

MANCHESTER SCHOOL DISTRICT #37

HIGH SCHOOL STUDENT/PARENT HANDBOOK



**2017-2018
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 gender, 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.”

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**CORE VALUES, BELIEFS AND LEARNING
EXPECTATIONS: CENTRAL HIGH SCHOOL**

Central High School is committed to meeting the needs of all students by providing a safe and respectful environment in which they can demonstrate Central **PRIDE** by meeting their academic and social potential in a diverse community.

Core Values and Beliefs

Potential

We are committed to encouraging all students to meet their potential.

Respect

We are committed to providing a safe and respectful learning environment in which students are expected to be respectful and responsible.

Inspiration

We are committed to inspiring students to demonstrate pride in their school and civic accomplishments.

Diversity

We are committed to promoting respect for diversity.

Engagement

We are committed to supporting all students as they actively engage in meeting their academic, civic and social expectations.

21st Century Learning Expectations

To meet 21st Century Learning Expectations and academic competencies for college and career readiness, each CHS student will demonstrate proficiency in Communication Skills (Reading, Writing, Speaking and Listening, Presenting Projects and Performances) and Problem Solving.

To meet 21st Century Learning Expectations, each CHS student will demonstrate respect for others, take responsibility for one's own learning, exhibit good citizenship and make positive contributions to the community.

CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS: MEMORIAL HIGH SCHOOL

CORE VALUES

Manchester Memorial High School graduates will:

- Demonstrate personal integrity
- Strive for academic excellence
- Develop and achieve independent learning
- Develop global awareness/multi-cultural understanding
- Become involved within their community
- Develop 21st Century Skills

BELIEFS

- All students have the potential to achieve
- Each student has something uniquely individual to offer our school and community
- Every graduate is able to solve problems
- All students must be intellectually engaged every day in all disciplines
- All graduates will be career or college ready

21st CENTURY LEARNING EXPECTATIONS

ACADEMIC:

The successful student will...

1. Read actively and critically for a variety of purposes.
2. Write effectively for a variety of purposes.
3. Work independently as well as collaboratively.
4. Research, analyze, evaluate, and synthesize to solve problems.
5. Demonstrate content knowledge through the use of technology.
6. Apply learned skills to create a product with integrity and originality.

CIVIC:

The successful student will...

7. Demonstrate appropriate and effective community involvement and civic responsibility.
8. Demonstrate leadership.
9. Promote, celebrate and respect diversity.

SOCIAL:

The successful student will...

10. Develop and maintain skills, competencies and qualities to succeed personally, interpersonally, and professionally.

CORE VALUES & MISSION
STATEMENT: WEST HIGH SCHOOL

MISSION STATEMENT:

Manchester High School West, in partnership with our community, is committed to developing independent, lifelong learners in a safe, respectful learning environment in which students realize their full potential.

CORE VALUES:

1. We believe that all students will learn and achieve their highest potential with the support of teachers, counselors, administrators and families.
2. We believe that diversity in the student body at Manchester High School West is a strength that is valued and celebrated.
3. We believe that respect is demonstrated by the administration, faculty and staff and is reflected by the student body.
4. We believe that clear communication is a priority among staff and students and that it is a foundation upon which relationships are built and fostered.
5. We believe that all members of the West community are responsible for their learning, actions and decisions.

**MANCHESTER SCHOOL
OF TECHNOLOGY CAREER CENTER (CTE)**

Manchester School of Technology is one of 27 career centers in New Hampshire. Students are accepted to nineteen (19) different two-year career programs for students who are in their junior and senior year. Students come to MST from all Manchester high schools, Bedford, Goffstown and Londonderry. Students attend MST for 100 minutes a day and take all of their academic courses at their home school. Students interested in attending MST, should visit the website at www.mstnh.org. Students choose an MST program when signing up for courses at their home school at the end of their sophomore year.

**MANCHESTER SCHOOL
OF TECHNOLOGY HIGH SCHOOL**

The Manchester School of Technology High School is a full-time high school program where students attend MST for the full day. This is a project-based, competency-based school that allows students to progress at a motivated pace. MST is also a one-to-one device program where students work on laptops instead of using textbooks.

The main focus is on student careers and attaining academic competencies in conjunction with their application in a career program. Students have the opportunity to enter one of nineteen (19) career programs in their second year of attendance. The successful student will have the opportunity to enter internships, job shadowing, to practice in their chosen field, and also earn early college credits at a greatly reduced cost.

MST High School begins the day at 8:00 AM and ends 2:27 PM to allow for transportation/commuting from other schools in the morning and at dismissal. Exam schedules may be altered to accommodate for the exhibition style project assessments.

Students apply to Manchester School of Technology High School at the end of their 8th grade year. Students are chosen through a lottery system unless seats are available.

Graduation Requirements: (BOSC Instruction 128)

All Manchester School District high school students are required to earn twenty (20) credits in order to earn a diploma.

Freshmen and sophomores must carry a minimum of six (6) classes /credits per school year. Juniors and seniors must carry a minimum of five (5) classes/credits per school year. 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 cr of Algebra required)
Physical Education	1 credit
Science	2 credits
	• 1 credit of Physical Science
	• 1 credit of Biological Science
Social Studies	2-1/2 credits
	• 1 credit of U.S. History
	• 1/2 credit of U.S. Government
	• 1/2 credit of World History Survey or Global Studies or World Geography
	• 1/2 credit of Economics

Electives shall consist of at least six (6) 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 must carry a minimum of five (5) credits in their academic schedules.
Freshmen and sophomores must carry a minimum of six (6) credits in their academic schedules.
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, shall 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. 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 (7:50 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 after the ***second occurrence***.

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 sixty calendar days based on the Drug/Alcohol Policy.* Parents are urged to give attendance at school preference over all other activities. Chronic truancy will be addressed by the State of New Hampshire truancy laws. If the student is under eighteen (18) 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. The note must contain:

- (a) student's first and last name;
- (b) the reason for the absence;
- (c) dates of absence;
- (d) telephone number where school personnel can call a parent to verify the excuse.

Notes should be forwarded to the appropriate administrative office upon returning to school.

Auditorium/Stage/Gymnasium:

Students are not allowed to use the auditorium, stage and gymnasium without permission and supervision.

Buses:

Proper behavior is required while riding buses to and from school.

Misbehavior will be dealt with according to the Student Code of Conduct and the Manchester School District Transportation Policy.

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. 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 Authorization Permit decal on their vehicle for identification purposes. (See Parking Lot Rules and Regulations)

Car and Motorcycle Registration (MST only):

Since most school districts provide bus transportation for their students, the use of private transportation is strongly discouraged. The policy of the Board of School Committee is that all students coming to the School of Technology will either walk (Memorial students) or be transported by school buses. Students wishing to apply for a parking permit at MST must complete the "Driver Pledge" application. Any student driving to MST must first have permission from their home school. In general Goffstown, Memorial, and West are not allowed to drive to MST. All students who receive a parking permit at MST must sign that they have read, understand, and agree to abide by the Driver Pledge rules.

Checks:

If checks are returned for insufficient funds, the student will be charged a 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.

Common Expectations:

1. Punctuality to all classes.
2. Exhibit proper behavior and respect towards others.
3. No unnecessary loitering in the hallways or restrooms.
4. Be a good sport at all times. Your behavior in school and at all school 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.

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6. Be neat and clean. Help to keep the building and grounds clean by setting a good example.

Corridors - Restrooms:

1. Students are not allowed in the corridors or restrooms 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. Continuous class cutting will result in more severe disciplinary action such as suspension. Refer to the Student Code of Conduct for specific consequences.

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-sponsored activities on and off school grounds. No student will be admitted without an official high school identification card and a ticket.

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 should depart the school building and school grounds at the close of school or by 3:30 PM depending on the circumstances. Students remaining for extra help, detention, or extracurricular activities should leave school grounds by 3:30 PM unless the nature of the extracurricular activity requires a student to be at school later.

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

Failure to Report an extra day of detention assigned.
Students reported as failing to report to any assigned office detention shall subject the student to a suspension.

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 immediately upon entering the school building to the appropriate administrative office 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 health 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.
3. **Returning to school:** If a student returns to school after a dismissal, he/she must report to the appropriate administrative office with his/her dismissal slip to be readmitted to class.

Discipline/Discipline Code (Student 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 recently revised in June, 2010.

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 Student Code of Conduct in this handbook. Principals shall assess each individual situation and apply educationally sound consequences for violations of the Student Code of Conduct and ensure compliance with state and federal laws: Family Educational Rights and Privacy Act (FERPA), Individuals with Disability Education Act (IDEA), Section 504 and Americans with Disabilities Act (ADA).

Dress: (*BOSC Students 117*)

School personnel have the responsibility of enforcing the student dress code policy both in their classrooms and on school grounds. In the event a student's appearance detracts from the educational process, constitutes a threat to the safety and health of himself or

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others, or is in violation of lawful statutes, the school district will take corrective action. It is the responsibility of the student and parent that the student comply the guidelines of this dress code.

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

1. Clothing, jewelry, tattoos, or accessories, which through word or design, display the following:
 - Use of alcoholic beverages, tobacco or other drugs
 - Sexual references and/or language
 - Symbols of group affiliation identification (as defined in Students 124-Gang Activity/Secret Societies/Group Affiliations)
 - Intolerance or lack of respect to others on the basis of gender race, religion, ethnic, social, sexual preference, disability or economic background are inappropriate and prohibited. All tattoos which are not in compliance with the above-stated guidelines must be covered.
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 tops (e.g. basketball jerseys, sleeveless undershirt) without a garment underneath
 - Pants or shorts not cinched at the top of the hips
 - Exposed undergarments
 - Lingerie or pajamas 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, bandanas, or sweatbands) shall not be worn in school except for religious, cultural or medical purposes.
5. Footwear must be worn at all times. Flip flops are prohibited in grades Pre-K through 5.
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 adviser while students are participating in 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 property. This includes heavy chains, spiked bracelets, and/or other items of dress.
8. Students whose appearance detracts from the educational

process shall be given the following options before returning to class:

- Cover the inappropriate attire with appropriate attire
 - Call home to secure appropriate attire
 - Cover the inappropriate attire with school tee-shirt
9. Tears or holes in clothing that are patched are acceptable.
10. The Superintendent shall develop regulations with specific consequences to enforce this dress code.

