



**Student Handbook
2017-2018**

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

**57 School Road
Wilton, New Hampshire 03086**

(603)654-6123

FAX (603) 654-2104

www.sau63.org

**The WLC Student Handbook
is accessible on the school
website, 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 9-11-2017

- ☐ 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 & WISH COMMUNICATIONS VIA EMAIL AT THIS
ADDRESS:

_____ @ _____

Print Parent/Guardian: _____ Date: _____

Parent/Guardian Signature: _____

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Wilton- Lyndeborough Cooperative
Middle School/High School
2017-2018

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*Discipline/Behavior Expectations are being reviewed and subject to change over other the course of the year.

**Procedures within WLC are subject to change as current Discipline/Behavior Expectations are reviewed over the course of the school year.

*** Subject to change as the School Board reviews policies over the course of the school year.

Complete listing of School Board Policies may be accessed through School Board section on the district web page.

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 will strive to be a positive learning community that ensures each student has the opportunity to develop to his or her 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's Expectations for Student Learning

The WLC Student is.....

A Creative Problem Solver

The WLC Student can use original and flexible thinking to communicate ideas, construct a unique product or solution, and approach problems in creative ways.

- Takes risks with thought processes and work product
- Considers alternative perspectives
- Incorporates diverse resources
- Applies learned skills to think, create and solve problems with originality

An Effective Communicator

The WLC Student can use various media to interpret, question, and express knowledge, information, ideas, feelings and reasoning to create mutual understanding.

- Expresses opinions, ideas, information, and facts clearly and effectively through a variety of modalities
- Interprets information using multiple senses
- Demonstrates ownership of work
- Identifies and utilizes a variety of resources to obtain and deliver information.

(continued)

A Strong Collaborator

The WLC Student can work in diverse groups to achieve a common goal.

- Contributes respectfully
- Listens and shares resources and ideas
- Accepts and fulfills roles
- Exercises flexibility and willingness to compromise

A Self Directed Learner

The WLC Student can initiate and manage learning, and demonstrate a “growth” mindset, through self-awareness, self-motivation, self-control, self-advocacy, and adaptability as a reflective learner.

- Perseveres in completing complex, challenging tasks
- Takes an active role in learning and personal development
- Accepts responsibility and understands the impact of personal actions
- Engages stakeholders to gain support

WLC Middle School Goals

Students are respectful, responsible, and safe citizens within the school and community.

Students effectively communicate to others relevant information, opinions, and ideas through a variety of means.

Students, as independent and confident learners, explore the curriculum through interdisciplinary, extracurricular, and enrichment activities.

Students use critical and logical thinking skills to apply a fundamental body of knowledge to create, evaluate, and analyze.

Students and teachers are facilitators using a variety of instructional strategies to enhance learning and a deep understanding of the curriculum.

Students use technology in the learning process across the disciplines to discover, report and create.

ADMINISTRATIVE DIRECTORY

2017-2018

Mr. Harry Dailey.....Chairman, School Board
 Mr. Matthew Ballou.....School Board
 Mr. Geoff Brock.....School Board
 Mrs. Joyce Fisk.....School Board
 Mrs. Carol Leblanc.....School Board
 Mr. Mark Legere.....School Board
 Mrs. Miriam Lemire.....School Board
 Mr. Alexander LoVerme.....School Board
 Mr. Charlie Post.....School Board

