

MANCHESTER SCHOOL DISTRICT #37

HIGH SCHOOL STUDENT/PARENT HANDBOOK



2006-2007
SCHOOL YEAR

**HANDBOOK APPROVED BY
MANCHESTER BOSC May 2002**

NON-DISCRIMINATION POLICY

"It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of sex, race, religion, nationality, ethnic origin, age or handicap, for employment in, participation in, or operation and administration of any program or activity in the Manchester School District."

TABLE OF CONTENTS

A MESSAGE TO STUDENTS AND PARENTS3
STATEMENTS OF PURPOSE..... 4-6
A BRIEF HISTORY OF OUR SCHOOLS 7-8
GRADUATION REQUIREMENTS9
GENERAL DIRECTIONS FOR PROGRAM PLANNING9

RULES AND REGULATIONS FOR ALL STUDENTS.....10-34
ACCIDENTS 10
APPOINTMENTS 10
ARRIVAL 10
ASSEMBLIES 10
ATTENDANCE 10
ATTENDANCE AND ITS EFFECT ON SUMMER SCHOOL 11
ATHLETICS AND ACTIVITIES..... 11
AUDITORIUM/STAGE 11
BUSES 11
CAFETERIA 12
CAR & MOTORCYCLE REGISTRATION 12
CHECKS 12
CLEANLINESS 12
CORRIDORS AND LAVATORIES 12
CUTTING CLASSES 13
DANCES 13
DANGEROUS OBJECTS 13
DEPARTURE 13
DETENTION 13
DISMISSALS 14
DISCIPLINE/DISCIPLINE CODE 14
DRESS 14
DRUGS/DRUG PARAPHERNALIA 16
EARLY GRADUATION 16
EARLY RELEASE 16
ENTERING THE BUILDING 17
FIGHTING 17
FINAL EXAMINATIONS 17
FIRECRACKERS 17
FIRE DRILLS 17
GAMES/CARD PLAYING 18
GUIDANCE SERVICES 18
HOMEWORK 18
HONOR ROLLS 19
IDENTIFICATION CARDS 19
INCOMPLETE GRADES 19
INSURANCE 19
LEAVING SCHOOL GROUNDS 19
LIBRARY/MEDIA CENTER 20
LOCKERS 20
LUNCH 21
MAKE-UP WORK 21
MANCHESTER SCHOOL OF TECHNOLOGY 21
MARKING SYSTEM 21
MEDICINE 22

TABLE OF CONTENTS continued page

NATIONAL HONOR SOCIETY22

NOTEBOOKS23

OFF-CAMPUS EVENTS23

OFF LIMITS23

OFFICE DISCIPLINARY ACTION23

OFFICERS & MEMBERS OF STUDENT ORGANIZATIONS24

PARENT/TEACHER CONFERENCES26

PARENTAL PERMISSION SLIPS26

PASSES26

PASSING PROCEDURE26

PERFECT ATTENDANCE26

PLAGIARISM/CHEATING27

POSTERS27

PROGRESS REPORTS27

PROHIBITED ITEMS27

PUBLICITY27

RANK IN CLASS/HONORS27

RELAXED STUDY HALL-RULES AND REGULATIONS28

REPEATING A SUBJECT TO RAISE A PASSING GRADE28

REPORT CARDS28

SEX DISCRIMINATION STATEMENT28

SMOKELESS TOBACCO28

SMOKING AND OTHER TOBACCO PRODUCTS29

SPECIALTY DELIVERIES29

SPORTS CODE/ELIGIBILITY29

SPORTSMANSHIP/BEHAVIOR AT ATHLETIC EVENTS29

STUDENT COUNCIL30

STUDENT TRAFFIC30

TARDINESS TO CLASS30

TARDINESS TO SCHOOL31

TELEPHONE/CELLULAR PHONES31

TELEPHONE MESSAGES31

TEXTBOOKS31

TOURS AND TRIPS SPONSORED BY TEACHERS31

UNAUTHORIZED VISITORS32

VACATIONS32

VISITOR'S PASSES33

WITHDRAWAL FROM CLASSES33

WITHDRAWAL FROM SCHOOL33

YOUTH EMPLOYMENT CERTIFICATE34

CODES AND POLICIES 35-59

ATHLETIC CODE 35-37

ATTENDANCE POLICY 37-39

CODE OF CONDUCT 40-55

SEXUAL HARASSMENT POLICY 55-56

INTRANET/INTERNET ACCEPTABLE USE POLICY 57-59

SCHOOL CALENDAR60

Manchester School District #37

From the High School Principals...

Dear Students and Parents:

Our public schools represent our hope for the future. They remain the only institutions that welcome students from all walks of life and strive to help them become the type of citizens whom we will trust with the future of our community and our nation. If we fail, our community and nation will fail.

Our students will be held to high standards of academic achievement and behavior. We will hold students accountable in the classroom and in school life beyond the classroom. We will do this with the active involvement of our dedicated and competent professionals, with the leadership of our students and the support of the parents. Together, we will be engaged in an unrelenting pursuit of excellence. Please join us on this exciting voyage.

We urge you to read this handbook, become familiar with our expectations and keep it for future reference. Most of the answers to the questions you might have about the operation of our schools can be found on the following pages. It is also very important for you to become familiar with the Board of School Committee's codes and policies, the rules and regulations for all student organizations, and the school calendar.

By working together, we can create a school community that will help us confront some of the most challenging issues of our time. We look forward to an exciting and challenging school year.

Sincerely yours,

John R. Rist
Principal

Arthur L. Adamakos
Principal

Janice E. Thompson
Principal

MISSION STATEMENT: CENTRAL HIGH SCHOOL

Central High School has maintained a proud academic, aesthetic, altruistic and athletic tradition and is committed to continued educational excellence in a challenging and diverse world. Our mission is to develop an educated populace in an atmosphere of respect for self and others. We encourage the intellectual curiosity and reflective behaviors necessary for a lifetime of learning as members of a democratic society.

EXPECTATIONS FOR STUDENT LEARNING

Manchester High School Central's goal is to provide a comprehensive education that encourages students to:

- demonstrate the ability to communicate effectively in a variety of modes.
- employ problem solving and critical thinking skills.
- develop a fundamental understanding and appreciation of the increasing importance of technology.
- develop skills and habits for responsible decision-making involving healthy life choices and social relations.
- develop knowledge of democracy and its principles in order to participate fully in a free society.
- demonstrate respect for and understanding of the rights, opinions, and common dignity of all people.

MISSION STATEMENT: MEMORIAL HIGH SCHOOL

Manchester Memorial High School is committed to providing a safe and enriched learning environment in which students can

- work toward the realization of academic and creative potential
- nurture individual talents and abilities
- develop respect for themselves and for others
- become more involved and responsible citizens

EXPECTATIONS FOR STUDENT LEARNING

Manchester Memorial High School graduates will have

worked toward the realization of academic and creative potential by

- using critical and creative thinking skills.
- incorporating technology as an aid to problem solving.
- demonstrating academic competencies across the curriculum.
- preparing for a successful transition into the workplace or post secondary education.

nurtured individual talents and abilities by

- developing academic, athletic, social, and civic skills.
- cultivating team and leadership skills.
- refining unique talents.

developed respect for themselves and for others by

- accepting responsibility for personal decisions.
- experiencing a wide variety of physical activities for wellness.
- investing in their own education.

become more involved and responsible citizens by

- recognizing the value of individual participation within the community.
- respecting diversity and the rights of others.

MISSION STATEMENT: WEST HIGH SCHOOL

Manchester High School West's mission is to develop impassioned, independent, lifelong learners capable of thriving in an ever-changing technological and diverse world. We, in partnership with supportive families, will create and sustain a safe, respectful learning environment in which all students can realize their maximum potential as responsible members of a democratic society.

EXPECTATION OF SCHOOL PERFORMANCE

- Create a school atmosphere which is receptive to students of diverse ethnic, cultural, racial and economic backgrounds.
- Identify and communicate expectations for instruction including program, course, unit and lesson expectations.
- Create and utilize learning strategies for students.
- Devise multiple forms of assessment which require students to demonstrate their learning.
- Commit to the principle that all students will be challenged to attain a higher level of achievement.
- Use current research to study and review how students are grouped, and how students of diverse backgrounds and ability are included.
- Create structures for students, faculty and parents to advise, consult and participate in the decision-making process.
- Maintain standards of quality for professional development.
- Provide connections between and among disciplines.
- Communicate the purpose, standards and expectations of Manchester High School West to feeder schools.
- Expose students to technology and engage them in its application.
- Continue to examine and revise West's mission.

EXPECTATIONS FOR STUDENT PERFORMANCE

- Discover and express knowledge through reading, writing and speech
- Research and synthesize information and ideas from a variety of sources.
- Apply critical thinking to defining and solving problems.
- Use technology in the educational process.
- Integrate and apply knowledge across the curriculum.
- Develop a knowledge and an appreciation for the arts.
- Demonstrate a concern for humanity and an awareness of current events.
- Work independently and collaboratively.
- Explore lifelong physical activities that promote wellness.
- Foster respect, trust and concern for others in a diverse environment.
- Voice opinions and participate in West's decision-making process toward a common goal.
- Initiate, support and participate in student activities.
- Commit to community service as aware and responsible citizens.
- Know rights, responsibilities and consequences as members of the school community.

About Our High Schools:

Manchester High School, now **Manchester High School Central**, was founded on Monday, March 30, 1846. Today the original high school building, located on Lowell and Chestnut streets, is no longer in use. The Classical building on the corner of Lowell and Beech streets was opened in 1897 and was dedicated by the mayor, faculty, school committee members, city officials and student body.

In 1922, West High School was built and Central was no longer the only public high school in Manchester. While West was opening, Central "due to overcrowding," opened the Practical Arts building. The Auditorium in this building held seating for over 1,500 people. This building also had a gym on the lowest floor and housed the school's cafeteria.

The James building was built in 1967 and included the administrative offices, science labs, green house, gym and cafeteria. The heating plant for all three buildings was also located in the James Building. Central has had a long history of outstanding achievements in both academics and extra-curricular activities. In the fall of 2005, the William Burns Building opened and included over 100,000 square feet of new instructional space.

Central High School has had the following principals:

John R. Rist 1999-00 & 2002-Present

Daniel C. French 2000-2002

Robert Schiavone 1996-99

Roland Blanchard 1993-96

William Burns, 1967-93

Harold R. Snyder 1960-67

Hubert B. McDonough 1954-60

Carl P. James 1934-54

William Y. Morrison 1927-34

Hal R. Eaton 1921-27

George I. Hopkins 1919-21

George H. Libby 1900-19

Albert Somes 1888-00

Edward R. Goodwin 1884-88

Albert W. Batcheler 1874-84

William W. Colburn 1862-74

John P. Newell 1855-62

Jonathan Tenny 1854

John P. Newell 1851-53

Amos Hadley 1849-50

John W. Ray 1846-48.

Manchester School District #37/High Schools

Manchester Memorial High School was established in 1960 to eliminate the overcrowding at Central High School. A wooded site in the southern end of town, off of South Willow Street, was selected as the location of the school.

The first principal was Mr. Joseph E. Bronstein. Under his guidance, Memorial steadily gained enrollment. During the 1970s, the total enrollment reached over 2,000 students. Today, 2,200 students attend Memorial High School.

There have been several renovations and expansions at Memorial to meet the needs of students during its 45 year history. The English wing was added in 1965 and the "300" wing was closed off a few months later. In 2002, the Library/Media Center was modeled after college libraries and was expanded to seat over 220 students. In 2005, over 40,000 square feet of classrooms and a new gymnasium were added.

Memorial High School has had the following principals:

Joseph E. Bronstein 1960-1972
Leonard F. Foley 1972-1979
Bernice Krauzer 1979-1985
Ray E. Downton 1985-1995
Arthur L. Adamakos 1995-2000
James R. Hammond 2000-2002
Arthur L. Adamakos 2002-Present

Manchester High School West was established in 1922. At first, the school was used as a grade school as well as a high school. The seventh and eighth grades were housed on the first floor of the old building. The first principal was Mr. John C. Mackin. Under his guidance, West gained enrollment, and in 1924 became a full-fledged high school. The total enrollment was 136 students when the first class graduated that year.

The building more than doubled its size in 1967 with the addition now known as the Bean Building. A new gymnasium and science classrooms were added earlier in a 1959 addition to the rear of the original building. In 2005, 12 classrooms were added and the cafeteria was expanded.

West High School has had the following principals:

John C. Makin 1922-1937
Kenrick C. Bean 1937-1959
Andrew M. Boland 1959-1970
Charles J. Quinn 1970-1980
Robert A. Baines 1980-1999
Janice E. Thompson 2000-Present.

Graduation Requirements: (BOSC Instruction 128)

Members of the Classes of 2007, 2008, and 2009 are required to earn twenty (20) credits to graduate. Members of the Class of 2010 are required to earn twenty-two (22) credits.

Freshmen and sophomores must carry a minimum of six (6) classes per semester. Juniors and seniors must carry a minimum of five (5) classes per semester. Where vocational subjects are worth two (2) credits, one (1) less class is acceptable.