ADMINISTRATIVE NOTE: 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 the final determination regarding the appropriateness of student 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 Student Code of Conduct.

Early Graduation: (BOSC Instruction 130)

The Board of School Committee supports early graduation as a means to earning a high school diploma. Parental involvement for students under the age of 18 is required. Students wishing to participate in early graduation must:

1. Submit a written request to his/her school principal no later than one academic semester prior to the desired date of graduation.
2. The written request shall include a statement of reason for early graduation as well as the student's post-secondary plan.
3. Meet all local and state requirements for graduation as determined by the school principal.
4. A student who has successfully met the criteria established above, at the discretion of the principal, shall receive his/her diploma. S/He shall be eligible for all graduation activities and events for his/her year of graduation. Pending the issuance of diploma, early graduates shall be given a letter certifying completion of graduation requirements.
5. Any student approved for early graduation in three (3) or fewer years has the option of participating in the graduation exercises of the current year or in the student's class 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 2:53 PM. Everyone should leave the school area by 3:00 PM, unless they are participating in an extra-

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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.

Electronic Devices:

The use or display of personal audio visual equipment such as, but not limited to MP3 players, iPods, Game Boy, cellular phones or like devices is monitored by the latest BOSC policy during regular school hours. Electronic cigarettes are never permitted in schools. Refer to the Student Code of Conduct for consequences and discipline to be applied for the violation of this policy.

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 Student Code of Conduct. Students who assault others may also be subject to criminal prosecution.

Final Examinations:

If 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 and consistent with the Grading Philosophy System. 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.

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/Evacuation 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, students and teachers are to leave the building by the nearest exit according to instructions posted in each room.
2. Students are to pass quickly and in an orderly manner. However, there should be no running.
3. Students 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 Manchester 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.

Homework:

In order to excel in any particular activity, 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. 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

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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 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, students 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. Please refer to the **Manchester School District Grading Philosophy System** regarding the guidelines for make-up work completion time lines.

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. There are many athletic teams and activities available to high school students. Students are urged to take advantage of these activities and programs. Special insurance is provided by the Manchester School District 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. Students attending Manchester School of Technology CTE classes must have accident insurance to participate. School insurance is one form of insurance that covers this requirement. Applications for school insurance can be picked up in the main office at the beginning of the 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.

Library/Media Center (LMC):

Students may use the LMC before school, during lunch and study periods, and after school. Freshmen and sophomores must have a library slip in order to gain admittance. Library slips are not transferable. All students must have a library slip to gain admittance from a study period. It is not necessary to have a library slip in order to return or renew a book. Books may be borrowed for two (2) weeks unless put on reserve for a particular class. Reference materials may be borrowed, with permission from LMC staff, for overnight loan. Materials can be renewed unless needed by other students. Items 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 LMC maintains Macintosh and PC computers for student use in word processing, graphics, math assignments, multimedia, accessing the Intranet/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:

Lockers are the property of the Manchester School District. 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.** 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.

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:

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 the guidelines of the **Manchester School District Grading Philosophy System**, within two weeks of a student's return to school, for make-up work to be completed with the following exception:

Absences ONLY on the day of assessment: the grace period for taking the assessment will be no more than one day of make-up.

Manchester School of Technology:

Students are urged to explore the career program offerings at the Manchester School of Technology. This school offers a wide variety

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of courses in career and technical education. Counselors should be consulted in the Manchester School District about enrolling in the career and technical programs.

(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 2 - 9:39 AM, Block 3 - 12:10 PM. It is the student's 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. MSTHS students are expected to be either driven to MST by the parents/guardians or take the buses to the high school they would have attended if not MST and take the transportation provided back and forth from MST.

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
F	=	0 - 64 (Failure)
I	=	Incomplete
W	=	Withdrawal
WF	=	Withdrawal Failure
NG	=	No Grade
AU	=	Audit

(MSTHS Only) Students are graded year long and are required to meet a competency or proficiency grade of "3" to earn credit. Students are graded from 1 - 4 showing a progression of each course competency through the year instead of on a quarterly basis. Each competency in a course must have a grade of "3" and is reported in the student portal and on the report card. Only report cards are printed and distributed four times during the year.

Medicine:

While in school, students are not allowed to possess or consume any kind of over-the-counter or prescription medicines without notifying the school's health office. If a student must take prescription medication during the school day, a written order from the student's health care provider and written parent permission are required. Medication must be administered under the direct supervision of the school nurse. Please refer to the Alcohol and Other Drug Use Policy for further information regarding the use of alcohol and other drugs at school and school sponsored activities.

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 con-

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tinue 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)

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 the 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.

Office Disciplinary Action:

Any student requested by a teacher to leave an area for misbehavior must report or be escorted to the main office or their assigned administrator's office. Failure to do so shall result in disciplinary action.

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

Overall Expectations for Students in Athletics, Extracurricular, and Co-Curricular Activities: (BOSC Students 116.1)

Student Responsibilities	Student Rights
To be aware of and adhere to Board of School Committee policies, school-level criteria, and NHIAA rules and regulations	To participate in extracurricular/co-curricular activities and athletic programs
To be aware of all rules and regulations and follow them	To be provided with clearly defined rules and regulations

Participation in any extracurricular or co-curricular program such as an

athletic team, club or activity is a privilege extended to all students. All students are encouraged to seek out and take advantage of the many opportunities throughout the year in order to fully capitalize on all that high school has to offer.

Students in these programs are considered leaders among their peers and knowingly represent the school for which they participate. As such, student leaders are held to high expectations for their academic success and personal behavior and therefore must meet eligibility requirements in order to participate. We expect our student leaders to maintain exemplary character in school, while demonstrating outstanding citizenship within their communities. There are two components to eligibility: academic and behavioral.

ACADEMIC ELIGIBILITY

To be eligible for athletics, co-curricular, and extracurricular activities, a student must pass four (4) units of work during the school's previous grading period (*for a detailed timeline of grading periods, please view ACADEMIC ELIGIBILITY TIMELINES below*).

A student could meet this requirement through a virtual school, off-site real world learning (ELO), on-line classes, college courses, etc. as long as the school officially recognizes and certifies the activities to be academically legitimate and parts of the school's educational program.

ACADEMIC ELIGIBILITY TIMELINES

Eligibility for remaining quarters/seasons are dependent upon the following timeline:

- For Quarter 1 Activities/Fall Athletic Season: Quarter 4 Grades (excluding incoming Grade 9)
- For Quarter 2 Activities/Winter Athletic Season: Quarter 1 Grades
- For Quarter 3 Activities/Continue Winter Athletic Season/Spring Athletic Season: Quarter 2 Grades
- For Quarter 4 Activities: Quarter 3 Grades

GRADE 9 only: A student who is promoted from Grade 8 to Grade 9 automatically meets the academic requirements for the first quarter only.

Students Identified with a Disability: Eligibility rules may be waived and students **may** be declared academically eligible by their principal provided that all other eligibility requirements are met.

BEHAVIOR EXPECTATIONS/ATTENDANCE ELIGIBILITY

School/Class Attendance: A student leader is expected to attend all classes, on time, on his/her school schedule. Students who incur their third unexcused tardy from/to school or class will be deemed ineligible for the next scheduled practice,

contest or activity. Habitual unexcused absences or tardies from school or class shall result in suspension from the team, activity, or club as defined by the following:

Upon Third Unexcused Absence

Suspension from participation for five (5) consecutive school days, no weekend play. As three unexcused tardies equals one unexcused absence, nine (9) unexcused tardies will result in the same consequence.

Second offense

Suspension from participation for ten (10) consecutive days, no weekend participation, and no immediate presence (such as sitting on a team bench).

Third offense

Dismissal from all activities, clubs, or athletic teams for remainder of the school year.

Drugs, Alcohol, Tobacco, Electronic Cigarettes, and Illegal Use of Prescription Drugs

The possession or use of tobacco, electronic cigarettes, alcoholic beverages, or illegal drugs by Manchester students is prohibited. The following applies to all students participating in activities or athletics at the time of violation:

Upon evidence of possession or use, or the student/athlete having been in the presence of any of the above, the student(s) shall be suspended from the team, activity or club pending an investigation.

First Offense: No less than twenty-one (21) days suspension from the team, activity or club with credit for time served in suspension during the investigation; **and**, students shall complete, prior to returning to play, a five (5) hour drug and alcohol rehabilitation program either with the school Student Assistance Program (SAP) or with an outside agency recognized by the District.

Second Offense: A second offense of this section in the same club, activity or team season shall result in removal of the student from that team, activity or club for the remainder of the academic year with no immediate presence (such as sitting on a team bench); **and**, students shall complete a fifteen (15) hour drug and alcohol rehabilitation program either with the school Student Assistance Program (SAP) or with an outside agency recognized by the District.

Third Offense: A third offense of this section in the same school year shall result in removal of the student from athletics, activity or club for the remainder of the school year; **and** mandatory consultative session with the student, student's family, SAP counselor, guidance counselor and principal to develop a more intensive treatment plan to treat the student's addictive behavior.

Student Conduct

Students participating in clubs, activities or athletics are representatives of their respective schools and carry with their privilege of participation an expectation to model good citizenship. At times these students make poor choices in their behavior which lead to school, civil and/or legal consequences, and in turn require temporary or, sometimes, permanent suspension from participation. Decisions regarding suspensions from an athletic team shall be made by the Athletic Director after consulting with the student's Principal and Athletic Coordinator. All other decisions regarding all other activities shall be made by the school principal.

Reasons for temporary suspensions and/or removal from the program include, but are not limited to,

- Any violation of the Student Code of Conduct
- Violations of Athletic, Activity or Club policies
- Unsportsmanlike conduct
- Misconduct on or off school grounds
- Pending criminal hearings or violations of juvenile justice statutes
- Unexcused absences from meetings or practices
- Team Initiations, Hazing, and/or Bullying

A student may be immediately suspended from an activity, club or athletic team pending an investigation of any of these violations.

a. It shall be the policy of the District to immediately suspend any student charged with a crime pending further investigation. The student shall not have any immediate presence at any activity, event or contest (such as sitting on the team bench) while on suspension.

b. A violation of the "Student Code of Conduct" resulting in either an in-school or out-of-school suspension shall result in a suspension from both practice and school contests for the same period of school suspension time.

c. Nothing in this policy shall limit the ability of the School Principal from removing a student from the club, activity or team for repeated violations of Athletic, Activity or Club Policies, after consulting with the student's Assistant Principal as well as the Advisor or Athletic Coordinator, Coach and District Athletic Director, depending upon the program, and it is determined that removal from the team is the appropriate disciplinary action.