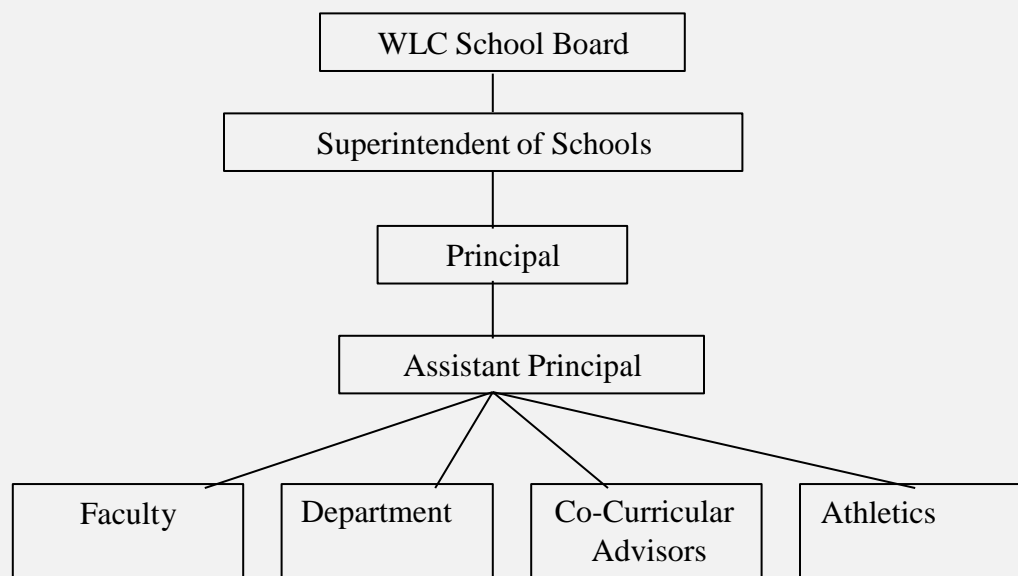
Mr. Bryan Lane..... Superintendent

Mr. Brian Bagley.....Principal

Mrs. Susan Ballou.....Assistant Principal

ORGANIZATIONAL CHARTS

Who Reports to Whom



Not sure whom to call when you have a question or concern?