The following courses are required for graduation:

Arts Education	1/2 credit
Info, Comm & Tech	1/2 credit (Requirement must be met during high school)
English	4 credits
Health Education	1/2 credit
Mathematics	3 credits (1 year of Algebra required)
Physical Education	1 credit
Science	2 credits (1 cr. in Physical Science and 1 cr. in Biological Science)
Social Studies	2-1/2 credits (including 1 cr. of U.S. History, 1/2 cr. of Government, 1/2 cr. World History Survey and 1/2 cr. Economics)

Electives shall consist of six (6) or eight (8) credits from the school's course offerings depending on the graduating class guidelines mentioned above.

General Directions for Program Planning:

1. Students must check the prerequisites for each subject to be sure they are eligible to take the course.
2. Juniors and seniors shall carry a minimum of five (5) subjects. Freshmen and sophomores shall take a minimum of six (6) subjects.
3. Counselors will work to help students with program planning.
4. No schedule changes will be made except for the following reasons:
 - (a) Subject failure affecting graduation and sequence requirements;
 - (b) Error or conflict in schedule;
 - (c) Summer School adjustments;
 - (d) Extenuating circumstances will be considered at the discretion of the administration, after consultation with guidance counselors, subject teachers and instructional coordinators.
5. Fifth-year students are enrolled based upon conditions established by the administration after review of each student's academic record.

RULES AND REGULATIONS FOR ALL STUDENTS

Accidents:

Any injury, regardless of apparent extent, should be immediately reported to the school nurse.

Appointments:

Doctors' appointments and other appointments should be scheduled at times other than during the school day.

Arrival:

Students are not allowed in the corridors or classrooms until the first bell rings. The student cafeteria is opened at 7:00 AM for early arrivals. Supervision of students is not provided before 7:00 AM. Upon arriving at school via bus or other means of transportation, students shall not leave school grounds. Students who leave school grounds after once having arrived may be referred for disciplinary action.

(CENTRAL only) Central students must follow their academic schedules to ensure that they are in home room for attendance purposes.

(MEMORIAL only) Memorial students must arrive and be in Period A by 7:45 AM. There are no late arrival privileges. Students who report after the warning time tone (8:00 AM) must report to the main office for admission and are considered ***late to school***. A one-day detention is automatically assigned unless the student possesses a physician's note or is accompanied by a parent/guardian.

(WEST only) Students who have late arrival privileges must check in with their assigned teacher in the cafeteria by the late arrival time tone/bell each day (8:15 AM). Students must report earlier when there are special bell schedules.

The library/media center opens at 7:00 AM. Once students report to this area, they may not leave until the bell rings at 7:38 AM.

Attendance:

Regular daily attendance is a requirement.

Students shall not attend or take part in student activities on the day of an absence, suspension or for up to two months based on the Drug/Alcohol Policy. Parents are urged to give attendance at school preference over all other activities. Chronic truancy is considered sufficient reason for dropping a student from school.

If the student is under sixteen (16) years of age, he/she will be referred to the School Attendance Officer, and court action may result.

It is strongly recommended that parents telephone the school early in the morning to inform school personnel that their teenager will be absent.

When returning to school after an absence, the student must bring a note from his/her parent or guardian stating the reason for the absence. The note should contain:

- (a) student's first and last name;
- (b) student's identification number;
- (c) dates of absence;
- (d) telephone number where school personnel can call a parent to verify the excuse. (Random calls will be made.)

Notes should be forwarded to the tardy/dismissal office (WEST), main office (MEMORIAL) or assistant principal's office (CENTRAL).

Attendance/Effects on Summer School: (BOSC Instruction 116)
Permission to attend Summer School for makeup will not be allowed if failures were due to excessive absenteeism. Absences beyond 24 days or more per year (or 12 days per semester) are deemed to be excessive and shall prevent a student from attending summer school. Extenuating circumstances for excessive absences may be appealed to the building principal for review.

Attendance and Failure - School Board Policy/Attendance School Board Procedure to Appeal: The School Board Policy on Attendance and Procedure to Appeal may be found in this handbook.

Athletics and Activities:

There are many athletic teams and activities available to high school students. Students are urged to take advantage of these activities and programs. Much money has been expended, and many people have spent a great deal of time and effort to develop these programs which encourage a well-rounded education for all of our students.

Special insurance is provided by the City of Manchester for students playing football, but anyone participating in any other sport must buy school insurance or have their parents sign a statement that they are covered by some other insurance policy.

Football players must contribute five dollars (\$5.00) toward the football insurance.

Auditorium/Stage/Gymnasium:

No students have the authority to use the stage, its properties or the musical instruments (including the school piano) unless they are authorized by the administration or a person officially appointed by administration.

No students should be in the auditorium unless they have been authorized. No student is permitted to use the gymnasium for recreational purposes without faculty or a coach's supervision.

Buses:

Proper behavior is required while waiting for and riding buses to and

Manchester School District #37/High Schools

from school. Misbehavior will be dealt with according to the Code of Conduct and other school policies.

Cafeteria:

The use of the cafeteria requires a maximum of cooperation from all students. Students who cannot follow the basic requirements will face disciplinary action.

1. Students will be instructed to cleanup prior to the end of the period. The cafeteria should be clean ten minutes before the end of the period.
2. Consumption of food and/or beverage is not permitted in any other part of the school or outside the school.
3. Students are expected to keep noise at a low level.

A hot lunch program is available at all Manchester high schools. For a moderate sum, each student is able to purchase a full course meal. Lunch is served periods D, E, F and G.

Car and Motorcycle Registration (MEMORIAL only):

Students must register all cars and motorcycles brought to school at the main office. This will help school officials locate students when there are emergencies and when vehicle lights are left on. Students must display a Parking Permit decal on their vehicle for identification purposes. (See Parking Lot Rules and Regulations)

Checks:

If checks are returned for insufficient funds, the student will be charged a \$10.00 fee by the school as well as the bank charge. Failure to resolve this within a two week period will necessitate this matter being turned over to the police department for further action.

Cleanliness:

Please take pride in the building and school grounds. It is your responsibility. Failure to keep the common areas clean could result in the loss of certain privileges.

Common Expectations:

1. Punctuality to all classes.
2. Proper behavior with the same and opposite sexes.
3. No unnecessary loitering in the hallways or lavatories.
4. Be a good sport at all times. Your behavior in school, at sports and social events reflects on your school.
5. Have respect for your teachers and they will respect you. Refer to your teachers as Miss, Mrs., Ms., Mr. or Dr., not by their first name or last name alone.
6. Be neat and clean. Help to keep the building and grounds clean by setting a good example.

Corridors - Lavatories:

1. Students are not allowed in the corridors or lavatories unless

- a pass has been issued which permits such presence.
2. Only one student's name will appear on any pass issued by a staff member.
 3. Students in any unauthorized area will face disciplinary action.

Cutting Classes:

Students who cut classes will face disciplinary action. Excessive class cutting will result in more severe disciplinary action such as suspension. Refer to the Code of Conduct for specific penalties.

Dances:

Dances are held only for students registered at that high school. All disciplinary guidelines for the regular school day are in effect for all dances and other school activities. Remember that students will be suspended for possessing, selling, using or otherwise furnishing or having used a restricted drug, alcoholic beverage or intoxicant during or before school or school-related activities. No student will be admitted without an official high school identification card and a ticket. **WEST ONLY:** All tickets are sold in advance of the activity. They are not sold at the door.

Dangerous Objects:

Students are not allowed to possess, sell, or otherwise furnish any firearms, knives, explosives, weapons, or other dangerous objects which are of no reasonable use at school.

Departure:

Students must leave the school building and school grounds at the close of school or by 3:00 PM depending on the circumstances. Students remaining for extra help, detention, or extracurricular activities must leave school grounds by 3:30 PM. Student athletes must follow the practice schedules set by their coaches or the athletic coordinator.

Detention:

Teacher Detention Students may be assigned detention by classroom teachers. If a student misses a detention and cannot provide an acceptable reason for his/her absence, his/her name will be given to the assistant principal for disciplinary action if the matter cannot be resolved with the teacher.

Admin. Detention Students are given detention for various discipline problems. When assigned to the detention room, a student must report and remain there during the entire period. This time shall be spent doing something constructive, such as studying or reviewing work. Students failing to work may have an extra day of detention assigned.

Failure to Students reported as failing to report to any

Manchester School District #37/High Schools

Report assigned office detention shall subject the student to a suspension.

(MEMORIAL & WEST ONLY) Students may not substitute suspension for detention. Detentions assigned shall remain as determined by the assistant principal.

Dismissals:

All students must be in daily attendance during all scheduled times unless dismissed by a parent or guardian for sickness or any emergency condition that may develop at home. Whenever possible, medical/dental appointments should be scheduled after school hours.

1. **By parental requests:** If a student is to be dismissed from school on a given day, a written request signed by a parent must be submitted (**CENTRAL & WEST: by 7:45 AM, MEMORIAL: by 8:30 AM**) to the tardy/dismissal (WEST), main office (MEMORIAL) or assistant principal's office (CENTRAL) stating the reason for the dismissal. All notes must include the full name of the student, the student's identification number, and a telephone number where the school can call a parent to verify the note. Telephone calls for dismissals should be made to the school in emergency situations only. In order to insure the legitimacy of such dismissals, parents will be asked to come to the main office to sign out the student.
2. **Illness while in school:** A student who becomes ill must report to the nurse's office. The nurse will then make a decision as to whether a student should remain in school. A parent will be notified if the student is to be dismissed. No student will be dismissed from school without the authorization of the nurse and the parent. Under special circumstances, a student may be dismissed by an administrator, if the student is eighteen (18) years of age for illness only.
3. **Returning to school:** If a student returns to school after a dismissal, he/she must report to the tardy and dismissal office with his/her dismissal slip to be readmitted to class.

Discipline/Discipline Code (Code of Conduct):

It is the responsibility of every student to be familiar with the Code of Conduct which was approved by the Board of School Committee in August, 1979, and revised in February, 2001.

Note: Students who are found guilty of Level III and Level IV offenses are generally assigned a minimum of an out-of-school suspension. For additional information, please refer to the Code of Conduct in this handbook (Pages 41-55).

Dress: (*BOSC Students 117*)

The Board of School Committee has adopted a dress policy for students that is reasonable, but that sets standards for grooming and appearance. PROPER ATTIRE is required of all students during each school day and at all school functions. PROPER ATTIRE is defined as

clean clothing that is free of holes or tears, that appropriately covers the body, and that helps maintain a healthy and safe environment in school. Students are expected to show self-respect in their dress for school. Further, expecting students to practice good personal hygiene is part of this school dress policy.

Please note that it is the responsibility of the student and parent that the student follows the guidelines of this dress code. When questions arise regarding the interpretation of this policy, the administration shall make a determination regarding the appropriateness of student dress.

The Board of School Committee has established the following guidelines to assist students in their understanding of the dress code policy:

1. Any clothing, jewelry, tattoos, or accessories, which through word or design, display the following are inappropriate and prohibited. All tattoos which are not in compliance with the below-stated guidelines must be covered.
 - Use of alcoholic beverages, tobacco, or other drugs
 - Sexual references and/or language
 - Symbols of gang identification
 - Intolerance or lack of respect to others on the basis of gender, race, religion, ethnic, social, sexual preference, disability, or economic background
2. Clothing that exposes the chest, abdomen, midriff, genital area or buttocks, including, but not limited to the following, is not permitted:
 - Spaghetti straps, tube tops, backless tops & halter tops
 - Muscle-type or tank tops (e.g. basketball jersey, sleeveless undershirt)
 - Pants or shorts not cinched at the top of the hips
 - Exposed undergarments
 - Lingerie or pajama wear worn as outer garments
 - Shorts, skirts, or slits in shorts and skirts that are shorter than mid-thigh or fingertip length
 - Fabrics that are see-through or transparent
 - Tight Lycra®, Spandex®, or similar material
3. Sunglasses/colored glasses are prohibited unless prescribed or authorized by a physician.
4. Head coverings (including hats, head stockings, bandannas, or sweatbands) shall not be worn in school except for religious, cultural, or medical purposes.
5. Footwear must be worn at all times.
6. Safety/protective clothing and footwear, as well as athletic and gym clothing and sneakers, shall be worn as required by the subject teacher or organization advisor while students are participating in the specialized activities. Students wearing a hairstyle that presents a hazard to the learning environment will conform to safety standards as required by the subject teacher.
7. Students shall not wear accessories or clothing that could pose a potential danger to themselves, others, and/or prop

Manchester School District #37/High Schools

erty. This includes heavy chains, spiked bracelets, necklaces, and/or other items of dress.

Drugs/Drug Paraphernalia:

Because of the serious consequences, legal and otherwise, which may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will face disciplinary action. Student's possessing or furnishing drug paraphernalia will also face disciplinary action. Please refer to Section D of the Code of Conduct.

Early Graduation: (BOSC Instruction 130)

Please refer to the Early Graduation Policy (updated May, 2004) which follows:

1. The student must submit a written application to graduate early, stating his/her reasons for this request, as soon as possible. The request must be approved by the student's parents.
2. A program of study leading toward early graduation will be developed by the student and his/her counselor upon receipt of a request from the student and his/her parents.
3. To be considered for early graduation, the student must have a cumulative average of "C+."
4. The request and plan for early graduation will be approved or disapproved by the principal based on the student's academic record, reasons for the request, and evidence of the student's good character.
5. The student's academic progress will be checked periodically to ensure the student's continued satisfactory academic progress.
6. The student who completes his/her graduation requirements by January of the senior year will receive his/her diploma in June with the graduating class. The student may request a letter certifying completion of graduation requirements at the close of the first semester of the senior year.

