	Library Music Tech Ed Spanish Health FACs	Computers FACs Career Exploration PE Art Tech Ed

### Reporting Periods

2022-2023 School Year

<b>Date</b>	<b>What is being captured?</b>
Sept 23, 2022	Middle School Snapshot High School Snapshot
November 11, 2022	Middle School Trimester 1 Report Card High School Snapshot
December 16, 2022	Middle School Snapshot High School Snapshot
January 20, 2023	Middle School Snapshot High School Semester 1 Report Card
February 10, 2023	Middle School Snapshot High School Snapshot
March 10, 2023	Middle School Trimester 2 Report Card High School Snapshot
April 13, 2023	Middle School Snapshot High School Snapshot
May 19, 2023	Middle School Snapshot High School Snapshot
June 14, 2023	Middle School Trimester 3 Report Card High School Semester 2 Report Card

[illegible]

6<sup>th</sup>-8<sup>th</sup> Grade Counselor (Extension 2115)

Counselors work closely with students, as well as parents and staff. 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.

Library/Media Center

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.

## Nurse/Health Office



(Extension 2126)

Hours: 7:40 AM to 3:00 PM

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.

## Nurse/Health Office Policies

### ***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 for religious reasons at the discretion of the school nurse upon receipt of a notarized letter, signed by the parent or legal guardian, which states that the student hasn't been immunized because of religious beliefs.

### ***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. 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.

### ***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 container, 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.
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 will not be encouraged for use by students. 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 will 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 attached 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. 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 wanted 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.

### ***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 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.

### ***Food Allergies***

Wilton Lyndeborough Middle / High School is a food allergy aware school. (see School Board Policy JAA).

### ***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.

### ***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.

## Graduation and Promotion Requirements

### 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](#)



## **ATTENDANCE: Absences, Dismissals and Attendance Failures**

New Hampshire State law requires the parents of each school age child (ages 6 through 18) to assure that the child attends school full time. Absences without justification may constitute truancy. In addition, pursuant to WLC School Board Policy, a student who misses any class 7 or more times in a single quarter or equivalent time frame, can receive an Attendance “F” or Failure for that class. See “Attendance Failures” section below.

Some types of absences may be considered “excused” and may not count toward the maximum of 6-day absence attendance failure. Some examples of excused absences include: Medical reasons, court appearances, school field trips or other activities, religious holidays, and college visits. (A full list is below.)

Other types of “absences”, including some tardies and dismissals, are presumed to be “unexcused”. (A full list is below). A student who is marked as having one or more unexcused absences on any given day will be barred from participating in any extra/co-curricular activities (sports, clubs, concerts, etc.), or other school functions (dances, etc.) that day, or that evening. If the unexcused absence occurs on a Friday or other last day of school that week, the student will be barred for any such activities occurring over the weekend or vacation period. Additionally, at the discretion of the classroom teacher, the student might receive credit for any makeup work from the missed class. ALL absences are deemed unexcused unless and until the School receives proper verification (as determined by the Principal).

### **ATTENDANCE FAILURES**

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 6. Note: some tardies and some dismissals may also count toward the maximum. (See below.) An attendance failure shall have a letter grade of “F”, and a numerical grade of 64% or the actual grade, whichever is lower. Administrative attendance failures will be designated as such on report cards/transcripts. High school students may earn credit for courses if they demonstrate passing the competencies for these courses.

#### **NOTICE.**

Although each student has the primary responsibility of being aware of the number of his or her classroom absences, in most instances the parent/student will receive notice from the school before the 7<sup>th</sup> absence. However, if the 7<sup>th</sup> absence occurs within 5 days before the end of the quarter or equivalent time frame, the parent/student will most likely not receive timely notice.

#### **APPEALS.**

Detailed rules/procedures relating to attendance appeals may be obtained from the Principal’s office. Generally, however, a student/parent may appeal:

- (a) a determination that a specific absence/tardy, etc. was unexcused;
- (b) a determination that an absence occurred at all;
- (c) whether extreme circumstances exist which make strict application of the Attendance Rules and Policy inappropriate with respect to one or more absences or an Attendance Failure.

A student/parent wishing to appeal an attendance determination or failure should contact the Principal's office for specific procedures relating to appeals as soon as possible after learning of the attendance determination or attendance failure. Such appeals, however, must be received by the office no later than 14 days after the report card for the quarter or equivalent time frame is issued.

## **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 truanancies 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 truanancies.
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 minutes prior to the end of class. (excluding school activities)

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.