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

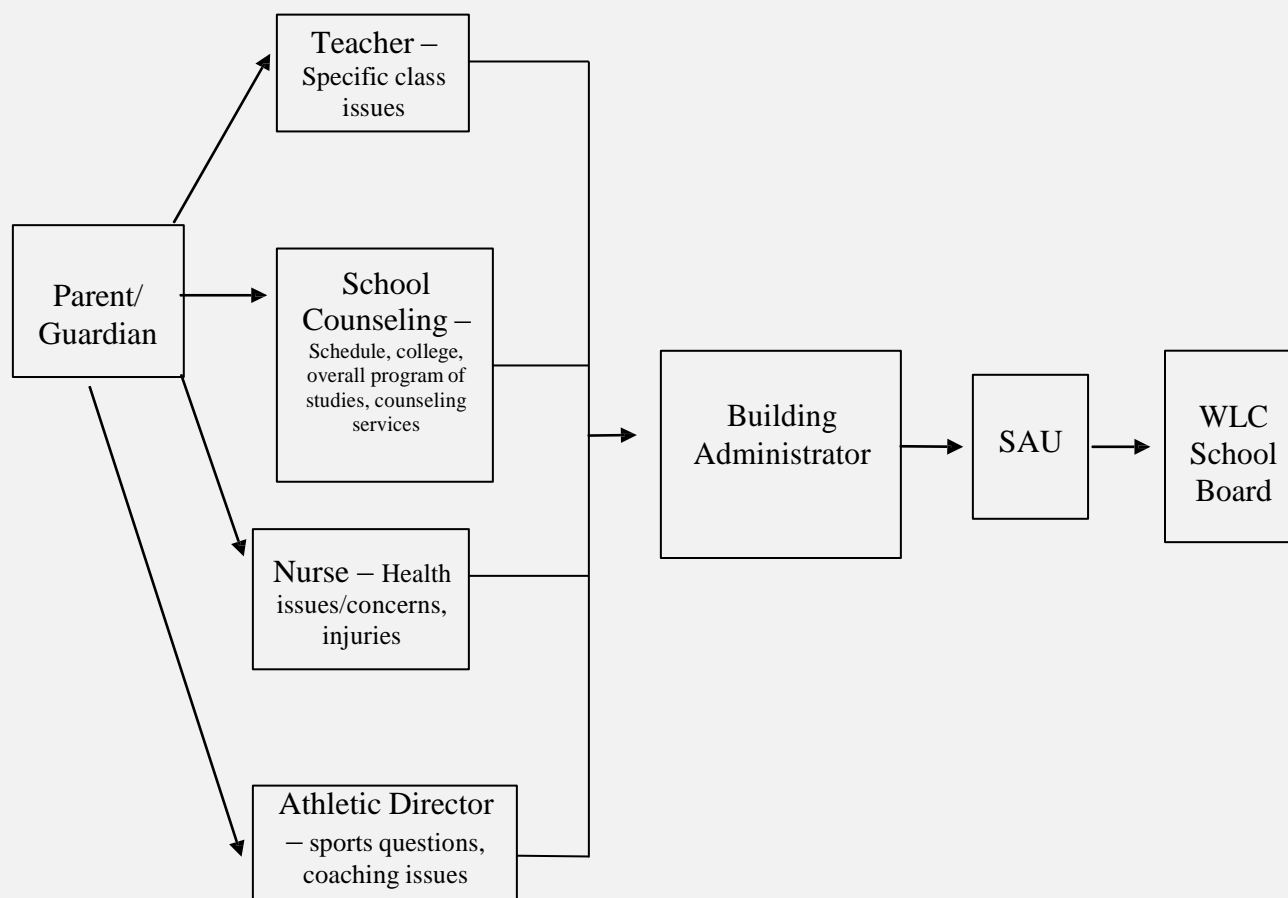
If you have questions about

Contact:

Classroom activities Classroom behavior Classroom standards & expectations Curriculum Homework Assignments Student’s academic performance	Classroom Teacher or Special Education Teacher 603/654-6123
Administrative decisions Attendance policy Building usage Bus conduct Harassment or student conflicts Implementation of school policies Potentially illegal or dangerous activities	Building Administrator 603/654-6123 Principal x 2144 Assistant Principal x2301
Busing (schedule routes) School Board agenda/minutes School Board meeting times	Superintendent’s Office 603/654-8088
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 On-line/ College courses	School Counseling Dept. 603/654-6123 x 2120 Director of Counseling x 2118 6-8 School Counselor x2114
Athletic policies Game schedules/locations	Athletic Director (AD) 603/654- 6123 x2157
Health screening (eye, ear, scoliosis) Medical policies Sports physicals Use of medications in school Vaccination requirements	Nurse’s Office 603/654-6123 x2126
Reduced/free lunch eligibility	Food Service Director 603/654-6123 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
2017-2018
(to contact by phone call 654-6123)

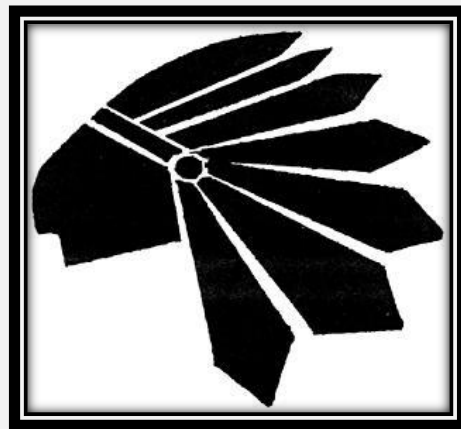
<u>Department</u>	<u>Name</u>	<u>e-mail</u>
Principal	Bagley, Brian	b.bagley@sau63.org
Assistant Principal	Ballou, Sue	s.ballou@sau63.org
Art	Wing, Judi	j.wing@sau63.org
Business	Cordileone, Linda	l.cordileone@sau63.org
Cafeteria/Kitchen	Deignan, Robert	r.deignan@sau63.org
Custodian	Bird, Ann	a.bird@sau63.org
Family & Consumer Science	Clark, Olympia	o.clark@sau63.org
School Counseling Office	Kovaliv, Amanda	a.kovaliv@sau63.org
	O'Donnell, Shannon	s.odonnell@sau63.org
	Coffey, Sharon	s.coffey@sau63.org
	Juliano, Cara	c.juliano@sau63.org
	Van Dyck, Laurie	l.vandyck@sau63.org
Industrial Arts	Kane, Justin	j.kane@sau63.org
Math	Miller, Amanda	a.miller@sau63.org
	Schneider, Shirley	s.schneider@sau63.org
	Shelsky, David	d.shelsky@sau63.org
	Warden, Laura	l.warden@sau63.org
	Withee, Audrey	a.withee@sau63.org
Media Center	White, Amy	a.white@sau63.org
Music	Schneider, Eric	e.schneider@sau63.org
Nurse	Lefebber, Kathy	k.lefeber@sau63.org
Office	Draper, Linda	l.draper@sau63.org
	Ryan, Mary Jane	m.ryan@sau63.org
Physical Education/ Health	Finch, David	d.finch@sau63.org
	Miller, Brice	b.miller@sau63.org
Science	Fox, William	w.fox@sau63.org
	Griffin, Kelly	k.griffin@sau63.org
	Kalsi, Rajbir	r.kalsi@sau63.org
	Kovaliv, Nick	n.kovaliv@sau63.org
	Rolke, Susan	s.rolke@sau63.org
Social Studies	Belanger, Marc	m.belanger@sau63.org
	Lhotsky, Erin	e.lhotsky@sau63.org
	Moore, Molly	m.moore@sau63.org
	Provost, Zachary	z.provost@sau63.org
	Thompson, Matthew	m.thompson@sau63.org