Early Release/Dismissal:

Some students are eligible to leave school at the end of their last class. These students must leave the school, school grounds, and the neighborhood immediately. Students who stay to pickup others must stay in their vehicles until 2:33 PM. Everyone must leave the school area by 3:00 PM, unless they are participating in an extra-curricular activity or serving office detention. Also, students may not return to school or to the neighborhood after they have left school grounds.

Students who violate this rule may face the loss of their early dismissal privilege or disciplinary action.

Entering the Building:

Students are not allowed in the corridors or classrooms until the first bell rings. The student cafeteria is opened at 7:00 AM for early arrivals.

Students may make arrangements with their subject teachers for makeup before school. Students must possess a note for early morning makeup to be given to teachers on early morning supervision assignment.

Fighting:

Every student has the basic right to go about his/her tasks without being accosted by another student. Fighting for any reason will not be tolerated.

Students guilty of instigating fights will be suspended out-of-school for a minimum of three (3) to five (5) days. Please refer to the Code of Conduct. Students who assault others may also be subject to criminal prosecution.

Final Examinations:

Final examinations are administered at the end of the first and second semesters. They shall count 1/7th of the semester grade. These examinations shall test students on a broad sampling of material from the entire semester.

Students should not make commitments for jobs, vacations, summer camps, or other appointments during the week of final examinations. Students must take the examinations at the scheduled time. Students will not be allowed to take their examinations unless all books, materials, etc. have been returned to the teachers.

Firecrackers:

Firecrackers are not allowed on school property. This includes any type of explosive caps, "snap-bangs," etc. Any student in possession of an explosive will be externally suspended from school, and will be subject to criminal prosecution.

Fire Drills:

Please be aware of all fire/evacuation drill procedures. Teachers will make all students aware of the fire drill instructions.

1. At the sound of the alarm, pupils and teachers are to leave the building by the nearest exit according to instructions posted in each room.
2. Pupils are to pass quickly and in an orderly manner. However, there should be no running.
3. Pupils are to refrain from talking during the fire drills so that emergency instructions can be heard and clearly understood.
4. Students must not smoke while out on a fire drill, sit in

cars, or loiter on the property of any neighbors.

5. Students are to leave the area of the school during all fire alarms. The Fire Department has requested that students move a block away from the school so as not to impede any fire equipment arriving at the school.

Games/Card Playing and Gambling:

Card playing, ball and frisbee throwing, hacky sack etc. are strictly prohibited. Gambling will result in disciplinary action.

Guidance Services:

Assistance in making decisions about the individual's educational, vocational or personal problems is the major role of the guidance personnel. This is performed principally through individual counseling, interviews with parents, group counseling, and small group meetings with school and college representatives. Students desiring a conference with their guidance counselor should make an appointment. It is hoped that this procedure will make it easier for students to contact their counselor. Students will be assigned to their counselors on an alphabetical basis. The assigned alphabetical categories will be posted in the guidance department waiting room. Under this plan, and under normal circumstances, students will have the same counselor throughout their high school years, and it is anticipated that a closer rapport between counselor and student will result. The Guidance Department may or may not be open during home room depending on the high school. All students are expected to be in their assigned home room during this time.

Homework:

In order to excel in any particular activity, or even to "make the team," so to speak, a person must practice faithfully and diligently.

Homework is assigned not merely for the purpose of giving students something to do, but to help them to understand the material better, to enable them to work out their own problems, to encourage them to think for themselves and to use knowledge gained to the best advantage.

Home study lessons are assigned with the idea that it will take a pupil of average ability one-half of an hour (1/2 hour) to study for each subject. This means that the average pupil taking five (5) subjects, if he/she has no study periods, should have at least two to two-and-one-half hours (2 to 2-1/2 hours) of work at home. Naturally, some students will finish their work in less time, while others may find that it takes considerably longer. Those who need extra time should ask their teachers for extra help or perhaps for hints to improve study habits.

Regular attendance and careful attention in class are extremely important for a complete understanding of the subject matter and are two factors which will serve to considerably reduce the amount of time for home study.

Parents who find that children do not have one-hour-and-a-half (1-1/2 hours) of homework each day, or that they have more than three hours (3 hours) of homework each day, should confer with individual teachers if they have any concerns.

Parents wishing to confer with teachers may contact their teenager's guidance counselor.

Honor Rolls: (BOSC Instruction 125)

Honor rolls are issued by the principal after each marking period. A student must be taking at least five classes.

Principal's List is an average of 3.85 to 4.0.

High Honors is an average of 3.5 to 3.8499.

Honors is an average between 3.0 and 3.499.

Students who fail a subject or have an incomplete are not eligible for honor roll status.

Identification Cards:

Student identification cards will be issued to all students. Students are required to keep them in their possession at all times. They will be presented for admission to various student activities and for borrowing books from the library. Replacement of lost or damaged cards will be made upon payment of a \$10.00 processing fee. They are also to be presented to teachers and administrators upon request. Refusal to provide a name or ID card on demand by a faculty member will result in an automatic suspension from school.

Incomplete Grades:

Students whose work is incomplete at the end of a marking period mainly because of absence will receive "incomplete" in place of a grade on their report cards. In order to receive a grade, pupils must complete their studies to the satisfaction of the instructor. The teacher will set the date for the completion of make-up work, which in most cases, shall not extend beyond the regular make-up day for the course concerned.

Failure to comply with the teacher's regulation will result in the automatic receipt of an "F" in the course not completed. The Attendance Policy states that, "A student will have a maximum of two weeks in which to complete make-up work."

Insurance:

Students must have accident insurance to participate in intramural or interscholastic athletics. School insurance is one form of insurance which covers this. Applications for school insurance are distributed to all students at the beginning of each school year.

Leaving School Grounds:

Students who leave the school grounds without permission will be subject to disciplinary action. Central, Memorial and West are closed campuses and leaving school for lunch off the property is strictly prohibited.

Manchester School District #37/High Schools

Library/Media Center:

The library/media center is officially open on school days from 7:00 AM until 3:30 PM Monday through Thursday and until the close of school on Friday. **(CENTRAL only):** The McIninch Library will open at 7:30 AM. Students may use the library before school, during study periods and after school. Freshmen and sophomores must have a library slip in order to gain admittance. Library slips are not transferable.

The library slip is first signed by the teacher. The student fills in the remaining blanks with his/her name, period number, study room, ID number and date. As previously mentioned, the library/media center is used, not for general study, but for either free reading or for special study which requires the use of resource materials.

It is not necessary to have a library slip in order to return or renew a book. This may be done between periods or before or after school. All fiction and non-fiction books may be borrowed for three (3) weeks unless put on reserve for a particular class. Reference materials may be borrowed for overnight. Everything can be renewed unless needed by other students. It must be brought into the library to be renewed. There is a fine of five cents (\$.05) a day for overdue books. Students are responsible for returning their materials on time. Overdue notices will be sent out during the year to remind students to return their items. Students who use the library materials are encouraged to be responsible for the items and return them in a timely fashion.

The library/media center maintains Macintosh and PC computers for student use in word processing, graphics, math assignments, multimedia, accessing the Internet, subscription databases, etc. Students must comply with the Acceptable Use Policy found in this handbook. Students may use the computers for school/academic work only.

Lockers:

Because of the large number of students in the building, it is recommended that students should plan their day so that they go to their lockers as few times as possible. This may result in students taking enough books for two (2) or more classes at a time.

As noted in the Code of Conduct, "Students are responsible for not placing, keeping or maintaining any article or material in a school-owned locker which is of a non-school nature that could cause a disruptive activity on any school property or at any school-sponsored activity." Student lockers will be searched if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Lockers are the property of the Manchester School Department. Students are prohibited from writing on or attaching stickers, etc. to locker surfaces. Lockers are to be emptied and cleaned periodically. It is strongly recommended that locks be used to secure contents in all student lockers. **The Manchester School District is not responsible for lost or stolen articles.**

Lunch:

The serving lines will be open for the first thirty (30) minutes of each lunch period. Within the last few minutes of each lunch period, clean-up shall begin. Students are expected to properly dispose of all litter left on the tables and on the floor. All food and drink will be consumed in the cafeteria only.

Make-Up Work or Tests /Quizzes:

Teachers and students should arrange make-up work. It is the responsibility of the student to see that work or test/quizzes is made up. Every teacher stays until 3:30 PM, one (1) day each week for make-up. Please check with individual teachers for specific days. The revised Attendance Policy will be the source of the official make-up policy. Students who receive an external suspension shall be entitled to a limited make-up of work to be determined by the individual teacher.

Manchester School of Technology:

Students are urged to explore the curriculum offerings at the Manchester School of Technology. This school offers a wide variety of courses in vocational education. Counselors should be consulted about enrolling in the vocational program.

(MEMORIAL only) Students are required to walk to MST regardless of weather conditions due to its close proximity. Students are not allowed to ride in their own cars or cars which belong to others unless given special permission by the administrations of both schools.

(WEST only) Students are transported to MST each day on school buses from West. The buses leave West as follows: Block 1 - 7:45 AM, Block 2 - 9:25 AM, Block 3 - 12:10 PM. It is the students responsibility to meet the bus at the designated time. Students are not allowed to ride in their own vehicles or vehicles that belong to others. Students who "miss" the bus or ride in personal/private vehicles will be subject to disciplinary action.

Marking System: (BOSC Instruction 125)

The interpretation of the letter grades is as follows:

A	=	90 - 100
B+	=	85 - 89
B	=	80 - 84
C+	=	75 - 79
C	=	70 - 74
D	=	65 - 69
E	=	Failures due to Absences
F	=	0 - 64 (Failure)
I	=	Incomplete
W	=	Withdrawal
WF	=	Withdrawal Failure
N	=	No Grade
AU	=	Audit

Manchester School District #37/High Schools

Medicine:

While in school, students are not allowed to take any kind of medicine unless under the direct supervision of the school nurse. Please refer to the Chemical Abuse Policy.

National Honor Society:

Students may not apply for membership in the National Honor Society. Membership is granted exclusively to those students selected by the Faculty Council in each school. The membership criteria reviewed by the Faculty Council include the following requirements:

- Membership is open to juniors and seniors.
- Students must be enrolled at our school for a minimum of one semester.
- Membership shall not be based on grades alone.
- Students must meet standards relating to scholarship, service, leadership, and character.

The four areas are rated on a scale of 1-4 with 4 being the highest. A total of 12 is required for membership, with the final decision being made by the Faculty Council. The scholarship requirements are a 3.5 unweighted GPA or a 9.0 weighted GPA.

Students invited for membership must complete service questionnaires on which they will list all activities they have participated in during high school and any offices they have held. These activities may be in or out of school, but the students must be active, participating members of the organizations listed on the questionnaire. A student's job does not constitute service. Service is based on the total amount of hours devoted to activities in or out of school. Therefore, even if the student volunteers with one organization, but devotes many hours there, the student may still rank high in this category. Coaches, advisers, and supervisors shall be contacted to verify the information provided. Falsifying information shall be considered a reason for disqualification from membership. Service activities will be weighted on a scale of 1 to 4, with 4 being the highest.

Leadership and character will be evaluated by faculty, coaches and advisers. Students will receive the necessary forms for this evaluation. It is the sole responsibility of the student to distribute the evaluation forms and to provide a list to the faculty adviser by the established deadline.

Character and leadership will be evaluated using the following criteria:

Character:

- Meets pledges and responsibilities to the school or organization promptly
- Demonstrates high standards of honesty and reliability
- Cooperates with school and civil rules and regulations
- Demonstrates concern for others

Leadership:

- Demonstrates leadership in classroom and organizations

- Demonstrates leadership in promoting school activities
- Successfully holds school offices or other positions of responsibility
- Exemplifies positive qualities and attitudes

Students selected for membership by the Faculty Council must continue to meet the standards of membership. Dismissal and other disciplinary action shall be decided by the Faculty Council. A student who is dismissed or resigns may never again become a member. Additional responsibilities to sustain membership shall be the responsibility of the faculty advisor with the advice of the Faculty Council. Attendance is expected at all N.H.S. meetings and activities unless one has a valid excuse and informs one of the officers prior to the meeting or activity.

Should a member's grade point average fall below 3.50 (unweighted) or 9.0 (weighted), that person has a single marking term to raise it to the acceptable level. Failure to do so could result in dismissal from the National Honor Society. In cases of flagrant violation of school rules or civil laws, students are subject to dismissal from the National Honor Society. This includes the use, possession, transfer, etc. of alcohol and other drugs. A copy of the National Honor Society discipline procedure and appeals process is available from the adviser. (See N.H.S. Code of Ethics/Standards of Behavior)

Notebooks:

All students are requested to have a notebook for each class. They will be checked and graded periodically by each teacher. Guidelines will be issued by each teacher.

Off-Campus Events:

Students at school-sponsored, off-campus events shall be governed by school rules and regulations and are subject to the authority of teachers and administrators. Failure to obey the rules and regulations and/or failure to obey reasonable instructions of school personnel shall result in disciplinary action including suspension from school and loss of eligibility to attend school-sponsored, off-campus events.