### ***Excused Absences:***

Excused absences do not count toward the maximum of 6 absences for attendance failures. 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)  
 Field Trip (FT)  
 Court Appearance (CT)  
 Sports Dismissal (SPT)  
 College Visit (CV)  
 Late Bus (B)

In-school Suspension (ISS)  
 Out-of-school Suspension (OSS)  
 Religious Holiday (R)  
 Tardy Present (TP)  
 Dismissal Present (DP)  
 Dismissal Excused (DE)

\*Letter designations indicate code entries in attendance records.

### 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 for (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 if necessary within the 2-week time frame.			Generate regular attendance reports.

### *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). 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*

### ***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 six unexcused tardies per trimester. Students exceeding six tardies during the quarter will be assigned an office detention for each unexcused tardy for the remainder of the trimester. 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.**

### ***Entering or Leaving the Building***

- To ensure the safety of our students, all students except those arriving by bus will enter the school through the Main Lobby entrance.
- The school is open each day at 7:30 AM.
- High School students arriving prior to 7:45 must remain in the gym. Only those high school students who buy breakfast may be in the cafeteria.
- All students who enter the school after 7:55 AM will enter through the main lobby of the building. All other doors will be locked from the outside at 7:55 AM.
- 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 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 provide documentation / note upon their return.

### ***No School Policy***

The policy for NO SCHOOL 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

WMUR-TV - Manchester Channel 9

WZLW – Manchester 95.7FM

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

### ***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.

## **Code of Conduct**

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.

### **OUR DISCIPLINE PHILOSOPHY**

At WLC we strive to create a strong community that focuses on building and repairing relationships. Classroom management, student motivation, and positive reinforcement generate an atmosphere where rules are viewed as guidelines for student success.

#### **School-Wide Expectations**

WLC Students are expected to:

- Show courtesy and respect to others and their property. Use appropriate language, behavior, and dress.
- Be a present and contributing member of the school community.
- Act in a responsible and appropriate manner at all times when on school grounds, in the building, on field trips or at sporting events.

#### **Classroom rules:**

Teachers will determine consequences that may include a teacher after-school detention (with a 24-hour notice).

#### **Office Referral:**

Administration 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.

**Because of the variety and severity of offenses that may occur, the administration reserves the right to adjust the consequences when necessary after conferring with the referring teacher and referred student.**

### **Teacher Detention**

Teachers can assign detention to be served before or after school at their discretion for minor classroom offenses such as tardiness, missing homework, lack of preparedness for class, or talking out of turn. 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. When serving a teacher detention, students must report to the teacher's classroom at the end of the school day. Depending on the teacher and the conditions of that day's attendance, the student may be completing missed assignments or other academic tasks as assigned. When students leave their assigned detention area, they are to report to the front entrance and remain there until they are picked up.

### **Administrative Detention**

Disciplines involving administrative detentions are retained in the school discipline files. Detentions are held on Mondays and Wednesdays. 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.**

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

### **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 will 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.

### **Off Limit Areas**

Students are not allowed in the hallways, bathrooms, or outdoors during class or study hall periods unless issued a pass or given permission from a staff member. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as are the gymnasium, tech ed room, and stage area without supervision. Students in any unauthorized area will face disciplinary action. Students are required to report to assigned classes or study halls on time. Students requesting permission to leave a study hall must present a pass from the staff member they wish to see to the study hall 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.

### **Buses – Student Conduct**

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from parents and students is requested as we attempt to keep the buses safe for all concerned.

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).

#### **I. General Rules**

- A. 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.
- B. 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.

#### **II. Student Conduct**

- A. Students will stay on the curb or off pavement at the side of the road until bus stops, door is open and lights are flashing.
- B. Students will board buses in single file and fill seats as assigned by the driver.
- C. Students will stay in their seats at all times, with feet on the floor; they will not change seats without permission of the driver.
- D. Students will not lower windows without permission of the driver. Hands and heads must never be extended from open windows.
- E. No smoking at all on any bus, including charter trips.
- F. No profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will be tolerated.
- G. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exemption will be made only with a note from the principal.)
- H. Students may ride only the bus to which they are assigned. (Exemption will be made only with a note from a principal).

- I. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus

*Reference School Board Policy JICC*

## **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.

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

*Reference School Board Policy JICG*

### **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: Five days out-of-school suspension

- 2nd Offense: Ten 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 JICIB*

### **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 I	Level II	Level III	Level IV	Level V
Classroom Behavior	Disruptive Behavior	Rule Violations	Safety Violations	Gross Misconduct
Consequences at teacher discretion	Detention (1/2 -1 hour per disruption)	In-School Suspension  (1-3 days)	Out of School Suspension  (1-10 days)	Out of School Suspension  (10+ days)
<p>Teachers establish rules and procedures that support a safe, respectful environment conducive to learning. They may create and consistently apply consequences around behaviors that include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>-Excessive Talking</li> <li>-Work habits and practices</li> <li>-Use of phones and other devices</li> <li>-Disruptive behaviors</li> </ul> <p>Teachers may assign teacher detention 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 detentions</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 <u>or</u> being under the influence of alcohol, or other drugs. (specific consequences outlined previously)</li> <li>-Use or possession of drug paraphernalia, tobacco, vaping equipment, etc. (specific consequences outlined previously)</li> <li>-Threats</li> <li>-Abusive conduct or language</li> <li>-Use or possession 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> <li>-Gross Misconduct</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>