<u>Department</u>	<u>Name</u>	<u>e-mail</u>
Special Education	Gosselin, Katie	k.gosselin@sau63.org
	Morrow, Katie	k.morrow@sau63.org
	Wilson, Kathi	k.wilson@sau63.org
Athletic Director	Miller, Brice	b.miller@sau63.org
Technology	Verratti, Kevin	k.verratti@sau63.org
World Languages	Bujak, Laura	l.bujak@sau63.org
	Contarino, Marcia	m.contarino@sau63.org
	Humphreys, Kim	k.humphreys@sau63.org
	Morshed, Katy	k.morshed@sau63.org
	Nolin, Audra	a.nolin@sau63.org
	Staib, Hannah	h.staib@sau63.org
	Wider, Greg	g.wider@sau63.org

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

The Wilton Warrior logo is the picture that identifies WLC to the community. As such, it should be treated with as much respect as the school. When used in connection with school events, functions or publications, the Wilton Warrior logo should not be altered, caricatured, or substituted for a generic Indian likeness or theme.

Per WLC School Board 4/9/2008



Bells will ring as late and dismissal bells for long block periods only,
as well as Advisory and Lunches. *is a bell.

HIGH SCHOOL SCHEDULE

2017-2018

7:50* - Start of School

7:55 – 8:41– Period #1 (Mon-Fri)**

8:44 – 9:30* – Period #2 (Mon-Tues-Fri)**

8:44 – 10:19* (Thurs)**

9:33 – 10:19* – Period #3 (Mon-Tues-Fri)**

8:44 – 10:19* (Wed)**

10:19 – 10:29* – ADVISORY (Mon – Fri)**

10:32 – 11:18 – Period #4(Mon-Tues-Fri)**

10:32 – 12:07* (Thurs)**

11:21- 12:07* – Period #5(Mon-Tues-Fri)**

10:32 - 12:07* (Wed)**

Lunch – 12:07-12:32***

12:35 - 1:21*– Period #6 (Mon–Tues–Fri)**

12:35 – 2:10* (Thurs) ***

1:24 – 2:10* – Period #7 (Mon-Tues-Fri)**

12:35 – 2:10* (Wed)**

2:10 – 2:45* SEER Period (Mon – Fri)**

***Bell**

****Late Bell**

Office Detention – 2:50 – 3:50 (Mon – Wed – Thurs)