Off Limits:

Students are only allowed in areas designated in their schedules. Presence in all other areas requires a note from a teacher and direct supervision of a teacher.

The patio (WEST) or courtyard (CENTRAL) is the only area outside of the school where students may assemble during a regularly scheduled time. **(CENTRAL only):** Any student who leaves the campus without permission will receive a one day external suspension.

Office Disciplinary Action:

Any student requested by a teacher to leave an area for misbehavior must report directly to the main office (WEST & MEMORIAL) or their assigned administrator's office (CENTRAL). Failure to do so will result in disciplinary action.

Definition of Terms

1. **Detention:** Students are assigned a set number of days for certain minor violations of school rules. The number of days depends upon the number of violations and the seriousness of the offense. (Please refer to previous section on Detention for rules.)
- *2. **Suspension:** Temporary withholding of school attendance for a period of time. (Please refer to the Code of Conduct for guidelines.)
- *3. **Expulsion:** Termination of enrollment, permanently or for an extended period, by the Board of School Committee. (Please refer to the Code of Conduct for guidelines.)

***Students who are suspended or expelled shall not participate in, or attend any school-sponsored activities for the length of the suspension or expulsion.**

General Comment: Students who refuse to accept or report to detention will receive an external suspension.

Officers and Members of Student Organizations:

Code of Ethics/Standards of Behavior (BOSC Students 116.1)

Students holding leadership positions are expected to be exemplary students and leaders in all areas of their lives, both in and out of school for the entire year (365 days). School leaders will be evaluated periodically by their respective advisors and the administration according to the following criteria and shall not be allowed to serve unless the following standards are met:

Academics:

Student leaders shall maintain a minimum GPA of 2.5 (Simple/Un-weighted). In the event that a GPA falls below 2.5, the student leader shall be removed from office for a minimum of one marking period and until his/her GPA reaches the 2.5 standard set for all class leaders. If a school leader receives an "F", that leader shall forfeit the office for the remainder of the school year. Any leader found guilty of plagiarism/cheating shall be removed from office for the remainder of the year.

Alcohol/Other Drugs:

Immediately following their election to office, school leaders pledge to refrain from using alcohol and other illegal drugs in and out of school for the entire year (365 days). School officers specifically agree to the following:

1. Attendance at parties or other gatherings, excluding family gatherings, where alcohol is being consumed is strictly prohibited as is the use, possession, and transfer of alcohol or other drugs.

Consequence:

Failure to adhere to this pledge shall result in the immediate removal from office, following an investigation, for the remainder

of the school year or the following school year if the incident occurs during the summer months.

2. If a school leader inadvertently finds him/herself at a gathering where alcohol and other illegal drugs are being used, the officer shall immediately leave the gathering and report the incident to the appropriate advisor on the next school day. If the advisor is not available, the student shall report the incident to a school administrator.

Consequence:

Failure to report the incident, as required, shall result in immediate suspension from office, pending an investigation and determination of other disciplinary action.

Personal Behavior:

Immediately following their election to office, school leaders shall be removed from office for one full year (12 months) from the date of the incident or from the date that the school administration becomes aware of the incident, whichever is later for reasons which include, but are not limited to the following:

- Involvement in a serious violation of school rules
- Inappropriate and/or illegal conduct on or off campus including activities not associated with school

School leaders are held to a higher standard of behavior than students who are not serving positions of leadership.

Leadership:

School leaders are expected to be behavioral role models for fellow students. Any school leader's behavior, either in or outside of school that might give other students a justification for their own inappropriate behavior, may be removed from office.

Responsibility:

All school leaders shall be expected to fulfill their responsibilities with a willing and cooperative attitude. Any school leader, who in the judgement of the advisor, is not meeting his/her responsibilities, may after an initial verbal warning, be removed from office.

Serving in a peer leadership role is a serious responsibility. All students who seek such positions shall be expected to treat their responsibilities as an opportunity to serve - not an opportunity to receive individual glorification.

Appeal Procedure:

Any appeal of a disciplinary action shall first be made to the advisor. Only disciplinary actions which result in the removal from office or membership for the remainder of the school year may be appealed to the Student Activities Council.

All other disciplinary actions are the sole responsibility of the advisor.

Manchester School District #37/High Schools

The Student Activities Council is comprised of the following:

- Assistant Principal for Student Activities (non-voting member)
- Class Advisers
- Student Council Adviser
- At-Large Advisers (2) - appointed by the principal

Guidelines for the appeal process shall be provided to the student and/or parent upon request. **THE DECISION OF THE STUDENT ACTIVITIES COUNCIL IS FINAL.**

Parent/Teacher Conferences:

Direct communication between parents and teachers is encouraged. Parents may call the main phone number at any high school and leave a message for a teacher or staff member. A timely response should follow.

Parental Permission Slips:

Parents must sign a permission slip before their teenager will be permitted to participate in school-sponsored educational trips.

Parking Lot Privileges: (MEMORIAL only)

Only students who attend Memorial High School and pay for a parking ID sticker each year may park in the student parking lots. The faculty parking lots are OFF LIMITS to students. Students must register their automobiles in the main office and display their parking stickers on a non-tinted window in plain view. Failure to comply with this procedure could result in disciplinary action and/or suspension of parking privileges. **IMPORTANT NOTES:** The parking lots at Memorial are, by definition, City of Manchester parking lots and are subject to all city parking ordinances. Parking ID stickers are for identification purposes only. Students are NOT guaranteed a parking space each day if they have a ID sticker.

Passes:

Students are not allowed out of classrooms or other assigned areas without a pass. This includes students who are sent to the nurse, guidance or library.

Passing Procedure:

Under no circumstances should any student be at any doorway before a bell has rung. When the bell rings, the teacher will dismiss the class. Students are to leave the room quietly and in an orderly manner. Students are asked to keep to the right in halls and on the stairs when traveling between classes.

Perfect Attendance:

No student will be granted credit for a day's attendance without having been present during at least five (5) entire class periods for any given day. Students vying for perfect attendance must adhere carefully to this policy.

Plagiarism, Cheating & Academic Honesty:

By definition, plagiarism occurs when a student uses or knowingly represents the words or ideas of another as one's own in any academic

exercise. Cheating occurs when a student uses or attempts to use unauthorized materials, information, or study aids in any academic exercise or activity or gives or receives answers on any academic exercise or activity.

TEACHER RESPONSIBILITIES

1. Teachers are required to notify students of the policy and discuss it with their individual classes at the beginning of the school year/semester.
2. Zero(es) are to be assigned for the affected assignment(s) at teacher discretion with a minimum of one per offense.
3. Teachers are to complete a discipline slip for each occurrence of cheating and also notify the student's guidance counselor.
4. Teachers are encouraged to notify the student's parents by phone or by mail.
5. Advisors to any of the honor societies and the Scholarship Chairperson will receive a printout from the main office listing all students who have been found guilty of cheating and/or plagiarism.

Posters:

No posters can be placed on school premises unless they have been approved by the appropriate faculty advisor or the assistant principal in charge of activities. Posters advertising activities not sponsored by the Manchester School District are not allowed unless they are approved by central office administration and/or the assistant principal in charge of activities. Political posters are prohibited.

Progress Reports:

Progress reports are issued in the middle of each marking period to all students. Only the grades of A, B, C, D, F or I will be issued.

Prohibited Items at/on School/School Grounds:

As a general rule, items that do not have an educational use should not be brought to school. These items will be confiscated if students persist in bringing them or using them at school and disciplinary action will result. *Items that should be kept off of school grounds include, but are not limited to, the following:* Skateboards and rollerblades, water guns and pistols, frisbees, electronic devices other than calculators and computers. **(Please see Telephones and Cellular Telephones on page 31 regarding their specific use.) (WEST only)** A parent/guardian must retrieve a confiscated electronic device from the main office.

Publicity:

No publicity notices on school activities are to be issued from the school by the students, either to the newspapers or to other publications, unless they first obtain approval.

Rank in Class/Honors: (BOSC Instruction 129)

Rank in class for seniors is determined at the end of the first semester of the senior year. Beginning with the Class of 2004, the weighted

Manchester School District #37/High Schools

(adjusted) class ranking system is used for designating the final (senior) class rank of a student. Students must be enrolled at a Manchester High School for at least three (3) semesters before they are eligible for the final senior class rank.

Relaxed Study Hall - Rules and Regulations: **(CENTRAL & WEST only)**

Juniors and seniors are assigned to a relaxed study hall in the cafeteria. Please note the following:

1. Students who wish to go to the library/media center must report directly to the area by the late bell.
2. Students are to exit and enter the building through designated doors only.
3. Students must talk softly, both inside and outside the building. Horseplay is not allowed inside or outside.
4. Students who misbehave in these areas will face disciplinary action.
5. As with all privileges, the relaxed study could be eliminated if it is abused.

Repeating a Subject to Raise a Passing Grade:

Students are not allowed to repeat a subject to raise a passing grade. Students may only take classes for audit purposes if they have already received credit for that particular course.

Report Cards:

Report cards are issued four (4) times during the school year. Grades are recorded by letters indicating the scholastic achievement of the students.

Students who fail to return books or who fail to meet any other financial obligation may have report cards withheld until those obligations are met.

Sex Discrimination Statement:

"The Manchester Board of School Committee, in accordance with the requirements of Title IX of the Education Amendments of 1972, Public Law 92-318, and amendments thereto in Public Law 93-568 and of the Code of Federal Regulations, Title 45, Part 86, which implements those laws, hereby declares formally that it is the policy of the Board, in its actions, and those of its employees, that there shall be no discrimination on the basis of sex, for employment in, participation in, or operation and administration of any education program or activity in the Manchester School Department." (Voted October 13, 1975)

Smokeless Tobacco:

The use of smokeless tobacco is strictly prohibited at school, on school buses and at all school-sponsored activities. Athletes are also prohibited from using smokeless tobacco.

Students violating this policy will face disciplinary action which may include suspension from school.

Smoking And Other Tobacco Products: *(NH RSA 155:66)*

Smoking and the use of other tobacco products are not allowed in the school building, on school grounds or in the area surrounding the school.

Smoking and the use of other tobacco products are also prohibited at all off-campus, school-sponsored events. Students are not allowed to possess tobacco products at school or at school activities.

Specialty Deliveries:

All deliveries of specialty items to students (balloons, flowers, pizzas, etc.) are not allowed during the school day.

Sports Code/Eligibility:

All prospective candidates for interscholastic athletics must abide by eligibility rules of both the N.H.I.A.A. and the Board of School Committee.

Board of School Committee Policy

Effective September, 1987, students must pass five (5) of six (6) courses or fail no more than one (1) course in order to be eligible for participation in interscholastic athletics and all extracurricular activities. This does not refer to semester grades.

Students must familiarize themselves with the rules of the Board of School Committee, of the N.H.I.A.A, of the school and of the coach. Failure to follow the rules could result in dismissal from the team.

Note: Any athlete who violates the Alcohol and Other Drug Use Policy and the Athletic Code will be suspended from school in accordance with these policies, and removed from participation in our interscholastic athletic program in accordance with the established rules. A copy of the Interscholastic Athletics Policies and Agreement will be issued to all athletes, in addition to the written rules from individual coaches. Please read them carefully.

Sportsmanship/Behavior at Athletic Events:

All students are strongly urged to participate in or attend school sports activities. Good sportsmanship dictates that visiting teams, coaches and officials be treated as guests.

Note - 1. During the National Anthem, show respect by either standing or remaining seated and silent.

2. If you leave an event, you will not be allowed to return even if you are willing to pay another admission.

3. Throwing of objects, or berating, including booing of game officials, coaches, and athletes is prohibited. The use of inappropriate cheers, including those which in-

clude obscenities and profanities, innuendoes, or other inappropriate statements are also prohibited. Signs which contain similar remarks are not allowed. Violators will face disciplinary action and will be removed from the event.

4. Noisemakers (including thunder sticks) are not allowed in the gymnasium.

Student Council:

The Student Council is the organization that represents the student body. Students are encouraged to become active Student Council members. Remember, the Student Council is the voice of the student body within the school community.

Student Traffic:

1. Students seeing a counselor during a class period will be considered "cutting" a class unless the admit slip contains an explanation or unless the counselor sees the teacher to explain the reason for the student being in guidance during a class period.
2. All students coming into the guidance office to sign up for an appointment will receive an appointment slip which will be used as a hall pass.
3. Students will not be allowed to go to the office area from any location in the building without a pass.

Tardiness to Class:

Students tardy to class should be admitted to class and disciplined by the classroom teacher until a predetermined number of tardies designated by the school's administration has been reached. Each teacher is expected to consistently insist that students are in their assigned classrooms when the late bell rings. It is our goal to have the hallways clear at the beginning of each class period.

LATE TO CLASS POLICY

Teachers will deal with students who are tardy to class either by reprimanding the student, assigning teacher detentions, conferencing with students or parents, revoking privileges or referring the student to the office for disciplinary action. The student must sign the attendance slip that is submitted to the administration. If a student refuses to sign the slip for office detention, further disciplinary action may result.

Any tardy that exceeds twenty-five minutes (25) will be considered an absence from class. For classroom attendance purposes, three (3) class tardies equal a one-day absence from class.

Note - Twenty-four (24) hour notice is given to students who are assigned detention.