**\*\*Unsafe driving on school property also will result in suspension or revocation of parking privileges.**

## **Procedures & Regulations**

### **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*

### **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.

### **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.

*Reference School Board Policy JICL*

### **Electronic Device Policy (High School)**

- 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 class.
- Phones and other electronic devices are allowed in classrooms for educational purposes only with teacher permission with the exception of 9th grade students. 9th grade students are not permitted to use cellphones in class for any reason.
- Phones and other electronic devices are permitted in the cafeteria, guidance, nurse's office, and the front office for all high school students.
- Phones are not to be used to contact students in classes.
- Phones should not be used to call or text a parent with the exception of scheduled lunch or cafeteria study time. Emergency situations should be handled in the main office, school counseling, or the nurse's office.
- Devices are not to be used to take photos or videos of students or staff without their permission.
- Only hands-free cell phone use is allowed while driving in the school parking lot.

- Students are responsible for the security of their electronic devices.

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

#### **Electronic Device Policy (Middle School)**

Electronic devices including cell phones, iPods, MP3 players, smart watches, and tablets are not permitted in the middle school during the school day. Students may keep their personal devices in their lockers. They must be off or in silent mode. Teachers may use their discretion as to their use for educational purposes.

#### **Bicycles/Skateboards**

Bicycle and Skateboard riding are prohibited on school property. Bicycles 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.

#### **Emergency Drills (Evacuation/Lockdowns, etc.)**

During the course of the school year, the administration will conduct emergency drills to ensure students are familiar with emergency procedures. Uncooperative students will be subject to disciplinary action.

**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 of the administration, students may be sent to Florence Rideout Elementary School. Upon the approval of the authorities (police and fire departments) it is safe to return to the building, classes will resume.

Students will remain with their teachers, who will keep them together at all times. No students are to get into a vehicle at any time.

*Reference School Policy JLI*

#### **E-Hall Pass**

During the course of the school day and school year, students are expected to utilize E-Pass in order to leave the classroom for any period of time (ie; bathroom, locker, etc). Students will be given four passes per day as needed. Passes that are not utilized in one day do not carry over to the next. Upon special considerations with administration, students may be given more passes. Students will be expected to have their chromebook with them daily to utilize the pass system. In a case when a student does not have their chromebook, their teacher may access their pass portal for them.

**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 covering the stomach, torso, genitals, and buttocks 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*

**Mutual Respect, Civility, and Orderly Conduct**

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.

*Reference School Board Policy KFA, KFAA*



### **Guests at School Social Functions**

School social functions are extensions of the school day, and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Only WLC students and their guests will be allowed entrance to a dance. WLC 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.
- To sign up a guest, a student must register him/her in the main office no later than noon on the Friday of the week of the dance. 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.
- Middle school students are not allowed to bring guests.

### **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. Normally, 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.

*Reference School Board Policy KI*

### **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.

### **Motor Vehicles**

All students must register their automobiles or motorcycles with the office annually. 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 parking area. 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.

### **Academic Integrity**

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

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 work 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.

### **Textbooks, 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. All textbooks are to be covered at all times. 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 or report cards will not be released until all accounts are settled.

### **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.

*Reference School Board Policy EEAA*

### **Administration's Discretion**

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

## **Activities and Organizations**

WLC has an ongoing concern for the total student. 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.

### **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.

#### **Eligibility Requirements for Co-Curricular Activities for Grades 6-12**

- 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 middle school student who fails 1 or 2 units of work during the previous marking period, or any High School Student during the “start of the season snapshots,” will be placed on academic probation for a 10 day period and required to sign an Academic Probation Student Contract.
  - 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 has to obtain passing grades in all units of work.
  - b) If at the end of the probation period the student is unable to maintain passing grades the student will be deemed ineligible to participate for the remainder of that activity.
  - c) If 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.
  - d) Students failing more than 2 units of work will not qualify for probation and therefore be ruled ineligible for participation.
2. Students failing 1 or 2 units of work at the end of the school year will have the probation period start at the beginning of the next school year.
  - a) The grades will be checked at the end of the first 10 days of school; if grades have not been posted, this will be handled on a case-by-case basis with the assistance of administration.
  - b) Academic probation will begin on the first day of school. Participants will be allowed to start at the beginning of the fall season, prior to the beginning of school.
3. Academic Probation will be limited to once per school year.
4. Grades will be monitored by the Guidance Department, the Athletic Director, and/or the Activity’s Advisor.