MIDDLE SCHOOL SCHEDULE

2017-2018

First Bell 7:50

7:55 – 8:41– Period #1

8:44 – 9:30 – Period #2

9:33 – 10:19 – Period #3

10:19 – 10:29* – ADVISORY

10:32 – 11:18 – Period #4

Lunch – 11:18-11:43

11:46-12:32 – Period #5

12:35 - 1:21– UA1

1:24 – 2:10 – UA2

2:10 – 2:45 SEER Period

Office Detention – 2:50 – 3:50 (Mon – Wed – Thurs)

Unified Arts Schedules for Middle School

6th Grade	7th Grade	8th Grade
Physical Education/Health	Physical Education/Health	Physical Education/Health
Computers	Computers	Computers
Industrial Arts	Industrial Arts	Industrial Arts
Music	Music	Music
World Languages	French	French or Spanish
Study Skills	Spanish	Skills for Success
Family & Consumer Science	Family & Consumer Science	Family & Consumer Science
Art	Art	Art

A word cloud shaped like a hand, with words like 'ACHIEVEMENT', 'DREAM', 'COLLEGE', 'FRIENDSHIP', and 'ACCOUNTABILITY' prominently displayed. Other words include 'SUPPORT', 'GROW', 'LEARN', 'DREAM', 'COLLEGE', 'FRIENDSHIP', 'ACCOUNTABILITY', 'ACHIEVEMENT', 'DREAM', 'COLLEGE', 'FRIENDSHIP', 'ACCOUNTABILITY', 'ACHIEVEMENT', 'DREAM', 'COLLEGE', 'FRIENDSHIP', 'ACCOUNTABILITY'.

School Counseling Coordinator & 9th-12th Grade Counselor
(Extension 2118)
6th-8th Grade Counselor (Extension 2114)

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
(Extension 2123)

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

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



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 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 at 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 is not a substitute for a complete professional examination. All screening failures will be reported to parent / guardian.

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

High School Graduation Requirements

The Class of 2018 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

Middle 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 course if they demonstrate passing the competencies for these courses.**

NOTICES.

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 7th absence. However, if the 7th 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)

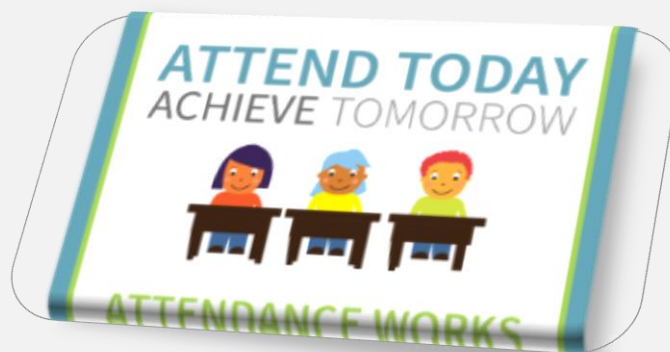
Dismissal Present (DP)

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 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 student, parents and administration.	Notify students of 7 days 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.

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 to school tardy without a parent note or unaccompanied by a parent, an unexcused tardy will be documented. Students are allowed up to 3 unexcused tardies per quarter. Students exceeding 3 tardies during the quarter will be assigned an office detention for each unexcused tardy for the remainder of the quarter. A student may present a note excusing a tardy the following day.

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

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 high school hallways. 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. No Exceptions.** 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

WZID – Manchester 95.7FM

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 automated contact notification system. The decision to close school after a Delayed Opening will be made after 8:30 AM



Discipline
School-Wide Expectations

WLC Students are expected to:

- Show courtesy and respect to others and their property.
- Use appropriate language, behavior and dress.
- Be able to account for their presence in school.

Students should 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:

Teacher will determine consequence that may include a teacher after-school detention (with a 24-hour notice), a lunch detention or other appropriate positive reinforcement.

Office Referral:

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

Possible Consequences for student conduct:

Teacher Detention

Restitution or School Service (property damage / destruction incidents)

Office Detention – (after school up to one hour) Mondays, Wednesdays & Thursdays

In-School Suspension

Out of School Suspension: OSS's may be assigned for severe behavior issues and/or repeat offenses. Students may be assigned an OSS for 1-10 days depending on the offense. During an OSS a student is not permitted on school grounds or at any school sponsored event.