Tardiness to School:

Students arriving tardy to school shall report to the tardy/dismissal office for a tardy slip. Students must bring a note, or a parent must call in advance (followed by a parent note the next day) if a student will be reporting tardy. Failure to bring in a note or receive a phone call from a parent/guardian may result in an assignment of office detention.

Students and parents must refer to the rules regarding tardiness at their high school for further explanation as to the penalties and responsibilities that are in place. Due to the uniqueness of each high school, policies may differ slightly to accommodate the physical plant or bell schedules of schools. Students who are late to school on a frequent basis may be assigned multiple detentions or a suspension from school. Parents are asked to cooperate with the school in developing the habit of promptness in the pupil. Dismissals are considered in the same light as absences and are not encouraged since they involve the loss of significant class periods.

Telephone and Cellular Telephone Use:

The office telephone is for school business, not for the general use of the pupils. Except for urgent reasons, pupils will not be called to the telephone during school hours. Students may use the pay telephones located around the school in public areas. **CELLULAR PHONES:** Students may possess cellular phones but are not allowed to display them, in plain view, during the school day. Students who wish to use a cellular phone during the school day must follow the policy established by their school. **(WEST only)** A parent/guardian must retrieve a confiscated cellular phone from the main office.

Telephone Messages:

Each high school's main office staff cannot accept telephone messages for students at school. Parents should restrict calls to those of an EMERGENCY nature. All calls will be verified.

Textbooks:

The books one receives are not given to the student. They are merely on loan and are to be returned when the student has finished using them. Books are to be read, not used as writing material. The same books must be used by other classes. One should be considerate and return the books in the same condition in which they were received. Books which are lost, stolen or mutilated must be paid for by the student. All books must be covered.

Tours and Trips Sponsored by Teachers:

From time to time, teachers, acting on their own or in association with other organizations, sponsor tours and trips during the summer or school vacations. The Manchester School District and its high schools do not sponsor such excursions, and teachers are not acting under their jurisdiction. Therefore, students and parents are urged to closely scrutinize all aspects of these ventures to insure the safety and welfare of those participating. Special attention should be given to proper supervision.

Manchester School District #37/High Schools

Teachers are not allowed to solicit students at school to participate in these excursions.

Unauthorized Visitors:

The Board of Mayor and Aldermen of the City of Manchester, as amended:

Chapter 17 of the Code of Ordinances as follows:

Section 17-23. Trespassing on public school buildings and grounds. It shall be unlawful for any unauthorized person to enter upon or remain in public school buildings, including appurtenant buildings, or public school grounds, including parking lots and recreational or athletic areas between the hours of 7:30 AM and 4:00 PM on any day when such school is in session.

Authorized persons shall include teachers and other employees of the school, students of said school, their parents or guardians and those who are present with the permission of the principal or person in charge. All others, including suspended students, shall be deemed unauthorized persons unless they are involved in school-related business.

Any person violating this Section shall be fined not more than One Hundred Dollars (\$100.00).

Section 17-24. School Parking Regulations. The superintendent of schools is hereby authorized to adopt rules and regulations governing the use of parking areas on public school premises. Signs shall be maintained designating the provisions of such parking rules and regulations in the area affected thereby. Any such sign located in a public school parking area shall be presumed to have been installed by the official act or lawful direction of the superintendent unless the contrary shall be established by lawful evidence. Cards, tags, or stickers may be issued to facilitate enforcement as provided in such rules and regulations.

Any person violating parking rules and regulations adopted under this Section shall be fined not more than One Hundred Dollars (\$100.00).

Vacations:

Students and parents are strongly urged not to schedule vacations and additional trips other than those which fall within the vacation schedule included in the approved school calendar. Students will be assigned unexcused absences when they take vacations and trips at other times. In accordance with the Attendance Policy, students who miss classes without authorization are entitled to limited make-up (exams only with a maximum grade of "C").

Unusual circumstances which parents wish to be considered as an exception must be discussed and approved by the administration well in advance. However, parents and students must realize that the Attendance Policy includes vacations and trips in the six-day limit.

Visitors' Passes:

Visitors' passes will not be issued for the purpose of allowing a student from another high school to visit during the school day.

Withdrawal from Classes:

Students are given many opportunities to make suitable choices in selecting courses and classes through the various orientation and counseling programs and preliminary scheduling procedures. It is essential that students carefully plan their schedules so that withdrawals are limited.

1. All withdrawals will be initiated through the guidance office.
2. Students must complete the Request for Change of Schedule Form in sequence.
3. Students may not withdraw from a class if it would result in a student not carrying the number of required classes, unless approved by the administration due to extenuating circumstances. Students may be assigned to a study hall if a course is dropped.
4. Students insisting upon withdrawal without the recommendation of the teacher and the administration will receive a failing grade (WF).
5. Students who withdraw from a class after the second week of the semester will automatically receive a failing grade (WF). The administration may grant an exception if the teacher feels a removal from class is necessary.
6. Each request for withdrawal will be considered on the student's educational needs and on its own merit.

Withdrawal from School:

Any student withdrawing or transferring from school must follow this procedure:

1. Go to the guidance office and talk to your counselor.
2. Obtain a withdrawal form from the guidance office or main office.
3. Go to each teacher, by period, and return any books or materials that you might have which belong to the school. The teacher will then sign the withdrawal form.
4. Obtain the signatures of all other people listed (library, assistant principal, etc.).
5. Return the form to the main office.

6. Pick up your transfer packet from the main office if transferring.

Youth Employment Certificate:

Changes required under New Hampshire's Youth Employment Law RSA 276-A state that students are to seek their Youth Employment Certificate (work permit) at their school of attendance, for youths under 16 years of age. No youths 16 or 17 years of age shall be employed by an employer unless the employer maintains on file a signed written document from the youth's parent or legal guardian permitting the youth's employment.

Youths must bring proof of age when applying for the Youth Employment Certificate (birth certificate, driver's license). Youths 15 years of age and younger will need a parental signature indicating adequate health and proof of age. It is suggested that a parent for the 15-year-olds and younger accompany their child when applying for the employment certificate.

In order for an employment certificate to be issued by school personnel, the student applying for the employment certificate cannot have failed more than one (1) academic course during the marking period immediately preceding the permit request.

If a student does not continue to meet this standard of academic performance after the issuance of the certificate, the principal may revoke the certificate. Requests for Youth Employment Certificates must be brought to the main office before 8:30 AM. Barring complications, all requests for employment certificates will be processed within a 24-hour period.

CODES AND POLICIES

ATHLETIC CODE

1. **NHIAA Rules** - The student/athlete will abide by all rules and regulations set forth by the New Hampshire Interscholastic Athletic Association (NHIAA).
2. **Academic Eligibility** - The student/athlete will abide by all the rules and regulations set forth by the Manchester Board of School Committee. Students must pass five of six courses or fail no more than one course in order to be eligible for participation in interscholastic athletics and all extracurricular activities.
3. **Required Forms** - Before a student/athlete can participate in any sport, including practice and conditioning, he/she must have the following on file in their respective school:
 - A. Proof of having had a physical examination by a certified physician. Physical examinations are valid for one complete calendar year.
 - B. Parental "Permission to Compete/Physical Exam" (Canary Yellow Form) filled out and returned to the head coach of the sport.
 - C. The "Athletic Code" (Green Form), must be signed by the parent and the student/athlete and returned.
 - D. The "Permission for Athletic Medical Treatment" (Blue Form) must be filled out, including the insurance information, signed by the parent, and returned to the coach of the sport the student is playing.
4. **School Attendance Policy** - A student/athlete is expected to attend all classes on his/her school schedule on the day of a contest and the next school day following the contest. Habitual absences before and/or after a contest may result in suspension from the team. Exceptions to this rule are if a student/athlete has been excused from school attendance for such reasons as a doctor's appointment, field trips, college visitations or other such reasons other than illness.
5. **Athletics Attendance Policy** - Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.
6. **Equipment** - The student/athlete is responsible for all equipment issued to him/her. Lost, stolen, or damaged equipment must be paid for by the student/athlete or his/her parent or guardian.
7. **Travel** - All team members will travel to and from the athletic contests by means of transportation provided or organized by the school Athletic Coordinator or the District Athletic Director. The only exception to this rule would be the release of the student/athlete to his/her parent or guardian upon written request to the District Athletic Director. This request must be in writing at least one week prior to the event and state the special circumstances as to why the student should not travel with the team.
8. **Injury or Illness** - If a student/athlete is seriously injured he/she must have a doctor's release before he/she can practice or compete in athletic contests or practices. **PARTICIPATION AFTER SCHOOL PRACTICE OR**

Manchester School District #37/High Schools

ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE STUDENT/ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DATE OF THE EVENT FOR ILLNESS OR INJURY.

9. **Drugs, Alcohol and Tobacco** - The possession or use of tobacco, alcoholic beverages, or illegal drugs is prohibited by Manchester student/athletes.
- A. Upon evidence of possession, use, or the student athlete having been in the presence of any of the above, the student athlete shall be suspended from the team pending investigation.
- B. A first offense of this policy shall result in no less than a three week suspension from the team with credit for time served in suspension during the investigation. Unless further discipline is warranted, an athlete in violation of paragraph 9 or subparagraph A, will be allowed to attend practices, but must complete a drug and alcohol rehabilitation program either with the school, Student Assistance Program (SAP) or with an outside agency recognized by the District.

The District reserves the right to remove a student/athlete from participation in all athletics. A second offense of this paragraph 9 or subparagraph A will usually result in removal of the student/athlete for sixty (60) NHIAA calendar days. The final decision to remove a student/athlete from athletic participation for sixty (60) *NHIAA athletic calendar days will be made by the athletic director after consultation with the coach, the athletic coordinator, the school principal, and the superintendent of schools or his/her designee.

10. **Quitting and "cutting"** - A student/athlete quitting a team is ineligible to participate on any other school team during that same season. A student/athlete who goes out for a sport and is "cut" would be eligible to try out for another sport during that same season.
11. **Disciplinary Policy** - Suspensions shall be made by the District athletic director after consulting with the athletic coordinator, coach and building principal. In order for any suspension to occur, all three educators should be consulted by the athletic director, but the lack of such consultation shall not excuse the student/athlete from a suspension. The final decision whether to administer a suspension, the length of that suspension, and the necessity for further discipline shall rest with the District athletic director. The reasons for suspension and/or removal from the team include, but are not limited to the following:
- A. Inadequate grades
 - B. Misconduct, on or off school grounds.
 - C. Unexcused absences from meetings or practices.
 - D. Violations of other athletic policies.
 - E. Unsportsmanlike conduct.
 - F. A criminal act, on or off school grounds.

A student may be immediately suspended pending investigation of a violation of this Code. It shall be the policy of the District to immediately suspend any student charged with a crime pending further investigation. A Violation of the Student Code of Conduct resulting in either in-school or out-of-school suspension shall result in a suspension from both practice and school contests for a period of at least equal duration. Nothing in this policy shall limit the ability of the District athletic director to remove a student athlete from the team for repeated violations of the Athletic Code or for circumstances in which the District athletic director, after

conferring with the coach, athletic coordinator, school principal and the Superintendent or his/her designee determines that removal from the team is the appropriate disciplinary action.

12. **Team initiations and hazing** - Team initiations and hazing are strictly prohibited. Any athlete participating in these activities, or who knows such activities are taking place and does not report them to the coach or Athletic Coordinator, will be subject to permanent removal from the team. The recommendation for removal will be made by the District Athletic Director to the Superintendent of Schools after consultation with the athletic coordinator, coach and principal.

***For purposes of the Athletic Code, the NHIAA Athletic Calendar (a six-day week) begins on the earliest practice day for the fall season, regardless of the sport, and concludes on the last day of the spring season's playoffs, including other individual championships. In the event an infraction occurs during the spring season and the sixty (60) day suspension cannot be served prior to the completion of the school year, the suspension will carry over into the next fall season.**

A suspension in excess of ten (10) days or a removal from the Team shall be appealable to the Superintendent of Schools. The decision of the Superintendent may be appealed to the State Department of Education.

ATTENDANCE POLICY

Adopted: 8/16/82
Revised: 8/22/83
Revised: 8/22/88

I. Introduction

RSA 193.1, of the New Hampshire Education Laws, states that every child between 6 and 16 years of age shall attend school, "... during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance..."

This policy will be enforced to ensure compliance with the provisions of this law for all students including students who are not required by law to attend school beyond the age of sixteen (16). In addition, this policy is intended to emphasize class attendance as a major dimension in a student's education. Too often a student is absent from class for a broad variety of reasons and thereby is deprived of not only the teacher presentation but also the class interchange so important in the educational process.

By restricting the number of absences from class to a maximum of six (6) per marking period, the school can help insure that all students profit from their classroom instruction.

No student is entitled to be absent from school for six (6) days or for any days except as exempted in this policy.

2. Absence From School

Students who are absent from school are required to bring a note from the students' parent or legal guardian. The note must be presented on the date of the return to school and must clearly state the reason for each absence.

Manchester School District #37/High Schools

3. Limit of Absences

All absences shall count toward the maximum limit except as provided in Section 4. When a student has been absent from a particular class seven (7) days or more in a marking period, that student will receive an "E" for that marking period. The "E" shall be not less than 64 for a student whose grade would have been "D" or better without excessive absenteeism. Failures due to absenteeism will be designated on student records.