*Reference School Board Policy JJIC*

### **Co-Curricular & Activity Opportunities at WLC**

(active programs are determined annually and are dependent on student interest)

#### **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 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.

### **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 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.

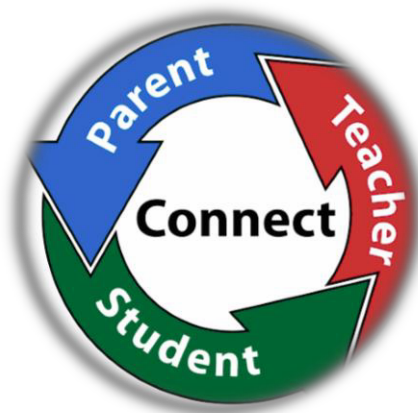
### **Volleyball Club**

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

### **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

## **Parental Involvement Opportunities**



### **The WLC PTO**

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!

### **Volunteers**

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

## **FOOD SERVICES**



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, audiotape, 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>

## **School Health & Wellness Policy**



The Wilton-Lyndeborough Cooperative School District is committed to promoting wellness and academic performance in schools through curriculum, activities, and life skills. Wellness is a result of both health promotion and disease prevention which includes intellectual health (knowledge), physical health, and social-emotional health. Modeling by adults coupled with peer reinforcement can help shape healthy habits in school children. A cooperative integrated effort between administrators, food service professionals, school nurses, physical and health educators, teachers, parents, and students is necessary. Click here for WLC's complete [Health and Wellness Policy](#).

## Guidelines for School Wellness Implementation

1. Foods Available at School (outside the school nutrition program to include the following)
  - Vending machines
  - Beverage contracts
  - Fundraisers
  - Student stores
  - School parties/celebrations
  - Classroom projects
- 1.1. Healthy snacks will be encouraged and modeled by all classroom teachers at classroom events during school hours. Classroom teachers shall limit the number of non-healthy snacks permitted during classroom events.
- 1.2. Classroom teachers will encourage students to consume foods only during designated times and in designated locations.
- 1.3. The Guidelines for Food and Beverage as developed by the California Center for Public Advocacy will be used as the guideline for defining healthy food choices.
- 1.4. A letter will go home to parents at the beginning of each school year for students in grades K-12 encouraging them to support healthy food choices for parties at school and delineate individual classroom practices when appropriate.

## Acceptable Use Policy for use of Computers, Computer Network and Internet Access(AUP)



### I. Statement of Purpose and Intent

The Wilton-Lyndeborough Cooperative School District (“School District”) is providing access for its students and employees to computers, computer networks, and the internet (the “Computer Systems and Network” when referred to collectively). This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

The School District has adopted this “Acceptable Use Policy” to set guidelines for accessing Computer Systems and Network service provided by the School District.

Every year, students and employees who want access to the Computer Systems and Network will need to sign and return an Acceptable Use Policy Agreement (“AUP Agreement”) to the School District for that year. Students who are under 18 must also have their parents or

guardians sign the Acceptable Use Policy Agreement. In addition, students must also follow any school procedures developed at the school site.

By signing an AUP Agreement, the student, employee and parent or guardian agree to follow the rules set forth in this Acceptable Use Policy and to report any misuse of the computer systems and network (or any component thereof) to a teacher or supervisor.

Parties agreeing to this Acceptable Use Policy also understand the School District may, in its sole discretion, revise the Acceptable Use Policy at any time as it deems necessary.

Once a student or employee has returned the signed AUP Agreement, the District will assign an access "Account" to the student or employee.

The Account may only be used during the time the user is a student or employee of the School District. Anyone who receives an Account is responsible for making sure it is used properly.

## **II. Acceptable Uses of the Computer Network or the Internet**

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time or is minimal and is otherwise in compliance with the terms of this Acceptable Use Policy.

If a user is uncertain about whether a particular use of the Computer Systems and Network is appropriate, he or she should consult or contact the Technology Coordinator.