Any student who has been suspended from an activity, club or athletic team in excess of ten (10) days, or removed from an activity, club or athletic team has the right to appeal the decision to the Superintendent of Schools. The student should submit a written letter asking for an appeal hearing to the Superintendent, and upon hearing the case the decision of the Superintendent shall be final.

NOTE: For any school organization, activity, or club adhering to

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an eligibility code more stringent than the EXPECTATIONS FOR STUDENTS IN ATHLETICS, EXTRACURRICULAR, AND CO-CURRICULAR ACTIVITIES, that organization, activity, or club's code shall prevail for establishing expectations for academics and student behavior (National Honor Society, for example).

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. Parking ID stickers can be transferred from car-to-car for the same student (with permission of the Principal) but are NOT TRANSFERABLE to an other student. 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.

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.
 6. Violation of policy may result in student's disqualification for scholarship.

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 school based administrator in charge of activities. Political posters are prohibited.

Progress Reports:

Progress reports are issued in the middle of each marking period to all students. Each course will post the numerical average at the time the progress report is printed. Parents and/or guardians are encouraged to obtain an Aspen Family Portal account to review student progress on a regular basis.

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 must be kept off 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.

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. The weighted 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.

Repeating a Subject to Raise a Passing Grade:

Students are not allowed to repeat a subject to raise a passing grade.

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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.

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 gender, for employment in, participation in, or operation and administration of any education program or activity in the Manchester School Department." (Voted October 13, 1975)

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

Smoking and the use of other tobacco products (including smokeless tobacco and electronic cigarettes) 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.

Student Council:

The Student Council is the organization that represents the student body. Students are encouraged to become active Student Council members.

Tardiness:

Students are expected to be in their assigned classrooms when the period time tone sounds. Please see the BOSC Attendance Policy for tardy policy and regulation information.

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 possess cellular phones however their use is restricted by administrator, teacher and location depending on the circumstances.

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:

Books which are lost, stolen or mutilated are the responsibility of the student and the school shall be reimbursed for the cost of replacement.

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

Unauthorized Visitors:

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).

The Board of Mayor and Aldermen of the City of Manchester, as amended: Chapter 17 of the Code of Ordinances.

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 shall be assigned unexcused absences when they take vacations and trips at other times.

Visitor Passes:

All visitors to the school must obtain a visitor's pass from the main office. Visitor passes will not be issued for the purpose of allowing a student from another high school or former students 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 in 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).
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 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 shall abide by the rules and regulations set forth by the New Hampshire Interscholastic Athletic Association (NHIAA).
2. **Required Forms** - Before a student/athlete can participate in any sport, including practices and conditioning, he/she shall have the following on file in her/his respective school:
 - A. Proof of having had a physical examination by a certified physician. Physical examinations are valid for one complete calendar year.
 - B. The "Permission to Compete/Physical Exam" filled out and returned to the head coach of the sport. To participate in the athletic program each student must be covered by medical insurance. Any changes in insurance must be reported to the athletic coordinator immediately. Parents and students should be aware that 24-hour insurance is made available for them to purchase at the start of the school year. They may obtain the insurance paperwork through their school.
 - C. The "Athletic Code" with the Students 157- Interscholastic Athletic Policy" must be signed by the parent and the student/athlete and returned.
 - D. The "Permission for Athletic Medical Treatment" 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.
3. **Equipment** - The student/athlete is responsible for all equipment issued to him/her. Lost, stolen, or damaged equipment shall be paid for by the student/athlete or his/her parent or guardian.
4. **Travel** - All team members shall travel to and from athletic contests by means of transportation provided or organized by the school faculty

manager of the city athletic director. The only exception to this rule shall be the release of the student/athlete to his/her parent or guardian upon written request to the faculty manager who will consult with the city athletic director. This request shall be in writing at least three days prior to the event and shall state the special circumstances as to why the student should not travel with the team.

5. **Injury or Illness** - If a student/athlete is seriously injured, he/she shall have a doctor's release before he/she can practice or compete in athletic contests or practices. **PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS SHALL NOT BE PERMITTED IF THE STUDENT/ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY OF THE EVENT FOR ILLNESS OR INJURY.**
6. **Quitting and Cutting** - A student/athlete quitting a team shall be ineligible to participate on any other school team during that same season. A student/athlete who goes out for a sport and is "cut" shall be eligible to try out for another sport during that same season.
7. **Team initiations and hazing** - Team initiations and hazing are illegal and strictly prohibited under RSA 631. 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, shall be subject to permanent removal from the team. The recommendation for removal shall be made by the District Athletic Director to the Superintendent of Schools after an appropriate investigation has taken place.
8. **The NHIAA Athletic Calendar** - The NHIAA Athletic Calendar is a six day week and 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 shall carry over into the next fall season.

ISSUES REGARDING SCHOOL ATTENDANCE, ATHLETICS ATTENDANCE and PARTICIPATION, ELIGIBILITY AND THE USE OF DRUGS, ALCOHOL and TOBACCO PRODUCTS ARE COVERED UNDER "Overall Expectations for Students in Athletics, Extracurricular, and Co-Curricular Activities" (BOSC Students 116.1) found on Page 20 of this handbook.

Manchester School District
ATTENDANCE POLICY - (Students 101.1)
April, 2013

The Manchester School District takes attendance very seriously and will enforce and comply with the NH law relative to attendance RSA 193.1 Duty of Parent: Compulsory Attendance by Pupil and the NH law relative to truancy: NH RSA 189 (189:34 Appointment, NH RSA 189:35 Trancy Defined and NH RSA 189:36 Duties).

Students are required to be in school every day that school is in session unless their attendance is exempt per NH law or their absence meets criteria to be considered an excused absence. Unexcused absences are not acceptable. The District will address habitual unexcused absences consistent with the NH laws which include the filing of educational neglect petitions with the Court.

NH Attendance Law:193:1 Duty of Parent;
Compulsory Attendance by Pupil.

- I. A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session unless:
 - (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
 - (b) The child is receiving home education pursuant to RSA 193-A and is therefore exempt from this requirement;
 - (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student's educational progress. Students excused for such temporary absences may be claimed as full-time pupils for purposes of calculating state aid under RSA 186-C:18 and adequate education grants under RSA 198:41;
 - (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located;
 - (e) The pupil has been exempted from attendance pursuant to RSA 193:5;
 - (f) The pupil has successfully completed all requirements for graduation and the school district is prepared to issue a diploma or the pupil has successfully achieved the equivalent of a high school diploma by either:
 - (1) Obtaining a GED certificate; or
 - (2) Documenting the completion of a home school program at the high school level by submitting a certificate or

- letter to the department of education;
- (g) The pupil has been accepted into an accredited postsecondary education program; or
 - (h) The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.
 - (1) Alternative learning plans shall include age-appropriate academic rigor and the flexibility to incorporate the pupil's interests and manner of learning. These plans may include, but are not limited to, such components or combination of components of extended learning opportunities as independent study, private instruction, performing groups, internships, community service, apprenticeships, and on-line courses.
 - (2) Alternative learning plans shall be developed, and amended if necessary, in consultation with the pupil, a school guidance counselor, the school principal and at least one parent or guardian of the pupil, and submitted to the school district superintendent for approval.
 - (3) If the Superintendent does not approve the alternative learning plan, the parent or guardian of the pupil may appeal such decision to the local school board. A parent or guardian may appeal the decision of the local school board to the state board of education consistent with the provisions of RSA 21-N:11, III.
- II. A child who reaches the sixth birthday after September 30 shall not be required to attend school under the provisions of this section until the following school year.
 - III. In this section, "parent" means a parent, guardian, or person having legal custody of a child.

NH Truancy Law: 189:34 Appointment.

- I. School boards shall appoint truant officers for their districts.
- II. School board policies on truancy shall include but not be limited to:
 - (a) A definition of "excused absence" and a process for considering exceptions to absences not otherwise excused.
 - (b) A process for intervention designed to address individual cases of truancy as quickly as possible and to reduce the number of habitual truants in the school district. The board shall provide for the participation of parents in the development of the policy. The policy shall include early parental involvement in the intervention process. The policy shall also designate an employee in each school as the person responsible for truancy issues.

NH Truancy Law: 189:35-a Truancy Defined.

- I. For the purposes of this subdivision, "truancy" means an unexcused absence from school or class and "unexcused absence" is an absence which has not been excused in accordance with RSA 189:34, II(a).

- II. Ten half days of unexcused absence during a school year shall constitute habitual truancy.
- III. A school district shall define the term "half day of absence."
- IV. Nothing in this section shall affect or limit a school district's power to adopt bylaws concerning truancy pursuant to RSA 193:16.
- V. Nothing in this section shall affect or limit the duties of a parent pursuant to RSA 193:1.
- VI. School district attendance records shall be presumed to be true and accurate unless evidence to the contrary is presented.

NH Truancy Law: 189:36 Duties.

- I. Truant officers shall, when directed by the school board, enforce the laws and regulations relating to truants and children between the ages of 6 and 18 years not attending school or who are not participating in an alternative learning plan under RSA 193:1, I(h); and the laws relating to the attendance at school of children between the ages of 6 and 18 years; and shall have authority without a warrant to take and place in school any children found employed contrary to the laws relating to the employment of children, or violating the laws relating to the compulsory attendance at school of children under the age of 18 years, and the laws relating to child labor. No home school pupil nor any person between the ages of 6 and 18 who meets any of the requirements of RSA 193:1, I(c)-(h) shall be deemed a truant.
- II. A truant officer or school official shall not file a petition alleging that the child is in need of services pursuant to RSA 169-D:2, II(a) until all steps in the school district's intervention process under RSA 189:34, II have been followed. School Approval Standard Ed 306.18 C (6) A school half-day shall consist of at least 3 hours of instructional time, and 2 school half-days can be counted as a regular school day.