4. Exceptions

- a. Classes missed as a result of school-sponsored activities such as field trips, assemblies, etc.
- b. Special Education students when specifically stated as an exception in the Individualized Educational Plan.
- c. Class absences and class tardiness due to extreme weather conditions as determined by the Administration.
- d. Subpoenas and court orders.
- e. Religious holidays.
- f. Bereavement.
- g. Chronic illness registered with the school each year as verified by a physician's note.

Refer to Section 10, Parents' Responsibilities and the Procedure To Appeal Absences for additional information.

5. Class Cutting and Truancy

Class cutting and truancy are forbidden. Students who are truant from school or miss class without authorization will be referred to the office for disciplinary action. Students are entitled to limited make-up (exams only with a maximum grade of "C").

6. Dismissal or Late Arrival

Absences due to dismissal or late arrivals will count toward the six day limit.

7. Class Tardiness

Every third tardiness to class will constitute one day's absence.

8. Parental Notification

Parents will be officially informed of the student's daily attendance every nine weeks when report cards are issued. Attempts will be made to contact as many parents as possible during the marking period.

9. Make-Up Policy

Students who have been absent from class are responsible for contacting their teachers and making arrangements to complete work. Teachers shall designate a time, within two weeks of a student's return to school, for make-up work to be completed.

10. Parents' Responsibilities

Parents or legal guardians are responsible for consulting with the school administration in advance of all preplanned absences from school or individual classes. Circumstances which will require a student to be absent from school beyond the six-day limit must be presented to the principal, in writing, six weeks in advance of the absence(s) or at the time the parents first become aware of the student's need to be absent. The principal will give due and careful consideration to requests for exemption from the Attendance Policy in cases of extreme and unusual circumstances which are also sound, pressing or unavoidable. The principal shall render a decision in writing. The principal's decisions may be appealed in accordance with the Procedure To Appeal Absences.

Attendance Appeal Procedure

Any student who has been absent beyond the six-day limit and who has NOT cut classes, committed excessive tardiness, been truant or suspended may appeal to have those absences made non-counting. The reasons for the appeal must be reasonable and justifiable.

The student completes the information requested on the attendance appeal form for EACH CLASS for which they are appealing their absences.

The student then submits the attendance appeal form to their assigned ADMINISTRATOR for examination and review.

After a review of the student's attendance file, the attendance appeal form is returned to the subject teacher with the disposition of the appeal.

Students must have a COMPLETE RECORD of their absences with PARENT/GUARDIAN DOCUMENTATION in their attendance file BEFORE an appeal can be filed.

Students can only file an appeal in classes in which they are currently receiving a passing grade.

The student's entire ATTENDANCE RECORD for the MARKING PERIOD is examined and not individual days.

If a student's attendance appeal is denied, the student can then appeal to the principal, then the superintendent, and finally the Board of School Committee. Most cases should be settled at the building level. If the appeal must progress to the next level, the student will write a letter to the superintendent and a decision will be returned in writing. The Board of School Committee will be the final level of appeal.

The cutting of classes predetermines failure. If a student has exceeded the six-day limit in a class, and absences include any cutting or truancy, the appeal will be automatically denied and the student will receive a failing grade. Any legitimate absence may be appealed. Verification will be required and a physician's note may be requested in the case of illness.

STUDENT CODE OF CONDUCT

Public Schools • Manchester • New Hampshire

Approved by the Board of School Committee: July, 1993

Revised: June, 1998, February, 2001, October, 2001

SECTION A

STUDENTS' RIGHTS AND RESPONSIBILITIES

I. ATTENDANCE

Students' Rights

- A. Students have the right to receive an education that is meaningful and useful and which provides equal opportunity regardless of the student's race, marital status, religion, national origin, language, gender, sexual orientation, or ability.
- B. Whenever possible, counseling and home instruction will be provided for students during long periods of illness.
- C. Attendance regulations shall be reasonable, enforceable, and shall consider the entire program of the school.
- D. Students have the right to participate in the making of decisions affecting their lives in school within the limits of school board policies. Students have the right to be represented by the student government selected by free school elections sanctioned by school officials.
- E. Students have the right to a school that will be a safe and healthful place to gain an education. The environment provided the students will be clean and free from hazards.
- F. Students have a right to attend school without fear of sexual harassment. "Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature will constitute sexual harassment."
- G. Students have a right to an environment that is free of verbal and symbolic harassment.

Students' Responsibilities

- A. Students have the responsibility to attend school daily and to be punctual in reporting to school and to classes.
- B. Students may not attend school when they or others in the home have communicable diseases, unless such attendance is authorized by a qualified health official.
- C. Students must attend school until age 16 unless excused by State Statute, State Board Policies, or Local School Board Policies.
- D. Students must stay off school grounds when on suspension until readmitted or requested by school officials to attend meetings or participate in counseling.
- E. Students have the responsibility to insure that the school environment is free from sexual harassment.
- F. Students have the responsibility to maintain a school environment that is free of verbal and symbolic harassment.

II. DISCIPLINE AND STUDENT CONDUCT

Students' Rights

- A. Students have the right to fair, consistent, and appropriate discipline.
- B. Students have the right to be informed of school rules and sanctions.
- C. Students have the right to due process in disciplinary matters, including the right of grievance, a fair hearing, and the right of appeal.

Students' Responsibilities

- A. Students have the responsibility to be aware of all rules and regulations and obey them.
- B. Students are responsible to exercise their due process and to pursue grievances according to the orderly process established by the Board of School Committee.

III. MOTOR VEHICLES

Students' Rights

- A. If the school provides for students' vehicles on school grounds, rules and regulations governing the use of students' vehicles shall be reasonable and widely circulated. Permission to drive a vehicle onto the school grounds may be revoked only for demonstrated cause.
- B. Any licensed driver may drive a vehicle onto the school grounds under the responsibilities listed below.

Students' Responsibilities

- A. All such vehicles must be registered with the school administration.
- B. Students parking vehicles on designated school property shall leave their vehicles as soon as they are parked.
- C. No students' vehicles will be permitted to leave the school grounds during the hours in which school is in session without the permission of the school administration.
- D. School rules, courteous and preventive driving procedures, and local and state traffic laws must be followed when vehicles are operated on school grounds.

IV. FREE PUBLIC EDUCATION

Students' Rights

- A. Students have the right to attend public school in the district in which their parent/guardian resides or as assigned by the School Board.
- B. Students have the right to attend public elementary and secondary school until age twenty-one or graduation, whichever comes first.
- C. Students have the right to use free textbooks and necessary educational materials needed in assigned courses of study.
- D. Students identified under ADA and IDEA will have all pertinent rights associated with Federal Regulations.

Students' Responsibilities

- A. Students are responsible for remaining in school until they have reached the compulsory attendance age of sixteen years.
- B. Students are responsible for taking an active part in student government and for making their concerns known to the school staff through their student representatives.
- C. Students are responsible for assisting the school staff in running a safe and healthful school.
- D. Students are responsible for applying themselves to the assigned course of study, paying attention to teachers, completing assignments on time, respecting school property, conducting themselves properly, and being willing to work at self-improvement.
- E. Students are responsible for textbooks and materials issued to them in pursuit of an education. Students will reimburse the school district for lost, stolen, or damaged materials or property and equipment.

V. FREEDOM OF EXPRESSION

Students' Rights

- A. Students have the right to express their opinion without interference from others, as long as such expression does not infringe upon the rights of others or coerce others to join their mode of expression.
- B. Students have a right to freedom of speech even if such expression is considered unpopular or controversial.
- C. Students have the right to seek the truth by examining opposing ideas and to express such ideas in an orderly manner.
- D. Students have the right to wear political buttons, arm bands, and other badges of symbolic expression.

Students' Responsibilities

- A. When speaking or writing, students are responsible for the following:
 - 1. Not being crude, vulgar or defamatory;
 - 2. Not ridiculing or causing a person to be ridiculed;
 - 3. Not causing or encouraging unlawful behavior or a serious disruption to the orderly operation of the school.

VI. MEDIA

Students' Rights

- A. School-sponsored media shall be as free as other news media in the community to report the news and to editorialize.
- B. A free student media includes the broadcast and the printing and distribution of school-sponsored papers, magazines, pamphlets, leaflets, and other literature.
- C. Students have the right to print or broadcast forms of expressions on school grounds. This right does not include the unapproved use of the school's duplicating and broadcast equipment.

Students' Responsibilities

- A. Students are responsible for conveying written forms of expression in a truthful and accurate manner consistent with the normal rules of responsible journalism.
- B. Students who distribute written materials on school grounds are responsible for doing so in an orderly and nondisruptive manner and in accordance with school policies.
- C. Students who edit, publish and/or distribute printed or hand-written material are responsible for insuring that:
 - 1. Only school related materials or publications will be distributed;
 - 2. Printed materials do not materially or substantially interfere with the safety or operation of the school;
 - 3. The material does not incite others to damage property or harm others;
 - 4. The message is not defamatory, crude, or vulgar.
- D. Students who edit, publish, produce or distribute school-sponsored printed and broadcast materials are responsible for providing equal opportunity for all groups to present their views and opinions.
- E. Students will not locate signs, posters or other position media for non-school activities on school property without the consent of the building principal.

VII. DRESS AND GROOMING

Students' Rights

- A. Students have the right to expect school policies on dress and grooming to be clear and reasonable.
- B. Students have the right to expect school authorities to state their policies on dress and grooming in writing and make such policies widely available to parents and students.
- C. Students have the right to expect that school policies on dress for participation in physical education and other designated activities will not impose a financial hardship upon the student or the student's family.

Students' Responsibilities

- A. Dress and grooming should be clean and conform with health and sanitary practices.
- B. Students are responsible for not wearing clothing, jewelry, hairstyles or body adornment that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.
- C. All students are expected to be neat and clean and to be modestly dressed in clothing appropriate to school. Dress or appearance disruptive to an orderly classroom learning process will not be tolerated, and students will be sent home upon contact with a parent. All students must wear appropriate footwear which is not dangerous or harmful. Cutoffs, short shorts, and gym shorts will not be permitted. The wearing of short skirts is prohibited. Abbreviated tops will not be allowed in schools. No student is permitted to wear muscle shirts or tank tops. Hats and headwear are not allowed to be worn in the school building.

Clothing with messages in poor taste is not allowed. Clothing that promotes alcohol and other drugs is prohibited.

VIII. ASSEMBLY AND PETITION

Students' Rights

- A. Students have the right to assemble peacefully.
- B. Students have the right to organize any club or association for any legal purpose in accordance with school policy and with a supervisor approved by administration.
- C. Students have the right to associate freely with political or social groups.
- D. Students have the right to decline to participate in such school-sponsored patriotic exercises or ceremonies as the flag, Pledge of Allegiance, and singing of the National Anthem.
- E. Students have the right to circulate and present petitions.
- F. Students have the right to initiate or sign petitions without being subjected to disciplinary actions.

Students' Responsibilities

- A. Students are responsible for following established school procedures when participating in or conducting demonstrations or assemblies. Such demonstrations or assemblies are not to interfere with the normal operation of the school or classroom.
- B. Students are responsible for assuring that all meetings on school grounds or in the school building function only as part of the formal education process or as authorized by school officials.
- C. Students who choose to refrain from participation in patriotic ceremonies are responsible for respecting the rights and interests of others who do wish to participate. Students who refuse to participate must do so in a manner that will not disrupt the ceremony for the other persons.
- D. Students are responsible for seeing that the collection of signatures on petitions shall not disrupt classroom procedures and interfere with the educational process.
- E. Students are responsible for not initiating, circulating, signing, or praising petitions that contain obscenities, vulgarities, or libelous statements.
- F. Students are responsible for submitting to the principal, in writing, all petitions before the petitions can be circulated in the school.

IX. PRIVACY AND STUDENT PROPERTY

Students' Rights

- A. Students have the right to be secure in their persons, papers, and effects, against unreasonable searches and seizures.
- B. Students have the right to use school-assigned lockers and desks for keeping or maintaining articles or materials.

Students' Responsibilities

- A. Students are responsible for not placing, keeping or main-

taining any article or material in a school-owned locker which is of a non-school nature that could cause a disruptive activity on any school property or at any school-sponsored activity. Storage of skateboards in lockers is prohibited. Lockers are subject to search by school authorities.

B. Students are responsible for not placing, keeping or maintaining any illegal item on their persons, or among their papers, lockers and effects. The "persons, papers and effects" of students include their automobiles, briefcases or bookbags, pockets, purses, lunch boxes, and like personal property and the person of the students themselves.

C. Students are responsible for not being in possession of electronic devices including personal communication and audio equipment.

SECTION B **DUE PROCESS IN SUSPENSIONS AND EXPULSION PROCEDURES**

I. DUE PROCESS . . . WHAT IS IT?

A. Due process requires that an individual be given a notice of the violation(s) for which that person is charged and be given an opportunity to answer the charges.

B. In suspensions or expulsions, due process must involve:

1. Notification - why the proposed suspension and the explanation for it;
2. Evidence - who? where? when? why?;
3. Hearing - formal or informal depending on the length of the suspension.

II. EXAMPLES

All schools have a no smoking rule. Therefore, a student found smoking would go through a due process procedure for an external suspension. That procedure is as follows:

A. Notice - The administrator tells the student what he/she is accused of.

B. Evidence - The administrator cites who saw him/her and where, with a cigarette in his/her hand.

C. Hearing - The administrator has an informal give and take with the student. The administrator listens to the student's side.