## **III. Unacceptable Uses of the Computer Network or the Internet**

The following uses of the Account provided by the School District are unacceptable:

- A. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
  - 1. Selling or purchasing any illegal substance;
  - 2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
  - 3. Transmitting or downloading confidential information or copyrighted material
- B. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the School Board or its designate(s) or any other related authority.
- C. Uses that involve obtaining and or using anonymous emails.
- D. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  - 1. Deleting, copying, modifying, or forging other user's emails, files, or data;
  - 2. Damaging the Computer Systems and Network, any part thereof, or any files or data stored within the Computer Systems and Network;
  - 3. Using profane, abusive, or impolite language in transmittals;
  - 4. Disguising one's identity, impersonating other users, or sending anonymous

- e-mail messages;
- 5. Threatening, harassing, or making defamatory or false statements about others;
- 6. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- 7. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting the performance of any part of the Computer Systems and Network;
- 8. Accessing, transmitting, or downloading large files, including “chain letters” or any type of “pyramid schemes.”
- E. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  - 1. Using other users’ Account password or identifiers;
  - 2. Accessing another person’s email or account without their permission, and as a result of that access, reading or forwarding the other User’s emails or files without that User’s permission;
  - 3. Disclosing one’s Account password to other users or allowing other users to use one’s Account;
  - 4. Getting unauthorized access into other users’ Accounts or other computer networks; or
  - 5. Interfering with other users’ ability to access their Accounts.
  - 6. Using any District computer or part of the Computer Systems and Network to attempt hacking into computer systems, files or data, or otherwise attempting to access information that is protected by privacy laws, irrespective of whether such attempts are within the District’s own Computer Systems and Network.
  - 7. Seeking to circumvent the District’s cyber security and content filtering measures through the use of proxies.
- F. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  - 1. Selling or buying anything over the Computer Systems and Network for personal financial gain; or
  - 2. Using the Computer Systems Network for advertising, promotion or financial gain; or
  - 3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

#### **IV. Internet Safety**

- A. The District will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. However, no software is foolproof, and there is still risk a user of the Computer Systems and Network may be exposed to a site containing such materials. An Account user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees

another user is accessing inappropriate sites or information, he or she should notify a teacher or supervisor immediately.

- B. The District and its representatives will implement a mechanism to monitor all minors' online activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to the discovery that a user has violated or may be violating this Acceptable Use Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this Acceptable Use Policy, as determined by the school board, local education agency or other related authority. The District also reserves the right to monitor other users' (e.g., employees, students 17 years or older) activities on or through the Computer Systems and Network, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.
- C. Information concerning student identity shall not be posted unless it is necessary to receive information for instructional purposes, or as otherwise permitted in writing by the student and the student's parent or guardian if the student is younger than 18.
- D. Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full name, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- E. Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
- F. Account users will abide by all school district security policies.

## **V. Privacy Policy**

The District has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials.

## **VI. Storage Capacity**

To ensure that Account users remain within the allocated disk space, users with email accounts should check their email frequently and delete unwanted messages and other files or data that take up excessive storage space. The District will also routinely delete messages from Account users' inbound and outbound log files, messages saved to the archive folders on the system, and messages posted to the School District's website.

## **VII. Penalties for Improper Use**

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities.

The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

## **VII. Disclaimer**

- A. The School District makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The School District also denies any responsibility for the accuracy or quality of information obtained through the Account.
- B. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees.
- C. Account users are responsible for any losses sustained by the School District or its affiliates, resulting from the Account users' intentional misuse of the Accounts.

For further information, please contact Technology Coordinator or System Administrator and/or refer to [School Board Policy JICL - School District Internet Access for Students](#).

## **Special Education Department**

The Wilton-Lyndeborough Cooperative School District provides for students who have been diagnosed to have an educational disability. If there is a suspicion of a disability which is hindering academic success, a teacher, parent, or any interested party may make a referral. The referrals are handled through the Counseling Office of WLC. Students are initially referred to the Student Service Team (SST) which assists in providing suggestions to promote academic and social achievement of the students. If these suggestions do not seem to be enough, then a referral is made to Special Education.

If you have any questions regarding Special Education you are encouraged to contact the school Principal or contact the Special Education Office:

Special Education Department 192 Forest Road Lyndeborough, NH  
Phone (603)732-9227 Fax (603) 654-6694

## **PROCEDURES IMPLEMENTING NON-DISCRIMINATION ON THE BASIS OF DISABILITY POLICY**

### **A. Coordinator**

The Coordinator of this policy, under the federal law cited below, shall be known as the section 504 Coordinator and ADA Coordinator. The Coordinator may be contacted at the Special Education Office.

Inquiries regarding the non-discrimination policy, the filing of grievances, and requests for



copies of grievance procedures covering discrimination should be directed to the coordinator.

### **B. Content of Notice of Non-Discrimination Policy**

The SAU #63 has prepared and shall use the following form of notice (the “Notice”):  
“It is the policy of SAU #63 not to discriminate on the basis of race, color, national origin, age, sex or disability in its educational programs, activities or employment policies as required by Section 504 of the Rehabilitation Act of 1973, Provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, title IX of the Education Amendments of 1972, the Education of All Handicapped Children Act of 1975, the Individuals with Disabilities Education Act of 1990 and the Americans with Disabilities Act of 1991.”