A. Unexcused Absences

Absences not defined as excused, are considered unexcused. Excessive unexcused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of unexcused absences include but are not limited to:

- 1. Absences as a result of incomplete immunization records;
- 2. Family vacations outside of established school calendar;
- 3. Non-medical appointments unauthorized by Administration;
- 4. Childcare;
- 5. Leaving school grounds without permission during normal school hours, and;
- 6. Absences determined by the Principal or his/her designee to be unexcused for any other reason not listed above.

B. Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below which may require documentation. Excessive excused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Examples of excused absences include but are not limited to:

1. School-sponsored activities with administrative approval;
2. Classes missed due to Individualized Education Plan or Section 504 Plan;
3. Extreme weather conditions as determined by the Administration;
4. Illness of student or illness of an immediate family member;
5. Death in the family;
6. Religious holidays;
7. Required court appearance or subpoena;
8. Scheduled medical/dental appointments if such cannot be scheduled outside of normal school hours;
9. College visitations as approved by Administration;
10. Chronic illness registered with the school nurse and verified by a physician's note;
11. Students suspended externally; these students are entitled to make-up work, and;
12. The Principal or his/her designee shall determine if an absence is excused for any other reason not listed above.

C. Unexcused Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
2. Tardiness to class without documentation shall be considered unexcused. Every third unexcused tardy shall constitute a one full-day unexcused absence.
3. Principals and his/her designee shall have the discretion to excuse tardiness for extenuating circumstances.

D. Dismissals

Dismissal is defined as removal from school prior to the conclusion of the school day.

1. Excessive dismissal shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
2. Dismissal from class without documentation shall be considered unexcused. Every third unexcused dismissal from class shall constitute a one full-day unexcused absence from that class.
3. Principals and his/her designee shall have the discretion to excuse dismissals for extenuating circumstances.

E. Make-Up Work

When students are absent, including absences for external

suspension or expulsion, an opportunity to make-up work shall be provided. Students and parents are encouraged to obtain make-up work assignments before the student's return to school by contacting the classroom teacher or guidance office to obtain information on work missed.

F. Attendance Plan

A viable Attendance Policy needs a corresponding Attendance Plan in order to achieve improved attendance rates. Attendance Plans shall provide appropriate interventions for students and their families and ensure communication between and with students, parents/guardians, representatives from social service agencies working with the student and family and school staff. It is highly desirable to establish this communication prior to disciplinary measures or withdrawal/suspension actions by the school. Attendance Plans shall provide proactive interventions that will benefit students. The Attendance Plan shall include, in addition to proactive interventions to benefit the student, the consequences if the interventions fail to improve attendance issues. Such consequences may include, but not be limited to referral to the Attendance Officer, the Department of Health and Human Services and or loss of course credit.

Meetings to develop Attendance Plans shall be convened by the administrator or his/her designee with the parent, student and appropriate youth serving agencies immediately following a student's fifth (5th) full-day unexcused absence from school.

G. Limit of Absences

When a high school student has been absent from a particular class five (5) or more unexcused days in a marking period, that student shall receive an "NG" "No Grade" for that marking period. The "NG" shall be not less than 64.99 for a student whose grade would have been a "D" or better without excessive absenteeism. Failures due to absenteeism shall be designated on student records. The use of "NG" shall result in the automatic printing of the comment **"due to excessive unexcused absences."**

H. Appeals

Appeals shall be addressed through the completion of the Manchester School District Marking Period Attendance Appeal Form and handled at the building level.

Attendance Policy Regulations

The regulations described below shall be followed in the Manchester School District to implement the District's Attendance Policy and to enforce and comply with the New Hampshire laws relative to attendance and truancy. The District's policy and regulations are to ensure that students are in school and learning.

Responsibilities

A. The Role of the Student

- To attend school each day; to be on time; to actively participate in all classes
- To provide documentation of the reason for an absence upon return to school
- To request make-up work for an absence and arrange to complete it upon return to school within a reasonable and agreed upon amount of time; to request counseling and home instruction when needed

B. The Role of the Teachers/Guidance Counselors

- Teachers shall keep accurate records of all absences and tardies
- Student attendance is required in each class
- Names of students not present are submitted to the office daily
- Teachers shall emphasize the importance of punctuality by beginning class promptly with meaningful instruction
- Teachers and Guidance Counselors shall discuss attendance issues with students as they arise, contact parents/guardians according to the Attendance Plan, and inform the school administration if attendance does not improve or contact with parent/guardian yields a lack of results at improving attendance
- Teachers and Guidance Counselors shall encourage and model exemplary behavior and attendance.

C. The Role of the Parent/Guardian

- To avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school
- To show support regarding district policies and state law by expecting regular school attendance for their child(ren)'s success
- To ensure that their child(ren) attend school daily
- To notify the school on the day of absence if their child(ren) will be absent
- To submit written documentation of their child(ren)'s absence on the day they return to school otherwise the absence shall be considered unexcused
- The role of the parent/guardian is further summarized by NH Compulsory School Attendance Law, RSA 193:1 (Duty of Parent; Compulsory Attendance by Pupil)

D. The Role of the Administration

- The Administration shall enforce and uphold the NH Compulsory Education Law which may include a referral to juvenile court for excessive absenteeism
- The Administration shall notify students and parents/guardians of school board policies and school rules regarding attendance through student handbooks and the Manchester School District website
- The Administration shall identify students with attendance issues and work cooperatively with parents/guardians, students, school guidance counselors and teachers to improve attendance; parents/guardians shall participate in the development of the Attendance Plan and Interventions to assist their child in improving school attendance
- The Administration shall maintain an earnest and persistent effort to improve student attendance through complete implementation of each student’s Attendance Plan
- The Administration shall encourage and model exemplary behavior and attendance

Attendance Plan

The Manchester School District shall implement Attendance Plans that ensure communication between students, parents/guardians, representatives from social service agencies and the school staff. It is highly desirable to establish this communication prior to disciplinary measures or withdrawal/suspension actions by the school. Attendance Plans shall allow for proactive interventions that will benefit students.

The school staff shall contact parents/guardians if a student develops a pattern of absences. Administration or designee shall place a phone call or write a letter to the parents/guardians and arrange conferences to address the absences and create an Attendance Plan for the student.

Administration shall convene a meeting to develop the Attendance Plan with the parent, student and the appropriate youth serving agencies (e.g. Department of Health and Human Services) immediately following the student’s fifth (5th) full-day unexcused absence from school.

Interventions

The Attendance Plan shall include components which monitor, mentor and tutor the student. In order to facilitate a successful Attendance Plan for a student who is regularly absent, the pursuit of interventions is required. These interventions may be one of the following or any other intervention acceptable to administration and parties involved:

- Alternative Education Plan
- Modification of student schedule
- Saturday School from 9 to 12 noon to make up missed work
- Counseling services within the purview and ability of the guidance department

- Referral to outside agencies
- The filing of an educational neglect petition with the Court

Protocol for Excessive Dismissals

Every third dismissal from class shall constitute one full-day unexcused absence.

Protocol for Excessive Tardiness

Every third tardy to class shall constitute one full-day unexcused absence.

Protocol for Excessive Absences

5 full-day unexcused absences:

- The administration or designee shall contact the parent(s)/guardian(s) in writing regarding the continued unexcused absences.
- This correspondence shall provide the parents with documentation outlining the unexcused absences and a copy of the Manchester School District Policy and Regulations regarding attendance and a date, time and location for a meeting with parent(s)/guardian(s), student, school staff and applicable youth serving agencies to develop an attendance plan.
- The administration or designee shall confirm parent receipt of this correspondence.
- A meeting shall be convened to develop the Attendance Plan. If parents are not able to attend the meeting the draft of the plan shall be sent to parents.
- At this level the parent or student may appeal the unexcused absences.
- The written Attendance Plan shall minimally include that should the absences continue one or more of the following shall take place:
 - A referral to the truant officer, court, diversion program, Office of Youth Services, Department of Health and Human Services
 1. Filing of an educational neglect petition with the Court
 2. Loss of credit

E. Attendance and Participation in School Sponsored Activities

- Attendance at school is required to participate in school sponsored activities
- Students shall not attend or take part in school sponsored activities on the day of an absence or suspension from school
- See BOSC Policy Students 116.1 for more information.

MANCHESTER SCHOOL DISTRICT INTRANET/ INTERNET RESPONSIBLE USE POLICY

MAY, 2015

I. Purpose/Intent:

Technology resources in the Manchester School District support the educational and administrative activities of the District. The use of these resources is a privilege that is extended to staff and students of the Manchester School District community. As a user of district technology, staff and students have access to valuable resources, to internal and external networks, and in some instances to secure data. It is expected that all users of technology resources behave in a responsible, ethical, and legal manner. The Manchester School District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. MSD staff has the responsibility to present a monitored, supervised environment providing graduated freedoms from younger to older students based on student maturity. Students will develop the digital citizenship skills needed to participate in on-line interaction, make wise choices, and be cautious in an online community.

Responsible Use of Technology means respecting the rights of others, respecting the integrity of technology resources, and respecting any and all license and contractual agreements. This policy establishes responsibilities and guidelines for the use of all technology resources in the District as well as the use of personal devices within the District.

It is the responsibility of the user to familiarize him/herself with and abide by the rules of this Responsible 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 monitor system activity.

Students who are in violation of district policies will be held accountable in accordance with the Manchester School District Student Code of Conduct. Staff who are in violation of district policies will be held accountable in accordance with that staff member's terms of employment. Disciplinary action may include the restriction or loss of network privileges. A serious violation may result in more serious consequences, which may include one or more of the following: suspension, expulsion, or termination from the Manchester School District as well as financial restitution for damages. Individuals are also subject to federal, state and local laws governing interactions that occur on the Internet. This policy may be subject to change as state and federal laws develop and change.