Reference School Board Policy - JICDD - Student Discipline: Out-of-School Actions

Behavior Procedures & Regulations

Accidents

All accidents resulting in personal injury must be reported to the school nurse. Accident forms are available in the nurses office.

After School Supervision

Students are required to be under adult supervision after 3:00 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.

Cell Phones/Electronic Devices

As WLC moves to BYOD (bring your own device) the unauthorized use of cell phones and electronic devices are prohibited by students. These include; cell phones/smart phones, iPods, music playing devices, electronic games, tablets, laptops, laser pens, cameras or anything else that could disrupt the learning process. Unauthorized use of these devices will result in the following action: On the first offense the item will be confiscated, placed in the Assistant Principal's office and returned at the end of the day. On the second offense the item 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. The school does not take responsibility for the security of any devices brought to school.**

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 will not be dismissed for the day by the school administration. Upon direction of the Administration, students may be sent to Florence Rideout Elementary School. When in opinion 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.

Dress Code / Regulations

All students are expected to dress appropriately for school. Students whose dress or appearance is inappropriate to the school or the learning environment may be sent home after parents are contacted. Prior to being sent home, students may have the opportunity to change and will be offered a school T-shirt or sweatshirt, shorts/pants to borrow. All students must wear appropriate clothing and footwear that is not dangerous or harmful. Proper attire is required at all school-related functions.

Student's attire and grooming should allow for safe participation in such curriculum areas as technical education, physical education, science labs or any other activity where reasonable precautions are directed.

Note: Students are prohibited from wearing the following:

1. Any apparel that advertises or otherwise promotes the use of illegal/controlled substances, including but not limited to alcohol and tobacco.
2. Apparel (e.g.: T-shirts, buttons, hats, pins, or shirts) with “double meanings,” depicting or encouraging illegal, sexual, or antisocial behavior, intolerance, violence, or with profane or vulgar words.
3. Apparel that is otherwise inappropriate. Specific examples would be: spaghetti strap tops, muscle shirts, tube tops, halter-tops or any clothing that bares the midriff (if no midriff shows when a student extends his/her arms out and parallel to the floor, then the item is proper). A student’s individual physical stature often determines if a skirt or pair of shorts is too short. Generally mid-thigh is acceptable.
4. Outerwear must cover underwear.
5. For safety reasons, other inappropriate wear includes choke chains and long wallet chains. Bare feet are not permitted and sandals/open-toed shoes are discouraged.

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

Reference School Board Policy - JICA - Student Dress Code

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).

1. 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.
2. 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.
3. Students will not be admitted to any school dance after one hour past the starting time without advanced administrative approval.

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.

Plagiarism & Cheating

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 not be graded. **Students may or may not have an opportunity to re-submit the assignment or similar assignment to determine competency grade as determined by administration.**

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.

Tobacco Use

The use of tobacco (in any form) is not allowed in the school building at any time. Smoking is not allowed on school grounds at any time (RSA 155:64 - 76, Indoor Smoking Act, RSA 126-K:6, Possession and Use of Tobacco Products by Minors and RSA 126 - K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited)

Police will be notified of violations.

Reference School Board Policy - JICG - Tobacco Products Ban: Use and Possession in and on School Facilities and Grounds

No student shall purchase, attempt to purchase, possess or use any tobacco/nicotine product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

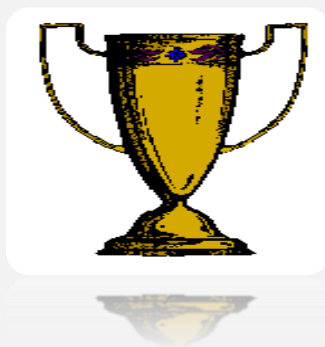
Visitors

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, 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.

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 complimented 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 dependent 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

1. 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.
2. For Fall participants, Middle School/High School eligibility is determined by grades received in the previous grading period.
3. 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 snap shots,” 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 - [Eligibility for School Athletics](#)

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.