Inquiries regarding Section 504 of the Rehabilitation Act of 1973, ADA and 34 C.F.R. Part 104 may be directed to the Superintendent of Schools, 192 Forest Road, Lyndeborough, NH 03082 or the State Department of Education, 101 Pleasant Street, Concord, NH 03301.

Any person having inquiries concerning Title IX or the Education Amendments of 1972 and 34 C.F.R. Part 106 may contact the Title IX Coordinator, Department of Education, 101 Pleasant Street, Concord NH 03302, or the Assistant and/or Regional Director, United States Department of Education, Office for Civil Rights, Region I, Boston, Massachusetts.

### **SUMMARY OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

The following is a summary of the rights granted under federal law to qualified disabled students and their parents. The full provisions of the federal law creating these rights can be found at 29 U.S.C. Section 794 (Section 504 of the Rehabilitation Act of 1973); and 34 C.F.R. Part 104 et. Seq. A copy of the full regulations is available from the 504 Coordinator.

Qualified Disabled Students:

may not, on the basis of disability, be excluded from participation in, or denied the benefits of, programs or activities offered by the District;

may not, be discriminated against on the basis of their disability in connection with any program or activity of the District;

have a right to be educated in facilities and receive services comparable to those provided for non- disabled students;

have a right to be educated with non-disabled students to the maximum extent appropriate;

have a right to receive a free appropriate public education. (For purposes of Section 504 of the Rehabilitation Act, a “free appropriate public education” means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the qualified disabled student as adequately as the needs of the non-disabled students are met);

have a right to an equal opportunity to participate with non-disabled students in non-academic and extracurricular services and activities offered by the District;

have a right to have evaluation, educational and placement decisions made based upon a variety of information sources; and to have placement decisions made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data and placement options;

have a right to be placed in the regular educational environment operated by the District unless the District demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily;

and their parents have a right to be advised by the District regarding the District's duties under Section 504.

Parents of Qualified Disabled Person have a right:

1. to examine all relevant education records relating to their child;
2. to request mediation through the State Department of Education, and/or to request an impartial

hearing before a hearing officer and/or any other means available through state or federal law, in the event that they disagree with an action regarding identification, evaluation, services or placement of the person.

In such a hearing a parent shall have the opportunity to participate and be represented by counsel:

- a) to file a local grievance; and
- b) to ask for the payment of reasonable attorney's fees, if the parent prevails, and to the extent provided by law.

NOTE: Due to the hearing process requests should be filed with the Commissioner, New Hampshire State Department of Education, 101 Pleasant Street, Concord, NH 03301.

## **Safe Schools Board Policies**



### **JICH - Drug and Alcohol Use by Students**

The Wilton-Lyndeborough Cooperative School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district- owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district- approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

#### **Legal References:**

21 U.S.C. § 812(c), Controlled Substances Act  
RSA 318-C, Controlled Drug Act  
RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

First Reading: September 14, 2010

Second Reading: October 12, 2010  
Final Adoption: October 12, 2010

### **JICD - Student Conduct, Discipline and Due Process - Safe School Zone**

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities.

An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Wilton-Lyndeborough Cooperative School Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

#### Legal References:

RSA 193:13, Suspension & Expulsion of Pupils

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline  
NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline

NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures  
See Appendix: JICD-R

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

### **JICDD - STUDENT DISCIPLINE: OUT-OF-SCHOOL ACTIONS**

The Wilton-Lyndeborough Cooperative School Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct. Discipline may be imposed if, in the principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

#### Cyber-Bullying and Internet Threats

The Board also recognizes that there are growing occurrences of "cyber-bullying" and

threatening language being used by students on the internet when out-of-school and off-campus. Instances of cyber-bullying have a direct and substantial effect on students, staff and student performance. Cyber-bullying includes, but is not limited to, the following actions: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

The Board recognizes that this definition may not be all-inclusive. Therefore, the Board reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this policy.

Students or staff who believe they have been victims of cyberbullying should report their concerns to a teacher or the building principal. Students or staff who believe they have been victims of cyberbullying are encouraged to print the relevant material and provide copies to a school district employee.

The administration shall fully investigate all reports of cyber-bullying.

The Board may impose disciplinary measures against person who is found to have engaged in such behavior, provided the cyber-bullying and/or internet threats:

1. Violate any school district rules or regulations;
2. Contains threats of violence against staff members or students;
3. Threatens vandalism to school property;
4. Suggests or advocates physical harm to staff members or students;
5. Creates a disruption to the school's educational mission, purpose and objectives; or
6. Interrupts or severely impedes the day-to-day operations of the school.