II. Definitions:

- **BYOD/BYOT** - Bring Your Own Device/Technology: a personal internet-enabled device brought to school by a staff member or student.
- **Copyright/Fair Use**: Copyright law grants exclusive rights to creators of original works to reproduce, publish, sell, distribute such works. Fair Use is an exception, under certain circumstances, to rights granted by copyright.
- **Devices**: Includes all existing and emerging technology devices that can connect to the Internet, take photographs, record audio or video, input text, upload and download media, and transmit or receive messages or images. Examples of personally owned devices include, but are not limited to: tablets, laptop computers, smart phones as well as any device with similar capabilities.
- **Educational Use**: Includes but is not limited to classroom activities, career development, research, communication with experts, and homework. Staff

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and students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

- **Internet:** Publicly facing systems such as District Website as well as all other third party Websites not directly tied to district.
- **Intranet:** Computer infrastructure used to support internal operations, such as Google Apps for Education, FirstClass email, Aspen SIS and Financial Systems.
- **Legal:** This Policy is adopted in accordance with NH RSA 194:3-d and is intended to outline the appropriate and acceptable use of the School District's computer systems and networks, including, but not limited to the Intranet/Internet. In accordance with NH RSA 194:3-d any user of the School District's computer systems or networks who intentionally violates this Policy or intentionally damages the computer system or network shall assume legal and financial liability for such damage. See: <http://www.gencourt.state.nh.us/rsa/html/xv/194/194-3-d.htm>
- **Network - Cellular:** a cellular or mobile data network managed by a telecommunications provider. The Manchester School District shall not be held responsible for charges incurred on personal cellular networks.
- **Network - Wireless:** the Manchester School District's content-filtered wireless network. Students shall connect to the internet via the district-provided wireless network.
- **Opt-out:** All students in the District will be permitted to access the Manchester School District Intranet/Internet computer network unless a parent/guardian of a student under the age of 18 requests in writing that their student not be permitted to access the Intranet/Internet. Parents of students under the age of 18 who wish to exclude their student from gaining access to the Intranet/Internet shall fill out an Internet Use Opt-out form at the beginning of each school year. Opt-out forms shall be available in a school's office.
- **Personal Use:** non-educational personal use of technology.
- **Privacy:** The Manchester School District does not endorse or conduct routine inspection of electronic files or network activity of individual users. The District, however, reserves the right to inspect information technology resources when it has been determined necessary to protect the integrity, security, or functionality of technology resources or when there is reasonable cause to believe that a violation of this policy or applicable civil or criminal law has occurred. This applies to both district owned technology as well as personal technology used by staff and students in Manchester schools.

All staff and students are reminded that personal information posted on the Internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of full privacy may be unwarranted. Users are advised to consider their digital footprint as it may impact future employment or educational opportunities. Digital information may leave a long-lasting or even permanent record with the possibility of becoming public without your knowledge or consent.

III. Universal Guidelines Regarding Intranet/Internet Access:

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

Intranet/Internet access on school equipment by students during school hours will be supervised by District personnel. Students in grades K-5 will use the

Intranet/Internet under close teacher or designee supervision, while students in grades 6-12 will be supervised and monitored at an appropriate level.

All students in the District will be permitted to access the Manchester School District Intranet/Internet computer network. The District requires that all students, and parents/guardians read this policy carefully and discuss it before the beginning of each school year. Parents of students under the age of 18 who wish to exclude their student from gaining access to the Intranet/Internet on the District's network shall fill out an Internet Use Opt-out form at the beginning of each school year. Opt-out forms shall be available in a school's office.

In addition, by reading this policy and by permitting students to access the District's network, parents/guardians agree to supervise and monitor their student and to report prohibited use to the District when such use is facilitated by District infrastructure, programs, applications, equipment, or materials. Parents/guardians further agree not to use or access their student's account other than for supervising and monitoring purposes and to ensure that such use is in accordance with state and federal law and District policy.

The Intranet/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 Intranet/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 Intranet/Internet filtering program. The District also creates logs of activity on the network. While our intent is to make Intranet/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 responsible use of the Intranet/Internet shall be in support of communication, research and education consistent with the purposes of the Manchester School District and shall not violate state and federal law, as well as school policies and standards of behavior.

- Users shall not interfere with the normal and proper operation of the Intranet/Internet. The use of the Intranet/Internet is a privilege, not a right, and unacceptable use may result in restriction/revocation of those access privileges as well as disciplinary consequences, including suspension, expulsion, or termination depending on the violation.
- Students are not to reveal their last name, personal home address, home phone number or phone numbers and addresses of any other individuals to users outside of the Manchester School District when accessing the internet during school hours or when access to the internet is facilitated by District infrastructure, programs, applications, or materials.
- Students shall notify a parent/guardian and teacher or system administrator immediately if any individual is trying to make contact for illicit or suspicious purposes or activities.
- Staff have a legal responsibility to provide a safe learning environment and will report any inappropriate online behavior to administration.
- All users agree to report any misuse or abuse of the District's computer network or Intranet/Internet services to the District's network administrator. Failure to report misuse or abuse constitutes a violation of this policy.
- The posting or communication of any private or confidential School District material, data or information by any electronic means, other than platforms approved for that purpose, is strictly prohibited.

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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, non-deliveries, mid-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Manchester School District specifically denies any responsibility for the accuracy and quality of information obtained through its services.

IV. Guidelines Specific to the Use of Web-based Platforms:

MSD guidelines encourage students and staff to work, learn, and share information collaboratively using Web-based platforms. To maintain a safe environment for students, online activities should take place within district-managed platforms whenever possible. When other platforms are used, staff will understand the privacy settings, options, and implementation strategies before using web-based tools with students and shall review guidelines with students prior to assigning projects. Staff wishing to pilot new technologies shall follow guidelines posted on the Technology Resource Center website at trc.mansd.org.

The growing use of social media (online posting and collaboration) should be considered an extension of the classroom. School policy and consequences extend to the online learning environment. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by MSD staff and students is a reflection on the entire District.

The Manchester School District is committed to providing a safe learning environment. Therefore:

- It is strongly recommended students avoid one-to-one private posting or live interaction. All online interaction should involve monitored group participation and real-time collaboration must include groups of students with adult supervision.
- Staff and students should at all times protect their own privacy and respect the privacy of others. Do not divulge or post online personal information about any members of the school community without permission. Students last names shall be excluded when posting online.
- All School District employees are reminded that they are professionals who serve as role models for students. Staff are advised to be mindful of and maintain appropriate boundaries between students and themselves even when they are off duty. Staff must take great care in any online interactions with students to maintain professional standards of conduct and will not communicate with students via any electronic means in an unprofessional, inappropriate or offensive manner.
- All users are reminded that they are participating in an educational online environment and shall understand the distinction between personal posting and academic activities.
- Staff shall monitor class web-based platforms to insure compliance with the policy for Responsible Use of Technology in Schools. Inappropriate online postings that may appear shall be captured, saved, and reported.
- All staff and students shall realize all material (audio, visual, print) that can be accessed through the Internet is subject to copyright laws. Users must adhere to copyright policy and fair use guidelines when using any resources to create projects or instructional materials.
- Paraprofessionals or other support staff who receive an email from a parent/guardian relating to a student's status shall respond that all communication regarding the student's must go through the student's teacher. All responses of this nature shall also be copied to the supervising teacher.
- Student-produced material may be posted publicly on a classroom or school district website, blog, or other publishing tool after appropriate

review and with parental permission.

Classroom-level platform: after teacher review and with parental permission

School-level platform: after principal or designee review and with parental permission

District-level platform: after superintendent or designee review and with parental permission

Students maintain intellectual rights to their creative work.

V. Guidelines Specific to the Use of Personal Devices in Schools (BYOD/BYOT):

The Manchester School District will allow staff and students to bring personal electronic internet enabled devices for educational use provided that a school's Administrator and the Technology Resource Center agree that the school's network will support such use. Staff and students who bring personal devices to school shall also adhere to the following:

Staff will allow student use of devices solely at their discretion within their instructional or supervision areas. When asked by staff to stop using a personal device, a student must comply and power down the device.

Devices should be muted at all times while on the MSD campus unless the use of audio is directly related to an approved educational activity. Staff shall model good etiquette.

- Personal use of devices, in particular cell phones for the purpose of making calls, shall be in designated areas only during non-instructional time. Schools shall establish designated areas.
- Users shall refrain from accessing unfiltered cellular networks and will access the internet via the content-filtered wireless district network. Parents are responsible for monitoring students' data-enabled devices.
- Personal devices may not be connected to the network by a network cable plugged into a data outlet.
- Personal devices may not be used to establish a wireless ad-hoc or peer-to-peer network, wi-fi hotspot, virtual personal network or other unauthorized connection to the internet.
- Personal devices will not be used to record audio or video media or take pictures of any student or staff member without their permission.
- Personal devices will not be used in locker rooms, restrooms, and nurses offices or other areas where an individual's right to privacy may be compromised.
- Users should take every precaution to prevent their personal data from being lost in the event the device is lost or stolen. It is highly recommended that all devices be secured with a lock screen.

Connectivity and operation issues of personal devices are not supported by the MSD Technology Resource Center. Individuals should contact the device manufacturer or their carrier for operating system, network, or hardware-related issues.

VI. Irresponsible and Unacceptable Uses of Technology

Examples of unacceptable use may include, but are not limited to:

- Using the school's Intranet/Internet connection for any illegal, restricted, or prohibited activity
- Damaging or altering computers, computer systems, or computer networks, hardware, or software
- Developing or using invasive software, such as viruses, worms and other detrimental activities or gaining unauthorized access to restricted resources or organizations, i.e., hacking
- Sending, receiving, displaying or viewing offensive, sexually explicit, pornographic, or obscene content, messages, pictures, or video

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- Creating, possessing, managing, or having a website that contains offensive, sexually explicit, pornographic, or obscene content, messages, pictures, or video or links to such information
- Attempting to access blocked, filtered, or restricted websites, e.g., using a proxy site, encryption, or other means to circumvent a firewall
- Encrypting communications or files to avoid system security review
- Use of any electronic means to harass, bully or cyberbully, intimidate, discriminate against, insult or attack others
- Plagiarizing or violating copyright law or Manchester School District's copyright policy
- Impersonating another, misrepresenting oneself, or violating another person's privacy
- Using another user's password or account
- Gaining access or attempting to modify others' folders, work or files
- Using the network for personal, financial or commercial purposes
- Using technology resources to reveal personal information
- Use of technology for non-educational purposes during instructional time or outside of non-designated areas during non-instructional time
- Use of district email or login credentials for non-educational purposes
- Posting publicly any items produced by the students to the Internet without proper administrative review and parental permission
- Any other conduct that is potentially harmful to students, staff, administrators, school property and equipment, or the District
-

First Reading IT: 5/12/15

Second Reading and Adoption BOSC: 5/26/15

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 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 the Director of Human Resources, the designated Manchester School District affirmative action director, for information and advice.