Destination Imagination

Destination Imagination is a creative problem solving competitive team activity. Each team is limited to 7 students with at least one adult team manager. High School and Middle School students are eligible. The number of teams is limited only by the number of available team managers. Regional competitions take place in March; the state competition occurs in April.

Drama Club

The Drama Club seeks students through open auditions each fall. We choose our own plays and often use student directors to produce the plays. We are always looking for students who are willing to perform and/or help out behind the scenes. Open to both high school and middle school students.

Granite State Challenge

WLC is invited to participate in TV Channel 11's high school academic competition programs on a rotating basis.

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 Math Counts 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 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.

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. It is a team activity in which students learn to build robots from Legos. These robots are then computer programmed to accomplish a specific set of tasks. 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.

Track Team

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

Tennis

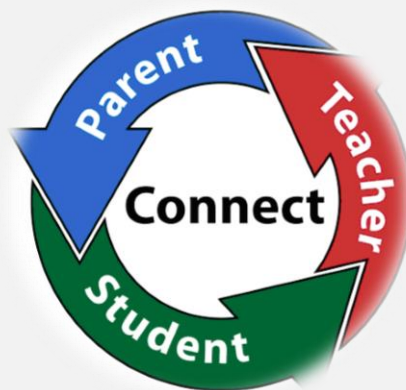
Tennis is a spring varsity sport that is open to both boys and girls. Middle School students may participate via petition.

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 special award.



Parental Involvement Opportunities



The Co-Op Connection

The WLC Co-Op Connection 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 Co-Op Connection email list for regular updates. All parents of WLC students are most welcome to attend.

Volunteers

Parent and community volunteers are also welcome at the school. Contact the Principal's Office (654-6123) if you are interested.



FOOD SERVICES

Breakfast/Lunch Services:

Breakfast is available for purchase daily and served from 7:20 AM - 7:45 AM.

In case of delayed opening-No breakfast will be served.

Lunch is available for purchase daily during students assigned lunch periods.

All Menus are subject to change

**– click here for latest
information or menu.**

Food Service Web Page

Lunch Menu

Breakfast Menu

Money: Damaged or foreign currency will not be accepted. No large bills (over \$20 for lunch or \$5 for breakfast).

Checks:

- Make check payable to **WLC School Lunch**. Checks intended for school meals should be earmarked for meals only; otherwise money may be used for any school lunch program purchase.
- Checks returned for NSF will be subject to a **\$30 service charge** (fee subject to change). Repayment of such checks is due payable in **CASH**. Bad checks (NSF) that are not reimbursed will be noted on the account, further checks will not be accepted and the account will be marked 'cash only'.

Breakfast/Lunch Purchases:

- Meals & a la carte purchases may be prepaid via debit system.
- Any amount per student may be applied to each student's account.
- Deposits to the debit account may be made during the breakfast/lunch periods. To speed up the lunch lines we strongly recommend prepayment via online payment system.
- Deposits for multiple students on same check must be deposited between 7:20 AM – 7:45 AM. Please indicate on check for what the check is intended and include the student(s) PIN number.

Cash sales are always accepted. Please call the Food Service Manager if you have any questions.

DEBIT SYSTEM:

- Every student will be assigned a PIN number. PIN numbers must be used when making a purchase/deposit. All checks received will be deposited into the student's account.
- Money on account is for the sole use of the student on the account.
- When requesting closing of account an address will need to be provided for check to be sent once the claim is processed.
- Any student that is found to have used someone else's PIN number will be suspended (fraud). Anyone found tampering with registers and/or pin pads will be disciplined accordingly.

Making Change, Refunds and Correct Change: Change will only be made for the purpose of school breakfast/lunch, or a la carte purchases. Damaged or questionable food should be returned within the meal period for a refund/exchange. *Check all change before leaving the cashier. School Lunch reserves the right to decline any adjustment, if the student has left the cashier.*

Charged Lunches: Meal payments are due at the register unless student has money on account. If there is a medical note on file, substitutions will be made accordingly. The district's meal charging guidelines are on the website.