Any staff member who learns of an occurrence of cyberbullying and/or internet threats shall report the same to the Principal, who shall then conduct an investigation into the alleged bullying and/or threat.

Any discipline imposed by virtue of this policy will be in accordance and consistent with the Board's policy regarding student discipline.

First Reading: September 14, 2010

Second Reading: October 12, 2010

## **JICIB - Bullying and Cyberbullying - Pupil Safety and Violence Prevention**

### **BULLYING AND CYBERBULLYING**

The Wilton-Lyndeborough Cooperative School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and

orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

#### A. Prohibited Conduct

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

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

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

#### B. Definitions

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

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
  - a. Physically harms a student or damages the student's property;
  - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
  - c. Interferes with a student's educational environment;
  - d. Creates a hostile educational environment; or
  - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws.

Complaints regarding such conduct may be processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACAA-R).

2. "Cyberbullying" means conduct defined in Paragraph 1 that takes place through the use of electronic devices.

3. "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

#### C. Disciplinary Consequences and Intervention Programs

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent recurrence of bullying and cyberbullying behavior.

#### D. Reporting Bullying and Cyberbullying

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to any staff member/volunteer, who then should deliver the report to the building administrator.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyberbullying of students to the building principal.

#### E. Report Handling and Investigation

1. The building administrator shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.
2. An investigation of the bullying/cyberbullying report will be initiated by the building principal or designee within five school days.
  - a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
  - b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
  - c. The building principal or designee shall keep a written record of the



investigation process.

- d. The building administrator or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
- e. The building administrator or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
- f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.
- g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.
- h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be in compliance with applicable privacy laws.

#### F. Training

- 1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyberbullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyberbullying.
- 2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyberbullying prevention, how to identify, respond to and report bullying/cyberbullying.

All training and education programs shall be initially approved by the Superintendent. Building administrators are responsible for scheduling the required training and education programs each year.

#### G. Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

#### H. Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of

any recommended response under this policy.

#### Policy Dissemination

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Legal References: NH RSA 193-F:2-F:10

Cross References: AC - Nondiscrimination/Equal Opportunity ACAA - Harassment and Sexual Harassment of Students ACAA-R - Harassment and Sexual Harassment of

Students Complaint Procedure

JRA - Student Records and Information

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

NEPN/NSBA Code: ACAA

#### HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes but is not limited to verbal abuse based on sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. Complaints of bullying and cyberbullying not based on the characteristics described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

#### Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Nondiscrimination Officer will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

**Legal Reference:**

Americans with Disabilities Act (28 CFR § 35.07), as amended

Section 504 of the Vocational Rehabilitation Act (29 USC § 794), as amended; 34 CFR § 104.7

Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L. 88-352)

NH Code Admin. R. Ed. 303.01(i) and (j) Cross Reference:

ACAA-R – Student Discrimination and Harassment Complaint Procedure AC –

Nondiscrimination/Equal Opportunity

JICIB – Bullying and Cyberbullying

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

Revision: June 25, 2013

NEPN/NSBA CODE: ACAA-R

**STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and ACAA - Harassment and Sexual Harassment of Students. Complaints alleging discrimination or harassment of employees or other third parties (such as parents, volunteers, vendors, etc.) should be addressed through the

Board's Employee & Third Party Discrimination and Harassment Complaint Procedure (ACABR).

**Definitions**

For purposes of this procedure:

- A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, physical or mental disability.
- B. "Discrimination or harassment" means discrimination or harassment on the basis of sex, sexual orientation, religion, race, color, ancestry, national origin, age, marital status, familial status, or physical or mental disability. "Discrimination" may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. "Harassment" may include oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's

ability to participate in the District's programs or activities by creating a hostile, intimidating or offensive educational environment.

- C. Complaints of bullying and cyberbullying not involving the protected classes described above may also be pursued under Board Policy JICIB – Bullying and Cyberbullying.

#### How to Make a Complaint

- A. Any individual who believes a student has been discriminated against or harassed should report his/her concern in writing promptly to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator and utilize this complaint procedure. Individuals who are unsure whether discrimination or harassment has occurred or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.
- B. School employees are expected to report possible incidents of discrimination or harassment of students to the Building Administrator or the Nondiscrimination Officer/Title IX Coordinator.
- C. Students and others will not be retaliated against for making a Complaint or participating in an investigation. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal
- D. Students are encouraged to utilize this Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the New Hampshire Commission for Human Rights, 2 Chenell Drive, Unit 2, Concord, NH 03301-8501 (telephone: 603-271-2767) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