1/19/93

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MANCHESTER SCHOOL DISTRICT HIGH SCHOOL CALENDAR 2017-2018

2017					
September	M	T	W	T	F
(18)				W	W
	H	5	6	7	8
	11	12	13	14	15
	18	W	20	21	22
	25	26	27	28	29

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	X		

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			

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

November	M	T	W	T	F
(17)				1	2
	6	W	8*	9	H
	13	14	15	16	17
	20	21	X	H	X
	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				

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

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	

2018					
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		

June	M	T	W	T	F
(8)					1
	4	5	6	7	8
	11	12	W	W	MU
	MU	MU	MU	MU	22
	25	26	27	28	29

August 31 & September 1	Teacher Professional Learning Days	THU-FRI
September 4	Labor Day Holiday	MON
September 5	First Day of School for Students	TUE
September 19	Election Voting Day (Teacher Workshop Day)	TUE
October 9	Columbus Day Holiday	MON
November 7	Election Voting Day (Teacher Workshop Day)	TUE
November 10	Veterans' Day Holiday	FRI
November 22-24	Thanksgiving Holiday School Recess	WED-FRI
December 25 - January 1	Christmas Holiday School Vacation	MON-MON
January 15	Dr. Martin Luther King, Jr. Day Holiday	MON
February 19	President Washington's & Lincoln's Birthday	MON
February 26- March 2	February School Vacation	MON-FRI
April 23 - 27	April School Vacation	MON-FRI
May 28	Memorial Day Holiday	MON
June 12	Last Day of School for Students	TUE
June 13 - 14	Teacher Professional Learning Days	WED-THU

The calendar is in conformance with state requirements for instructional days. School will close for students on **June 12, 2018**.

○ **First/Last Day of School** **H-Holidays** **W-Teacher Professional Learning Days**
X-School Vacations ***End of quarter (MS/HS)** **MU-Snow Make-Up Days**

175 Student Days/181 Teacher Days

High School Exam Dates: January 22, 23, 24, 25 --- June 7, 8, 11, 12

High School Graduation: June 9, 2018. **Senior Exam Dates:** June 4 & 5

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 - Boys
Varsity Ice Hockey - Girls (CHS only)
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
Varsity Volleyball - Boys (MHS only)

STUDENT CODE OF CONDUCT

Manchester School District

Approved by the Board of School Committee: June 14, 2010

INTRODUCTION

MANCHESTER SCHOOL DISTRICT MISSION

To provide safe, healthy, nurturing and respectful environments in which all students have the opportunity to acquire knowledge and skills that will enable them to become life-long learners as well as positive and productive citizens. The success of our schools can only be achieved through collaboration and interdependence with the community. The District is committed to utilizing all resources towards this exciting challenge.

The Manchester School District Board of School Committee believes that safe school environments are necessary for students to learn and achieve and for staff to support student learning. The Board of School Committee expects student conduct to contribute to a safe and productive learning environment that is of benefit to the entire community. The Board of School Committee endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.

A safe and productive learning environment is achieved when students, parents/guardians, teachers, principals, administrative and support personnel, superintendents, and the community, as represented by the Board of School Committee, accept responsibility for appropriate behavior.

Everyone is responsible to

- ❖ Behave in a manner that provides for a safe, respectful and productive educational environment;
- ❖ Learn and support the Manchester School District's Student Code of Conduct;
- ❖ Respect the rights of others and their property;
- ❖ Work cooperatively with one another;
- ❖ Be responsible for their own actions;
- ❖ Understand the importance of regular school attendance;
- ❖ Recognize that absenteeism is a classroom disruption.

Parents are responsible to

- ❖ Be an active participant in their child(ren)'s education;
- ❖ Help their child(ren) learn about the Manchester School District's behavioral expectations and the consequences of breaking rules (Student Code of Conduct);
- ❖ Ensure that their child(ren) attend school daily;
- ❖ Encourage their child(ren) to do their best;
- ❖ Communicate the needs and concerns of their child(ren) to the school;
- ❖ Notify the school if their child(ren) will be absent;
- ❖ Be available for conferences;
- ❖ Ensure that adult supervision is provided should their child's behavior cause him or her to be suspended out of school.

Teachers are responsible to

- ❖ Provide students with a positive and safe school environment;
- ❖ Enforce the Manchester School District's Student Code of Conduct;
- ❖ Inform students and parents of classroom rules and behavioral expectations;
- ❖ Manage classroom behaviors;
- ❖ Communicate with parents regularly;
- ❖ Encourage and model exemplary behavior and attendance.

Principals are responsible to

- ❖ Ensure a positive and safe school environment for students and staff;
- ❖ Communicate school rules to students, staff and parents;
- ❖ Enforce the Manchester School District's Student Code of Conduct;
- ❖ Assume responsibilities for school rules being followed by his/her students;
- ❖ Communicate the discipline action taken with parents and involved staff;
- ❖ Maintain discipline and attendance files;
- ❖ Report all suspected illegal activities to police and the Superintendent's office;
- ❖ Encourage and model exemplary behavior and attendance.

The Superintendent is responsible to

- ❖ Ensure a positive and safe school environment for all students and staff;
- ❖ Ensure that all school Principals consistently enforce the Manchester School District's Student Code of Conduct;
- ❖ Provide support and guidance to school staff;
- ❖ Maintain quarterly discipline reports (excluding students' names) of incidents requiring Principal's involvement.

The Board of School Committee is responsible to

- ❖ Adopt a fair and consistent discipline policy;
- ❖ Ensure, through the Superintendent of Schools, that the Student Code of Conduct is consistently implemented by all school employees.

SECTION A

Student Responsibilities and Rights

Safe and Orderly Educational Environment

Student Responsibilities	Student Rights
To only engage in behaviors which support a positive educational environment	To attend school in a safe, supportive, respectful, and engaging learning environment
To express needs and concerns appropriately	To have school staff that is willing to hear the needs and concerns of students
To understand and follow school behavior expectations and to report instances of bullying and dangerous/unsafe situations to school administrators	To feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination at school

Attendance

Student Responsibilities	Student Rights
To attend school each day; to be on time; to actively participate in all classes	To be informed of school board policies and school rules about absences, credit recovery and tardiness
To provide documentation of the reason for an absence	To appeal a decision about attendance
To request make-up work for an absence and arrange to complete it upon return to school; to request counseling and home instruction when needed	To arrange to make up class work/tests for credit within ten (10) school days or returning from an absence and whenever possible to access counseling and home instruction during long periods of illness

Dress and Grooming

Student Responsibilities

To dress and groom in accordance with policies to contribute to the health and safety of the individual and promote an orderly educational environment

To refrain from wearing clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art or on-the-job training

Student Rights

To have school policies on dress and grooming be clear and reasonable

To have policies on dress for participation in physical education and other designated activities that do not impose a financial hardship on them or their families

Discipline and Student Conduct

Student Responsibilities

To be aware of the Student Code of Conduct and obey all laws, school rules and regulations

To exercise their rights of due process and to pursue grievances according to the orderly process established by the Board of School Committee

Student Rights

To be informed of laws, school rules and regulations and be provided with fair, consistent and appropriate discipline

To be provided with due process in disciplinary matters, including the right of grievance, a fair hearing, and the right of appeal

Free Speech/Expression

Student Responsibilities

To respect the rights of others when they express their views

To behave respectfully during patriotic observances

To respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule

To follow the rules of responsible journalism under the guidance of a teacher, advisor or administrator

To refrain from harassing conduct

To refrain from bullying, cyberbullying intimidating and threatening conduct

Student Rights

To express views (in written or verbal form) without being obscene, disruptive, discriminatory, provocative or illegal

To choose to participate in patriotic observances

To have religious beliefs respected

To help develop and distribute publications as part of the educational process

To be protected from harassment

To be protected from bullying, intimidation and threats

Privacy and Property Rights

Student Responsibilities

To keep prohibited items away from school and school sponsored activities on and off school grounds

To respect the personal property of others

Respect the property of the school district

Student Rights

To have personal possessions remain private unless school staff has reason to believe that a student is in possession of items prohibited by the *Student Code of Conduct*, and other school policy or the law

To have personal property respected

To use school-assigned books properly and, use lockers and desks to keep and maintain articles or materials

Assembly and Petition

Student Responsibilities

To follow established school procedures when participating in or conducting demonstrations or assemblies and not interfere with the normal operation of the school or classroom

To ensure that all meetings on school grounds or in the school building function only as part of the formal educational process or as authorized by school administration

To respect the rights and interests of others who wish to participate and not disrupt the ceremony for other persons

To submit all petitions in writing to the principal prior to circulating them in the school

To ensure that the collection of signatures on petitions does not disrupt classroom procedures, or interfere with the educational process; not to initiate, circulate, sign or praise petitions that contain obscenities, vulgarities, or libelous statements

Student Rights

To assemble peacefully

To organize any club or organization for any legal purpose in accordance with school policy with an advisor approved by school administration

To decline to participate in such school-sponsored patriotic exercises or ceremonies as the flag, Pledge of Allegiance, or singing of the National Anthem

To circulate and present petitions

To initiate or sign approved petitions without being subject to disciplinary actions

Extracurricular/Co-curricular Activities

Student Responsibilities	Student Rights
To be aware of and adhere to Board of School Committee policies, school-level criteria and NHIAA rules and regulations	To participate in extracurricular/co-curricular activities and athletic programs
To be aware of all rules and regulations and follow them	To be provided with clearly defined rules and regulations

Guidance and Student Services

Student Responsibilities	Student Rights
To utilize guidance services for educational improvement	To be informed about school guidance services
To schedule an appointment with guidance personnel, except in emergency situations	To have access to school counselors
To work cooperatively with school staff	To request counseling when needed

Motor Vehicles

Student Responsibilities	Student Rights
To register the vehicle, immediately leave vehicle when parked, not move the vehicle during the school day without permission from the school administration, follow all school rules, courteous and preventive driving procedures, and local and state traffic laws when operating vehicles on school grounds	To access parking for their vehicles when available at their high school

SECTION B

SUSPENSION AND EXPULSION OF STUDENTS

NH RSA 193:13 Suspension and Expulsion of Pupils

- I. (a) *The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend students from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.*
- (b) *The school board or representative designated in writing of the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.*
- (c) *Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent received such an appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon a record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.*
- II. *Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.*
- III. *Any pupil who brings or possesses a firearm as defined under section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.*

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

- A.** According to NH Law, RSA 193:13, a student may be suspended or expelled from school for gross misconduct or for neglecting to conform to the reasonable rules of the school or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun
- B.** Administrators shall assess each individual situation and apply educationally sound consequences for violations of rules of conduct and ensure compliance with state and federal laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), American's with Disabilities Act, and Section 504.