D. The administrator then makes the decision and informs the student.

III. WHY A STUDENT MAY BE SUSPENDED OR EXPELLED FROM SCHOOL

RSA 193:13* provides that a student may be suspended or expelled from school for gross misconduct or for neglect to conform to the reasonable rules of the school.

IV. WHO MAY SUSPEND OR EXPEL A STUDENT FROM SCHOOL

- A. According to N.H. Statutes, school boards, superintendents, or their representatives have the legal right to suspend students from school. The School Board may expel students from the public schools. (RSA 193:13)*.
- B. Superintendents or their representatives as designated in writing may order short-term suspensions of up to ten (10) school days.
- C. Superintendents may extend the suspension of students in excess of 10 days. Students, parents or guardians have the right to appeal.
- D. Any suspension beyond 20 days must be approved by the School Board.

***RSA 193:13 SUSPENSION AND EXPULSION OF PUPILS**

The Superintendent, or his/her representative as designated in writing, is authorized to suspend students from school for gross misconduct, providing that where there is a suspension beyond 10 school days, the parent or guardian has the right to appeal any such suspension to the local board. Any pupil may be expelled from school by the local board for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school and said pupil shall not attend school until restored by the local board. Any expulsion must be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the State Board of Education.

***ED 317 DISCIPLINE AND DUE PROCESS IN SAFE SCHOOL ZONES**

**PROCEDURES FOR STUDENT
SUSPENSIONS AND EXPULSIONS**

The following procedures shall be followed in student suspensions and expulsions in the Manchester School District.

I. SUSPENSION FOR TEN DAYS OR LESS.

- A. No student shall be suspended unless and until the student has been informed of the reasons for proposed suspension. After being so notified, the student shall be given the opportunity to be heard on the charges.
- B. After a meeting with the student, the school administrative officer may suspend the student for not more than ten days if the administrative officer believes the suspension is proper under the circumstances.
- C. The student shall be notified in person and a parent or guardian, in turn, shall be notified in writing as to the charges against the student and the disposition of the case.
- D. There is no appeal for suspensions of 10 days or less. Days

served during an external suspension are considered as counting and unexcused for attendance purposes.

II. SUSPENSION FROM ELEVEN SCHOOL DAYS TO TWENTY SCHOOL DAYS.

A. The student and at least one of the parents or guardians shall be furnished, either in person or by mail directed to the student's last known address, a written notice of the charges against him/her and the effective date of the suspension.

B. 1. Upon written request by the student and at least one of the parents or guardians, the student shall be entitled to a hearing before the Superintendent or designee within ten days of the receipt of the charges and notice of suspension.

2. Waiver. The student together with a parent or guardian may waive a right to a hearing and admit to the charges made by the Superintendent.

3. In the event the Superintendent denies the appeal, the student may request a hearing before the Board of School Committee. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the Board, student, parent, or guardian.

4. The formal rules of evidence are not applicable in such hearing. The hearing may be either public or private, the choice being that of the student. The student may retain counsel of his/her own choosing to represent him/her and has the right to examine any and all witnesses.

III. SUSPENSION FOR MORE THAN TWENTY DAYS OR EXPULSIONS.

A. The student and at least one of the parents or guardians shall be furnished by the Board of School Committee, either in person or by mail directed to the student's last known address, a written notice of the charges against the student and effective date of suspension.

B. 1. To appeal the suspension, the student and at least one of the parents or guardians shall be entitled to a hearing before the Superintendent or designee within five days of the receipt of the charges and notice of suspension.

2. Waiver. The student together with a parent or guardian may waive the right to a hearing and admit the charges made by the Board of School Committee.

3. In the event the Superintendent denies the appeal, the student may request a hearing before the Board of School Committee. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the Board, student, parent, or guardian.

4. The formal rules of evidence are not applicable in such hearing; the hearing may be either public or private, the choice being that of the student. The student may retain counsel of his/her own choosing to represent him/her and has the right to examine any and all witnesses.

C. Appeal of expulsion. The student or parent or guardian has the right to appeal any such expulsion by the local board to the State Board of Education as provided by RSA 193:13.

IV. RE-ENTRY FROM SUSPENSION PLANS

A. Students suspended for six or more consecutive days will be required to develop a re-entry plan with school personnel and parents/guardians prior to re-entry.

SECTION C
RULES OF CONDUCT AND SANCTIONS
FOR VIOLATIONS

LEVEL I

Level I offenses include minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.

A. EXAMPLES (NOT LIMITED TO)

1. Disrupting a class or study;
2. Failing to properly dispose of litter and waste;
3. Tardiness;
4. Violation of the dress code;
5. Rude or inappropriate language;
6. Unwillingness to do assigned or required work;
7. Loitering on school property;
8. Requiring a duplicate admit slip.

B. PROCEDURES

1. There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior.
2. Repeated misbehavior requires a conference with the administration and/or referral to counselor and parent.
3. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

C. DISCIPLINARY OPTIONS/RESPONSES

1. Verbal reprimand;
2. Special assignment;
3. Behavioral contract;
4. Counseling;
5. Withdrawal of privileges;
6. Internal suspension; (if available)
7. Detention.

LEVEL II

Level II offenses include misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

A. EXAMPLES (NOT LIMITED TO)

1. Continuation of unmodified Level I misbehavior;
2. Plagiarism and/or Cheating; (no credit awarded)
3. Sexual harassment;
4. Verbal or symbolic harassment that infringes on students' rights to nonthreatening environment;
5. Excessive tardiness;
6. Smoking in school buildings, on or around school property; (RSA 155:66)
7. Using forged notes or excuses or forging or otherwise illegally using school forms;
8. Using profanity, vulgar expressions and/or vulgar gestures in the presence of any member of the faculty or staff;
9. Cutting class;
10. Violations of internet use policy;
11. Failing to cooperate, or being insubordinate;
12. Violating properly advertised rules unique to building or school;
13. Failing to attend assigned detention;
14. Truancy;
15. Leaving school grounds without permission from someone in authority - principal, assistant principal, nurse;
16. Disruptive behavior;
17. Parking in teachers' parking lot after warning;
18. Possession and/or use of skates or skateboard;
19. Failing to report to a teacher as requested;
20. Being in an "off limits" area;
21. Gambling and lotteries;
22. Possession and/or use of personal electronic communication devices; such as, but not limited to, cellular phones, or beepers;
23. Possession and/or use of personal audio or visual equipment in unauthorized areas; such as, but not limited to, MP3 Players, CD Players or like devices;
24. Throwing snow balls.

B. PROCEDURES

1. The student is referred to the administrator for appropriate disciplinary action.
2. The administrator meets with the student and/or teacher

- and effects the most appropriate response.
3. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. A discipline slip will be written by person reporting incident.
 4. The student and teacher are informed of the administrator's action.
 5. A parental conference may be held.
 6. After third truancy, the home and the truant officer must be contacted.
 7. If contraband is involved, it will be confiscated. Confiscated personal property will be returned to the student, parent/guardian at the discretion of the administrator.
 8. The student will be afforded appropriate due process in all situations.

C. DISCIPLINARY OPTIONS/RESPONSES

1. Teacher/schedule change;
2. Modified day;
3. Counseling;
4. Behavioral contact;
5. Social probation;
6. Referral to outside agency;
7. Suspension;*
8. Transfer for a probationary period for the duration of the school year;
9. Detention (maximum 5 days);
10. Homebound instruction.

*Students that are internally (if available) or externally suspended are prohibited from participation in any school sponsored activities from the point of notification until their return to regular classes.

LEVEL III

Level III offenses are acts directed against persons or that warrant immediate intervention. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

A. EXAMPLES (NOT LIMITED TO)

1. Continuation of Level II misconduct;
2. Threatening others or "bullying"; (RSA 193-F)
3. Continued sexual, verbal or symbolic harassment;
4. Defacing or destroying school property; (RSA 634:2)
5. Throwing rocks or any other solid objects;
6. Stealing; (RSA 631)
7. Possession of, or using alcoholic beverages and/or drugs; (RSA 318-B:26)
8. Reckless operation of bicycles; motorcycles or cars in

- or around the school building;
- 9. Any gross misconduct or refusal to conform to the reasonable rules of the school;
- 10. Fighting; (RSA 631)
- 11. Violation of any city ordinances and/or state laws;
- 12. Failure to report to administrator when directed.
- 13. Failure to provide name and homeroom number to teacher or administrator; (**AUTOMATIC SUSPENSION**)

B. PROCEDURES

- 1. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences.
- 2. If contraband is involved, it is confiscated. Contraband will be disposed of.
- 3. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. A discipline slip is written by person reporting incident.
- 4. The administrator meets with the student to discuss the student's misconduct and the resulting disciplinary action. The administrator notifies the parent of the action. The teacher is also informed of the administrative action.
- 5. Restitution for damages is made.
- 6. Students will be afforded appropriate due process in all situations.

C. DISCIPLINARY OPTIONS/RESPONSES

- 1. Temporary removal from class;
- 2. Counseling;
- 3. Homebound instruction;
- 4. Alternative program (when available);
- 5. Suspension;
- 6. Transfer for a probationary period for the duration of the school year;
- 7. Law enforcement officials are contacted.

***RSA 193-F PUPIL SAFETY AND VIOLENCE PREVENTION ACT OF 2000**

Any school employee, or employees of a company under contract with a school or school district, who has witnessed or has reliable information that a pupil has been subjected to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response shall report such incident to the principal or designee who shall in turn, report the incident to the superintendent.

A school employee or employee of a company under contract with a school or school district, who has reported violations under this chapter to the principal or designee or who has intervened under conditions stated in the above paragraph, shall be immune from any cause of action which may arise from the failure to remedy the reported incident.

LEVEL IV

All offenses under Level IV - are subject to the reporting requirements of the Safe School Zone Act. Violations of the Safe School Zone Act carry a penalty of a one (1) year minimum expulsion.

Level IV offenses are acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Committee. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

A. EXAMPLES (NOT LIMITED TO)

1. Assault/battery on teacher, member of staff, or student; (RSA 631:2-a)
2. Continued threatening and/or stalking;
3. Possession of gun, knife, or other weapon; (RSA 159)
4. Possession of look-alike weapons; (RSA 193-D:1, RSA 159)
5. Possession of air rifle or gun, and/or pellet gun; (RSA 193-D:1, RSA 159)
6. Setting fires, detonation of explosives, or arson; (RSA 634:1)
7. Possession of, or using, firecrackers and other explosives;
8. Causing a false fire alarm;
9. Sale of drugs; (RSA 318-B:26)
10. Continued pattern of failure to conform to school rules;
11. Defacing and/or destroying school property (major); (RSA 634:2)
12. Bomb threat and/or possession of look-alike bomb;
13. Possession of mace or similar irritants; (RSA 159:23)
14. Extortion;
15. Any criminal act that threatens the safety of students, faculty, staff or administration.

B. PROCEDURES

1. The administrator verifies the offense, confers with staff involved and meets with the student. Parents are contacted.
2. Law enforcement officials are contacted.
3. A complete and accurate report is submitted to the Superintendent for possible School Board action.
4. The student is given a full due process hearing before the School Board if he/she and at least one parent/guardian requests it.

C. DISCIPLINARY OPTIONS/RESPONSES

1. Immediate suspension;

2. Expulsion;
3. Alternative program (if available);
4. Other Superintendent of Schools or School Board action which results in appropriate placement.

SECTION D
**ALCOHOL AND OTHER DRUG USE POLICY
FOR THE MANCHESTER SCHOOL DISTRICT**

Students enrolled in the Manchester School District are entitled to a drug free learning environment. To preserve this environment for our students, the Manchester School District has established a zero tolerance policy for alcohol and other drug possession or use.

This policy of zero tolerance includes all school property, the school buses and extends beyond the geographic limits of school property to include all school functions, regardless of location. This policy emphasizes the illegality of drug and alcohol use by students, as well as the danger alcohol and drugs present to the health, safety and welfare of our students. The purpose of the policy is to offer a clear message to students, parents, and the citizens of the community that possession and use of alcohol and other drugs will not be tolerated.

This Policy extends to any and all illegal substances, as that term is defined by either New Hampshire or federal law and includes any prescription drugs for which the student does not have a prescription and permission for use in school, as well as the misuse of chemicals, glue or the possession of "look-alike" or counterfeit substances. This policy extends to all beverages containing alcohol as well as any product that is confusingly similar in taste, content, odor or appearance to an alcoholic beverage.

Any student who is suspended must have a re-entry plan developed upon his/her return to school. The plan must address, but not limited to, behavior expectations, participation in counseling/SAP, academic expectations and any other activity which will allow for positive re-entry to school. The plan must involve the administration, guidance (SAP), teachers, when appropriate and parent(s) or guardians.