Use of Cafeteria Supplies or Foods: School lunch does not provide plates, napkins, plastic ware or condiments, etc. for home meals/private functions or activities. Students must provide his/her own or purchase them from the Food Service Department.

School Snacks: Snacks will be sold only after the school lunches have been served. However students who are purchasing a school meal may get their snack as they go through the lunch line.

Bag Lunches: Bag lunches are available for any/all field trips. Free and reduced cost students are always entitled to their free/reduced cost meal. Notify the Food Service Department a day ahead, if a bag lunch is needed.

Special Dietary Needs/Allergies: *Students with special dietary needs/allergies must complete a special meal prescription form from the NH Department of Education signed by a physician and/or dietitian (available via the school lunch manager).* School lunch will try to accommodate those needs when appropriate. Please contact the Food Service Manager at 654-8030.

Financial Help: Any family or student needing financial assistance should complete the application for free and/or reduced meals that are available at the school office. *All applications may be subject to verification.* For assistance in completing the free/reduced meal application please contact Bob Deignan at 654-8030.



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 or System Administrator.

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 materials.

- 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 e-mails, 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 e-mails 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.
- 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' on-line 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 mater, 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 user s' (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 web site.

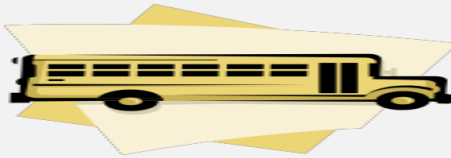
VII. Penalties for Improper Use

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 - School District Internet Access for Students.](#)



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 curb or off pavement at side of road until bus stops, door is open and lights are flashing.
- B. Students will board bus 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.

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 Guidance 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) 654-8086 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, One Chalet Dr., PO Box 1149, Wilton, NH 03086 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 extra-curricular 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

The WLC Board endorses the following principles of student conduct:

- I.** Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules, as well as to general provisions of the law 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 wholesome attitudes shall be maintained.
- 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.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures, rules and regulations, in accordance with RSA 193:13, RSA 193-D and RSA 193-F, through the development of administrative procedures which are approved by the Superintendent of Schools or his/her designee. Due process and equal protection of the law shall be afforded to any pupil involved in a proceeding that may result in suspension, exclusion, or expulsion. The Board under the provisions of RSA 193-13 may reinstate students expelled from school.

For complete policy refer to School Board Policy -JICD - Student Conduct, Discipline and Due Process - Safe School Zone

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 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 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 cyber-bullying should report their concerns to a teacher or the building principal. Students or staff who believe they have been victims of cyber-bullying 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 cyber-bullying 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

JICI - WEAPONS ON SCHOOL PROPERTY

Category: Required By Law

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

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

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Wilton-Lyndeborough Cooperative School Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

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

Legal References:

18 U.S.C. § 921 Et seq., Firearms

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

Appendix JICD-R

Appendix JICI-R (below)

Revised: April 2010

Reviewed: October 2004

Revised: November 1999, February 2005, May 2006

Original Adoption Date: October 12, 2011

First Reading: October 26, 2011

Second Reading: November 8, 2011

Final Adoption: November 8, 2011

JICI-R - Modification of a Weapons Expulsion

MODIFICATION OF A WEAPONS EXPULSION

Pursuant to RSA 193:13, IV, the Superintendent may, upon written application of an expelled pupil, recommend modification to the expulsion. Prior to the Wilton-Lyndeborough Cooperative School Board's consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

See policy JICI

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: 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 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

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 -Susan Ballou
Wilton-Lyndeborough Cooperative Middle School/High School
57 School Road
Wilton, NH 03086
Phone (603) 654-6123

Annual Notification of Rights under “FERPA” Access to Student Records Notice Concerning Student Records

The Family Educational Rights and Privacy Act (FERPA) afford 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 official if statutes or regulations requiring release were adopted prior to November 19, 1974.
 - Release to organizations or person 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