- I. (a) *The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend students from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.*

II. WHO MAY SUSPEND A STUDENT FROM SCHOOL

- A. According to NH Law RSA 193:13, school boards, superintendents or their representatives have the right to suspend students from school.
- B. Superintendents or their representatives as designated in writing may suspend students up to ten (10) school days.
- C. Superintendents may extend the suspension of students in excess of ten (10) days.
- D. Parents, guardians or students have the right to appeal suspensions in excess of ten (10) days.

NH RSA 193:13 Suspension and Expulsion of Pupils

- I. (a) *The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend students from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.*

(b) The school board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

(c) Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent received such an appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon a record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.

III. WHO MAY EXPEL A STUDENT FROM SCHOOL

- A. According to NH Law RSA 193:13 the Board of School Committee may expel a student from school.
- B. Parents, guardians, and students may appeal an expulsion by the Board of School Committee to the NH State Board of Education.
- C. Parents, guardians, and students may request a review of an expulsion prior to the start of a new school year.
- D. An expulsion shall be valid throughout the school districts in NH.

NH RSA 193:13 Suspension and Expulsion of Pupils

- II. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.*

- III. Any pupil who brings or possesses a firearm as defined under section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.*

IV. STUDENTS SUBJECT TO DISCIPLINARY PROCEDURES ARE PROVIDED WITH DUE PROCESS

Due process in a short-term suspension (up to 10 days)

At a minimum the following shall be included:

- 1. The superintendent or designee shall inform the student of the purpose of the meeting;
- 2. Oral or written notice of the charges and an explanation of the evidence against the student;
- 3. An opportunity for the student to present his/her side of the story; and
- 4. A written statement to the student and at least one of the student's parents or guardian explaining any disciplinary action against the student.

Due process in a long-term suspension (more than 10 days)

At a minimum the following shall be included:

- 1. Written communication to the student and at least one of the student's parents or guardian, delivered in person or by mail to the student's last known address, of the charges and an explanation of the evidence against the student;
- 2. The superintendent's written or oral recommendation for student action to correct the discipline problem;
- 3. A hearing;
- 4. A written decision which includes the legal and factual basis for the conclusion that the student should be suspended;
- 5. If the hearing was conducted by the Board of School Committee's designee, the decision may be appealed to the Board of School Committee; and
- 6. If the hearing was conducted by the Board of School Committee, the decision may be appealed to the NH State Board of Education.

Due Process in an expulsion by the Board of School Committee

In an expulsion by the Board of School Committee, due process shall include the following minimal requirements:

1. A formal hearing shall be held before any expulsion;
2. Such hearing shall be held either before or after the short-term suspension has expired and pending the expulsion hearing;
3. If the hearing is held after the expiration of a short-term suspension, the student shall be entitled to return to school after the short-term suspension has expired and pending the expulsion hearing;
4. A written notice to the student and at least one of the student's parents or guardian shall be delivered in person or by mail to the student's last known address, of the date, time and place for a hearing before the Board of School Committee;
5. The written notice shall include:
 - a. A statement of the charges and the nature of the evidence against the student;
 - b. The superintendent's written recommendation for the Board of School Committee action and a description of the process used by the superintendent to reach his/her recommendation.
6. The notice shall be delivered to the student and at least one of the student's parents or guardian at least 5 days prior to the hearing;
7. The following hearing procedures shall apply:
 - a. The student, together with a parent or guardian, may waive the right to a hearing and admit to the charges made by the superintendent;
 - b. If the student is 18 years of age or older, the concurrence of a parent or guardian shall be unnecessary unless the student is subject to guardianship which would prevent the student from waiving the right to a hearing;
 - c. Formal rules of evidence shall not be applicable; however, school officials shall present evidence in support of the charge(s) and the accused student or his/her parent or guardian shall have the opportunity to present any defense or reply;
 - d. The hearing shall be either public or private and the choice shall be that of the student or his/her parent or guardian; and
 - e. During the hearing, the student, parent, guardian or counsel representing the student shall have the right to examine any and all witnesses;
8. The decision of the Board of School Committee shall be based on a dispassionate and fair consideration of substantial evidence that the accused student committed the act for which expulsion is to be imposed and that such acts are, in fact, a proper reason for expulsion;
9. The decision shall state whether the student is expelled and the length of the expulsion. If the decision is to expel the student the decision shall include the legal and factual basis for the decision; and
10. Any action the student may take to be restored by the Board; and
11. A decision shall include a statement that the student has the right to appeal the decision to the NH State Board of Education;
12. All appeals to the NH State Board of Education shall be filed within 20 calendar days of receipt of the written decision of the Board of School Committee.

PROCEDURES FOR STUDENT SUSPENSIONS AND EXPULSIONS

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

I. PROCEDURES FOR SHORT-TERM SUSPENSIONS (TEN (10) DAYS OR LESS)

- To protect student rights, certain procedures are followed with regard to disciplinary actions. These procedures are developed as suggested or required by law to ensure the student is provided with due process.
- A student accused of serious misconduct, which in the opinion of the principal or designee would require suspension from school, shall be afforded the procedures below. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for the procedural safeguards. A student must be given an opportunity to complete assignments and take exams missed during the period of suspension.
- Administrators shall assess each individual situation and apply educationally sound consequences for violations of rules of conduct and ensure compliance with federal and state laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act, and Section 504.

Step 1: The student shall be told by the principal/designee the reason(s) for the consideration of suspension.

Step 2: The student shall be given the opportunity to present his/her version either verbally or in writing and to identify witnesses to the incident.

Step 3: The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct and, if so, what disciplinary response will be imposed. Notices to impose suspension shall be in writing.

Step 4: The principal/designee shall notify the student in person as to the charges and the disposition of the case.

Step 5: The principal/designee shall report each suspension in writing to the student's parent or guardian. This report shall be mailed (or delivery initiated) within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent or guardian prior to the start of the suspension. If the parent or guardian cannot be reached prior to the start of the suspension, the principal/designee may determine to start the suspension without contacting the parent or guardian, but continued reasonable efforts shall be made.

Step 6: There is no appeal for suspension of ten (10) days or less. The days served during an external suspension are considered unexcused absences for attendance purposes.

Step 7: Consistent with Section IV Re-entry From Suspension Plans, re-entry plans shall be developed by school staff with the parent and student.

Students with Disabilities:

- Disciplinary responses for students with disabilities shall occur in accordance with all federal and state laws, district policies and regulations and the *New Hampshire Rules for the Education of Children with Disabilities*. Students with disabilities may be subject to short-term suspensions consistent with the procedures afforded to students without disabilities under this section. When any suspension of a student with a disability results in a cumulative suspension during a school year of more than ten (10) days, the procedures for long-term suspension of a student with a disability are applicable.

II. PROCEDURES FOR LONG-TERM SUSPENSIONS (MORE THAN TEN (10) DAYS)

- A student accused of a violation of the Student Code of Conduct, which in the opinion of the principal/designee may require a long-term suspension or expulsion from school, shall be afforded the procedural safeguards described below.

Step 1: The procedures for a short-term suspension must be employed, as well as Steps 2 through 5 below, prior to the imposition of a long-term suspension.

Step 2: The principal/designee shall notify the student and parent or guardian that he/she is requesting the superintendent consider extending the student's suspension an additional ten (10) days.

Step 3: The superintendent's administrative assistant shall contact the student's parent or guardian to schedule a hearing within the initial 10-day suspension, or as close to it as feasible. If the parent or guardian requests a later hearing date or scheduling conflicts do not allow the hearing to take place within the initial 10-day suspension, then the superintendent/designee will determine if the offense warrants an extension of the suspension prior to agreeing to a later hearing date. The superintendent/designee will determine whether to approve the long-term suspension pending the hearing.

Step 4: The superintendent/designee shall make a written determination as to whether sufficient information was provided at the hearing to determine whether the student is guilty of the misconduct and, if so, the appropriate disciplinary response. The student and parent or guardian shall be notified immediately of the superintendent's recommendation regarding the request for extended suspension or expulsion. The written decision shall be mailed to the parent or guardian immediately following the hearing.

Step 5: As appropriate and consistent with Section IV Re-entry From Suspension Plans, re-entry plans shall be developed by school staff with the parent and student.

- If the parent/guardian disagrees with the decision of the superintendent/designee, an appeal before the Board of School Committee may be requested. This appeal must be requested within 10 days of the date of the superintendent's decision letter. The disciplinary consequence remains in effect throughout all appeals unless the Board of School Committee stays the suspension while the appeal is pending.

Students with Disabilities:

- Disciplinary responses for students with educational disabilities shall occur in accordance with all federal and state laws, district policies and regulations and the *New Hampshire Rules for the Education of Children with Disabilities*. If a student with an educational disability has a cumulative total of suspensions in excess of ten (10) days in a school year, the principal/designee shall ensure that an Individualized Education Program (IEP) meeting is convened prior to the commencement of the 11th day or further suspension. The IEP Team is to complete a functional behavior assessment and a positive

behavior intervention plan and determine if the behavior is or is not a manifestation of the student's disability.