#### Complaint Handling and Investigation

- A. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received.
- B. The Building Administrator or the Nondiscrimination Officer/Title IX Coordinator may pursue a prompt and equitable informal resolution of the Complaint with the agreement of the parties involved. Any party to the Complaint may decide to end an informal resolution process and pursue the formal process at any point. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the parties in light of the particular circumstances and applicable policies and laws.
- C. The Complaint will be investigated by the Nondiscrimination Officer/Title IX Coordinator or by another internal or external investigator designated by the Superintendent. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any

Complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process.
2. The Complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.
3. If the Complaint is against an employee of the District, any applicable individual or collective bargaining contract provisions shall be followed.
4. Privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.
5. The Nondiscrimination Officer/Title IX Coordinator shall keep a written record of the Complaint and investigation.
6. The Nondiscrimination Officer/Title IX Coordinator or the Superintendent may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.
7. The Nondiscrimination Officer/Title IX Coordinator or other designated investigator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
8. The investigation shall be completed within 21 business days of receiving the Complaint, if practicable.

D. If the Nondiscrimination Officer/Title IX Coordinator or other designated investigator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action, if any is needed to end the discrimination or harassment, remedy its effects, and prevent recurrence
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Inform the complainant and the subject of the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws and any applicable collective bargaining agreement provisions).

E. If the complainant is dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be provided in writing to the complainant within 21 business days, if practicable. The Superintendent's decision shall be final.

Legal Reference:

Americans with Disabilities Act (28 CFR § 35.107), as amended Section 504 of the Vocational Rehabilitation Act (29 U.S.C. § 794), as amended; 34 CFR § 104.7

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) 20 U.S.C. § 1232g; 34 CFR Part 99  
NH Code Admin R. Ed. 303.01(i) and (j)

Cross Reference:

AC - Nondiscrimination/Equal Opportunity

ACAA - Harassment and Sexual Harassment of Students

ACAB/ACAB-R – Harassment and Sexual Harassment of Employees/Employee & Third  
Party Discrimination and Harassment Complaint Procedure

JICIB – Bullying and Cyberbullying

First Reading: June 2, 2010

Second Reading: August 10, 2010

Final Adoption: August 10, 2010

Revision: June 25, 2013

### **Title IX Regulations**

In compliance with the implementation of the Title IX of the Education Amendments of 1972, prohibiting sex discrimination in education, “no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance” and furthermore; that the requirements not to discriminate in education programs and activities is extended to employment practices therein and admission thereto.

It is the policy of School Administration Unit #63 that all employees and students should be able to work in an environment that is free of sexual harassment.

### **Complaints regarding compliance with Title IX regulations should be submitted in writing to:**

Title IX Coordinator –Kristie LaPlante

192 Forest Road

Lyndeborough, NH 03082

Phone: (603)732-9227

### **Annual Notification of Rights under “FERPA” Access to Student Records**

Notice Concerning Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School District receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student’s education records, except to the extent that

FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to “school officials with legitimate educational interest”. The terms “school official” and “legitimate educational interest” are defined to include but not be limited to:

Release to intra-institutional officials such as teachers, counselors, and administrators. Release to other schools where the student is seeking to enroll. Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support. Release of information in connection with a student’s application for financial aid. Release to official accrediting organization in conjunction with the accreditation process. Release of necessary information in cases of health and safety emergencies. Release to state and local officials if statutes or regulations requiring release were adopted prior to November 19, 1974. Release to organizations or persons developing validation information or conducting predictive tests. Release of such information as tuition bills and grades to parents of dependent students. Release of information pursuant to judicial order or subpoena.

The School District may disclose without consent “directory information”, which is information not generally considered harmful or an invasion of privacy if disclosed.

Directory information includes:

- Name of the student
- Participation in officially recognized teams or activities Student’s class designation
- Name of the school the student is attending Achievement, awards and honors

Parents may request, in writing to the building principal by October 1, of each school year, that the School District refrain from making all or some of this directory information on their child available to the public. Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-4605

### **Safe School Reporting**

193-D:4 Written Report Required.

I. (a) Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such a report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such a report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing. If the alleged victim is a student, the principal shall also immediately notify the person responsible for the victim's welfare, as defined in RSA 169-C:3, XXII, that a report was made to the local law enforcement

authority.

(b) The provisions of subparagraph (a) shall not apply to any simple assault involving pupils in kindergarten through grade 12 if the local school board has adopted a discipline policy which sets forth circumstances under which parents shall be notified of simple assaults.

(c) Each school district, in conjunction with the local law enforcement authority, shall establish a memorandum of understanding for administering the provisions of RSA 193-D:4, I(a)-(c).

II. The report required under paragraph I shall include:

(a) The name and home address, if known, of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

(b) The name and home address, if known, of any witness to the act of theft, destruction, or violence in a safe school zone.

(c) Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.

*Reference School Board Policy JICD-R*