VIOLATION

SANCTIONS

WILL NOT ACCEPT
SAP COUNSELING

WILL UNDERGO
SAP COUNSELING

Level 1 10 SCHOOL DAY EXTRACURRICULAR SUSPENSION

Knowingly
in Presence

- 2 days EXT SUSP;
- Parent notified;

- 1 day EXT SUSP;
- Parent notified;
- Up to 10 hours with SAP;

Second
Offense

- 5 days EXT SUSP;
- Parent notified;

- 3 days EXT SUSP;
- Parent notified;
- Up to 15 hours with SAP;

Manchester School District #37/High Schools

VIOLATION

SANCTIONS

WILL NOT ACCEPT SAP COUNSELING	WILL UNDERGO SAP COUNSELING
-----------------------------------	--------------------------------

Level 2 30 SCHOOL DAY EXTRACURRICULAR SUSPENSION

Possession/use of alcohol, drugs or paraphernalia; Using/having used; Attempting to secure and/or purchase;	<ul style="list-style-type: none">• 5-10 days EXT SUSP;• Police notified;• Parent notified;	<ul style="list-style-type: none">• 3 days EXT SUSP;• Parent notified;• Police notified;• Up to 15 hours with SAP;
Second Offense	<ul style="list-style-type: none">• Upgrade to Level Three;	<ul style="list-style-type: none">• Upgrade to Level Three;

Level 3 60 SCHOOL DAY EXTRACURRICULAR SUSPENSION

Intending/Attempting to Sell/Distribute	<ul style="list-style-type: none">• 5-10 days EXT SUSP;• Parent notified;• Police notified;• Referral to Superintendent for possible expulsion;• 5-10 days suspension extension or expulsion;• SAP counseling for up to 20 hours
---	---

SAP=Student Assistance Program

RE-ENTRY PLAN FOR SUSPENSIONS

Any student who is suspended must have a re-entry plan developed upon his/her return to school. The plan must address, but not limit to, behavior expectations, participation in counseling/SAP, academic expectations and any other activity which will allow for positive re-entry to school.

The plan must involve the administration, guidance (SAP), teachers, when appropriate and parent(s) or guardians.

In addition to suspensions, students who violate the Alcohol and Other Drug Use Policy will lose the privilege to participate in, and/or attend all extracurricular activities for up to two months (60 days within the school calendar or succeeding school calendar year). Athletes should refer to the Interscholastic Athletic Code.

Class officers, Student Council officers, and officers of other organizations automatically forfeit their positions when they violate the Alcohol and Other Drug Use Policy. They can resume involvement in the activities of these organizations after two months (60 days); however, they cannot hold office until the next school year.

A. In all cases where there has been a violation of this policy, a parent

or guardian will be called by a school administrator. The student will be released to the parent or guardian. If the parent or guardian cannot be reached or is unwilling or unable to come to the school, the Manchester Police Department will be called; apprised of the facts, and requested to take protective custody of the student.

B. Administrative action will include intervention, interview and determination of penalties. All students will be referred to the school Student Assistance Program Coordinator for counseling.

C. Failure of the student to work with the Student Assistance Program counselor for the contracted time will result in the case being referred back to school officials for additional disciplinary action.

PRESCRIPTION DRUG/OTHER MEDICATION

Any student who is required to carry a prescription drug or other medication during school hours shall deposit the drug with the school nurse immediately upon entering the school. The student will secure the drug before leaving school for the day. Exceptions to this requirement will be granted only under extraordinary circumstances, with approval, in writing, from the school nurse. Notification of such exemption will be provided to the school administration.

REQUESTS FOR HELP

Counseling services will be available to students who are having problems with alcohol and other drugs. Also, when a student violates the Alcohol and Other Drug Policy, the student will be referred to a Student Assistance Program counselor. The counselor will either provide the counseling on an individual basis or in small groups and/or assist in making appropriate referrals to the outside agencies such as the Greater Manchester Mental Health Center or the Office of Youth Services. Conversations will be kept confidential.

SEXUAL HARASSMENT POLICY

It is the policy of the Manchester School District that all should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature exist when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering

Manchester School District #37/High Schools

with an individual's academic or professional performance or of creating an intimidating, hostile, or offensive employment, educational or living environment.

Sexual harassment is illegal under both state and federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct laws.

Any employee of the Manchester School District or student having a complaint of sexual harassment should notify the administration of the school. A student or employee may, at any time, contact Mrs. Mary Donovan, the Director of Human Resources, the designated Manchester School District affirmative action director, for information and advice.

1/19/93

MANCHESTER SCHOOL DISTRICT INTRANET/ INTERNET ACCEPTABLE USE POLICY

Intranet/Internet access is available to students and school personnel in the Manchester School District. To gain access to the Manchester School District Intranet/Internet computer network, all users must sign the appropriate Acceptable Use Policy form. Students in grades 6-12 under the age of 18 must obtain parental permission to gain access to the Manchester School District Intranet/Internet computer network. Students in grades K-5 will use the Internet under close teacher supervision unless otherwise requested by a parent. The District recommends that parents read this policy carefully with their son/daughter and discuss it before giving their parental signature on any applicable form. Users 18 and over may sign their own forms.

The internal Manchester School District Intranet/Internet computer network will provide the gateway to connecting students and school personnel to the Internet. School personnel will have access to universities, colleges, other schools, businesses, government agencies and to e-mail communication with people all over the world. Students will have similar access except for e-mail usage, which may be granted for teacher initiated projects only.

The Manchester School District is committed to using the Internet as a global source of information within its educational programs. Our goal is to provide Internet service to promote educational excellence through communication, resource sharing, innovation, and research. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Internet access by students will be supervised by District personnel.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information sometimes can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Manchester School District has taken precautions to restrict access to controversial materials by using an Internet filtering program. The District servers also create logs of activity on the network. These logs are stored for thirty (30) days. While our intent is to make Internet access available to further educational goals and objectives, it is impossible to filter all Internet access, and students may find ways to access controversial materials. It is the responsibility of the individual to use the Intranet/Internet in a legal, ethical, responsible, and considerate manner.

For these reasons it is necessary to establish guidelines that are reflective of the District's educational objectives for all Intranet/Internet users. Therefore, all acceptable use of the Intranet/Internet must be in support of communication, research and education consistent with the purposes of the Manchester School District and must not violate school policies and standards of behavior.

User Responsibilities

It is the responsibility of the user to familiarize himself/herself with and abide by the rules of this Acceptable Use Policy and make appropriate use of the available resources. While it is not the intention of District personnel to be intrusive, users are advised that authorized District personnel will be monitoring system activity and content of e-mail messages and files.

User responsibilities include, but are not limited to: (1) Users are not to reveal their last name, personal home address, home phone number, or phone numbers and addresses of any other individuals except when using the CX Bridges Portfolio feature. (2) Students must notify a parent/guardian and teacher or system administrator immediately if any individual is trying to make contact for illicit or suspicious activities. (3) Users must not interfere with the normal and proper operation of the Intranet/Internet. (4) Student-produced material may be posted only after administrative review and then parental permission. At that point, it will be considered fair use and available to the public. (5) Users agree to report any misuses of the District's computer network or Intranet/Internet services to the District's network administrator.

Unacceptable Uses

The use of the Intranet/Internet is a privilege, not a right, and unacceptable uses may result in restriction/revocation of those access privileges. Unacceptable uses may include, but are not limited to: (1) Sending, receiving or displaying offensive messages or pictures using obscene language, harassing, insulting or attacking others; (2) Violating copyright law or Manchester School District's copyright policy; (3) Using another user's password or account; (4) Damaging or altering computer, computer systems or computer networks; (5) Gaining access or attempting to modify others' folders, work or files using the network for personal, financial or commercial purposes misrepresenting oneself; (6) Using the school's Intranet/Internet connection for any illegal or restricted activity; (7) Developing intentionally or using invasive software, such as viruses, worms and other detrimental activities; (8) Gaining unauthorized access to restricted resources or organizations; (9) Using the school's external Internet connection for noneducational use; (10) Posting any items produced by the students to the Internet without proper administrative review and parental permission; (11) Using e-mail to reveal personal information; (12) Accessing non-district issued e-mail accounts; (13) Students' using e-mail for non-educational purposes; (14) Using unauthorized services or mail lists, i.e. LISTSERVS, newsgroups, chat rooms, and instant messaging; (15) Encrypting communications or files to avoid system security review.

Disciplinary Actions

Depending on the severity of the offense, violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions: (1) Verbal warning; (2) Written warning; (3) Restriction or revocation of access privileges; (4) Removal from a class activity;

(5) Removal from a course; (6) Student detention, suspension or expulsion; (7) Being reported to the appropriate legal authorities for possible criminal prosecution; (8) Financial restitution for inappropriate use.

The Manchester School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Manchester School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, nondeliveries, mid-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Manchester School District specifically denies any responsibility for the accuracy and quality of information obtained through its services.

This Policy is adopted in accord with NH RSA 194:3-d and is intended to outline the appropriate and acceptable use of the School District computer systems and networks, including, but not limited to, the Internet. In accord with NH RSA 194:3-d any user of the School Districts computer systems or networks who intentionally violates this Policy and who intentionally damages the computer system or network shall assume legal and financial liability for such damage.

References

This Acceptable Use Policy has been written with the assistance of the following:

- Exeter School District, Exeter, NH, Presentations at Christa McAuliffe Technology Conference and NHSTE Technology Coordinators' Meeting, 2000-2001
- Classroom Connect Online Privacy - Parents' and Teachers' Guide
- The Concerned Educator's Guide to Safety and Cyber-Ethic Safeguarding the Wired Schoolhouse - checklist for decision-making (<http://www.safewiredschools.org>)
- NHEMA/NHSTE (New Hampshire Educational Media Association/ New Hampshire Society for Technology in Education) Internet Policy Toolkit
- Portsmouth, N.H. School Department Acceptable Use Policy
- Auburn, ME. School Department Acceptable Use Policy/Regulations
- Windham, N.H. School District Acceptable Use Policy

With permission from Classroom Connect. Copyright 1996. Wentworth Worldwide Media, 1866 Colonial Village Lane, Lancaster, PA. 17605

Manchester School District #37/High Schools

MANCHESTER SCHOOL DISTRICT SCHOOL CALENDAR 2006-2007

2006					
September	M	T	W	T	F
(17)					1
	H	W	⑥	7	8
	11	X	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October	M	T	W	T	F
(21)	2	3	4	5	6
	H	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

November	M	T	W	T	F
(18)			1	2	3
	6	W	8	9*	H
	13	14	15	16	17
	20	21	22	H	X
	27	28	29	30	

December	M	T	W	T	F
(16)					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	X	X	X	X	X

2007					
January	M	T	W	T	F
(21)	X	2	3	4	5
	8	9	10	11	12
	H	16	17	18	19
	22	23	24	25	26*
	29	30	31		

February	M	T	W	T	F
(16)				1	2
	5	6	7	8	9
	12	13	14	15	16
	H	20	21	22	23
	X	X			

March	M	T	W	T	F
(20)			X	X	X
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

April	M	T	W	T	F
(16)	2	3	4	5	6*
	9	10	11	12	13
	16	17	18	19	20
	X	X	X	X	X
	30				

May	M	T	W	T	F
(22)		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	H	29	30	31	

June	M	T	W	T	F
(13)					1
	4	5	6	7	8
	11	12	13	14	15
	18	⑬	[W	21	22
	25	26	27	28	29]

September 5
September 6
September 12
October 9
November 7

November 10
November 23-24
December 25 - January 1
January 15

February 19

February 26-March 2

April 23-27

May 28

End of 180 School Days

Teacher Workshop Day
First Day of School for Students
City Primary Voting Day (No School)
Columbus Day Holiday
City Election Voting Day

(Teacher Workshop Day)
Veterans' Day Holiday
Thanksgiving Holiday School Recess
Christmas Holiday School Vacation
Dr. Martin Luther King, Jr.
Day Holiday

President Washington's &
Lincoln's Birthdays

February School Vacation

April School Vacation

Memorial Day Holiday

Last Day of School for Students

Tuesday
Wednesday
Tuesday
Monday

Tuesday
Friday
Thursday-Friday
Monday-Monday

Monday

Monday
Monday-Friday
Monday-Friday
Monday
Monday

The calendar is in conformance with the 190-day state requirement. School will close for students at the end of 180 days of classes, which, as of the beginning of the school year, will be approximately **June 19, 2007**, subject to emergency cancellations and snow days.

○ First/Last Day of School H-Holidays W-Teacher Workshop Days
X-School Vacations *End of quarter (High Schools) []Snow Make-up Days

HIGH SCHOOL ATHLETICS

FALL SPORTS

Varsity Football
J.V. Football
Freshman Football
Varsity Soccer - Boys & Girls
J.V. Soccer - Boys & Girls
Freshman Soccer - Boys & Girls
Cross-Country - Boys & Girls
Varsity Golf
Varsity Volleyball - Girls
J.V. Volleyball - Girls
Varsity Field Hockey - Girls
J.V. Field Hockey - Girls
Varsity Spirit

WINTER SPORTS

Varsity Basketball - Boys & Girls
J.V. Basketball - Boys & Girls
Freshman Basketball - Boys & Girls
Varsity Ice Hockey
Varsity Winter Track - Boys & Girls
Varsity Alpine Skiing - Boys & Girls
Varsity Nordic Skiing - Boys & Girls
Varsity Swimming - Boys & Girls
Varsity Wrestling
Varsity Spirit
Varsity Gymnastics

SPRING SPORTS

Varsity Baseball - Boys
J.V. Baseball - Boys
Varsity Softball - Girls
J.V. Softball - Girls
Varsity Spring Track - Boys & Girls
Varsity Tennis - Boys & Girls
Varsity Lacrosse - Boys & Girls