- When a student with an educational disability is recommended for a long-term suspension, the student and the student's parent or guardian shall receive the same notice as students without disabilities. This written notice shall also advise the student and the student's parent or guardian of their rights under the Individuals with Disabilities Education Act (IDEA), including notice that a long-term suspension is a change of placement which they may disagree with and, if applicable, invoke the "stay-put" provision of IDEA. The student's IEP Team shall meet prior to the imposition of a long-term suspension to conduct a manifestation determination review to determine the relationship between the student's disability and the behavior subject to the disciplinary action. The IEP team shall determine whether the conduct causing the disciplinary action was a manifestation of the student's educational disability. The IEP Team shall determine whether the conduct in question was caused by the student's disability or, whether the conduct in question had a direct and substantial relationship to the student's disability or, if the conduct in question was the direct result of the school's failure to implement the student's IEP.
- If the IEP Team determines that the student's conduct was not a manifestation of the student's educational disability, the disciplinary action shall proceed with the student's IEP being implemented during the period of suspension. If the IEP Team determines that the student's conduct was a manifestation of the student's educational disability, the long-term suspension shall not be imposed without educational programming to appropriately implement the student's IEP.
- The student's IEP Team shall also conduct a functional behavior assessment and develop and implement a positive behavior intervention plan within ten (10) business days of the eleventh (11th) day of suspension or after causing a removal constituting a change in placement. If a behavioral intervention plan already exists, the IEP Team must review and, if appropriate, modify that existing plan.
- Students with Section 504 Plans shall also have disciplinary action in excess of ten (10) days be in accordance with all federal and state laws. If a student with a disability and a Section 504 plan is recommended for a long-term suspension a manifestation meeting shall be convened. If the Section 504 Team determines that the student's conduct was not a manifestation of the student's disability, the disciplinary action shall proceed. If the Section 504 Team determines that the student's conduct was a manifestation of the student's disability, the long-term suspension shall not be imposed without an appropriate plan and placement put into place.

III. PROCEDURES FOR EXPULSIONS

- Pursuant to NH RSA 193:13 the Board of School Committee may expel any student "... for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined by RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the local board."

Step 1: At the recommendation of the superintendent a hearing shall be scheduled for the student to appear before the Board of School Committee to consider the student's expulsion from the Manchester School District.

Step 2: The parent/guardian shall receive notice of the hearing that shall include the date, time and location of the hearing, a written statement of the charges and the nature of the evidence against the student, the superintendent's recommendation for the Board of School Committee action, the information provided by the principal/designee to support the charge, the student's rights and the hearing procedures.

Step 3: A formal hearing shall be held where the student shall be able to exercise the rights identified in the notice. The hearing shall be either public or private at the choice of the student or his/her parent or guardian. The student shall have the opportunity to explain the incident that brought him/her to the hearing, provide witnesses (or written witness statements) on his/her behalf, examine any and all witnesses, question the information presented by the principal and superintendent. The student's parent or guardian also has the opportunity to speak on the student's behalf. The student may be represented by counsel, at his/her expense.

Step 4: The Board of School Committee shall determine based on a dispassionate and fair consideration of substantial evidence if the student committed the act for which expulsion is to be imposed and that the acts are in fact, a proper reason for expulsion.

Step 5: The written decision of the Board of School Committee shall be provided to the parent or guardian.

Students with Disabilities:

- If a student with an educational disability is recommended for expulsion, the student and the student's parent or guardian shall be provided the same notice as students without disabilities. This written notice shall also advise the student and the student's parent or guardian of their rights under the Individuals with Disabilities Education Act (IDEA) including their right to disagree with any change in placement and to appeal decisions of the student's IEP Team.
- If a student with an educational disability is recommended for expulsion, it has been determined that the behavior giving rise to the request for expulsion is not a manifestation of the student's disability. The IEP Team shall convene a meeting to make a determination of an appropriate forty-five (45) day interim alternative education placement to ensure that the student's IEP is implemented pending the expulsion hearing and decision by the Board of School Committee.
- Should the student with a disability be expelled by the Board of School Committee, the IEP Team must again be convened to propose and offer an alternative long-term placement where the student's IEP can be implemented.
- When the conduct of a student with an educational disability does not involve drugs or weapons, but the school determines that the student presents a potential danger to himself/herself or to others in his/her current placement, the school may request a forty-five (45) day interim alternative educational placement. No change of placement shall occur without the consent of the parent or guardian after the convening of the IEP Team or until the school obtains an order from a Hearings Officer granting permission for such placement.

IV. RE-ENTRY FROM SUSPENSION AND POSITIVE BEHAVIOR INTERVENTION PLANS

- A. All students returning from suspension shall receive a re-entry plan. This plan shall be overseen by a staff member assigned by the building administrator and will allow for the student's participation as well as the participation of any staff member involved in the incident(s) that led to suspension.
- B. A re-entry plan shall consist of the following:
- A staff member familiar with the student is to be assigned as the re-entry contact person/counselor.
 - The student shall be received by the re-entry counselor upon returning to school from suspension.

- The re-entry counselor shall review the original action and discuss how the behavior led to the suspension, how the behavior impacts his/her fellow students, teachers, the school community, the pride of his/her parents and his/her self-esteem and education.
 - The re-entry counselor shall review the Student Code of Conduct with the student.
 - The re-entry counselor shall outline a transition and guidance plan for reintegration into the school; assistance with getting caught up on classwork; and to ensure the student does not repeat the behavior that led to the suspension.
- C. Any student suspended for a Level III* or IV offense shall receive a Functional Behavior Assessment (FBA) in conjunction with their re-entry plan. The assessment shall be conducted to ascertain the cause of the behavior and appropriate interventions required to ensure that the behavior does not occur in the future. A Positive Behavior Intervention Plan (PBIP) shall be developed by appropriate school personnel, parents, the student (as appropriate) and in some cases community and district personnel. The PBIP shall:
- Target problem behaviors
 - Define specific goals including replacement behaviors and timelines
 - Describe interventions, including strategies to change negative behaviors, teach appropriate skills and outline negative consequences
 - Have a mechanism to monitor the effectiveness of the plan
- *Note: Level III offenses deemed to be “Continuation of Level II misconduct” do not require a FBA.
- D. Any student who was suspended but did not receive a FBA, and is subsequently suspended for the same target behavior, will receive a FBA using the same procedure established in Paragraph B.
- E. Once receiving a PBIP, should the student be suspended for the same target behavior again within the school year, a meeting shall be convened to conduct further functional assessment of the behavior.
- F. After further functional assessment is done, should the student be suspended for the same target behavior a third time within the school year the Principal shall refer the matter to the Superintendent for further disciplinary action, which may include referral to the Board of School Committee to consider expulsion from the Manchester School District for one year, 365 days.
- G. In a year following the original implementation of the PBIP, should the student be suspended for the same target behavior, a meeting will be convened to conduct further assessment, consistent with that which is established in Paragraph D.
- H. In a year following the original implementation of the PBIP, and after further functional assessment has been done, should the student be suspended for the behavior again (totaling a second time within that school year) the procedure established in Paragraph E will be followed.

SECTION C

RULES OF CONDUCT AND CONSEQUENCES FOR VIOLATIONS OTHER THAN ALCOHOL AND OTHER DRUG USE

Rules of conduct apply to and are to be complied with at all school sponsored activities on and off school grounds. Students who are internally or externally suspended from school are prohibited from participation in any school sponsored activities from the point of notification until their regular return to classes.

It is expected that teachers will maintain a safe and orderly environment by utilizing a variety of classroom management techniques. There are instances when these techniques may not be effective in managing escalating behaviors. Therefore, we have developed a Student Code of Conduct to assist in those instances when additional support and or staff is required. Actions that are disrespectful, constitute a refusal, are disruptive or unsafe will not be tolerated.

Principals shall assess each individual situation and apply educationally sound consequences for violations of rules of conduct and ensure compliance with federal and state laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), and Section 504.

LEVEL I

Level I offenses include behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. When these misbehaviors cannot be managed by an individual, staff member, the additional intervention of other school support personnel is required.

Inappropriate Actions (not limited to)	Behavior	Management	Possible Consequences/ Discipline Options
<ol style="list-style-type: none">1. Uncooperative behavior in class or study2. Tardiness3. Violation of the dress code4. Rude or inappropriate language5. Loitering on school property	<ol style="list-style-type: none">1. Refusal2. Refusal3. Refusal4. Disrespect5. Refusal	<ul style="list-style-type: none">• A discipline referral is made as a result of the child's non-compliance with the Code of Conduct• As indicated, the administrator meets with the student and/or teacher and effects the most appropriate response.• A proper accurate record of the offenses and disciplinary action is maintained by the staff member.	<ul style="list-style-type: none">• Verbal redirection• Special assignment• Behavior contract• Counseling• Withdrawal of privileges• Suspension• Detention

LEVEL II

Level II offenses include behaviors of such frequency or seriousness that the learning climate of the school is disrupted. These infractions, which usually result from the continuation of Level I behaviors, require the intervention of personnel on the administrative level because the application of Level I consequences/disciplinary options has failed to correct the situation. Also, included in this level are behaviors which do not represent a

direct threat to the health and safety of others but the educational consequences are serious enough to require corrective action on the part of administrative personnel.

Inappropriate Actions (not limited to)	Behavior	Management	Possible Consequences/ Discipline Options
<ol style="list-style-type: none"> 1. Continuation of Level I behavior (3 infractions) 2. Disruptive behavior 3. Insubordination 4. Plagiarism and/or cheating 5. Verbal or symbolic harassment that infringes on students' rights to non-threatening environment 6. Using forged notes or excuses or forging or otherwise illegally using school forms. 7. Using profanity, vulgar expressions, vulgar gestures directed at a person 8. Cutting class 9. Violations of Internet use policy 10. Refusal to conform to the rules of the school and/or school district policies 11. Truancy 12. Leaving school grounds without permission from someone in authority – principal, assistant principal, nurse 13. Parking violations 14. Public display of affection 15. Use of skates, skateboard, scooter, etc. during normal school hours 16. Gambling and lotteries 17. Being in an “off limits” area 18. Use or display of personal audio visual equipment, such as, but not limited to, MP3 player, IPOD, Game Boy, cellular phone, or like devices in school during normal school hours 	<ol style="list-style-type: none"> 1. Refusal 2. Disruptive 3. Refusal 4. Disrespect 5. Disrespect 6. Disrespect 7. Disrespect 8. Refusal 9. Refusal 10. Refusal 11. Refusal 12. Refusal Unsafe 13. Refusal 14. Refusal 15. Refusal Unsafe 16. Refusal 17. Refusal; Unsafe 18. Refusal 	<ul style="list-style-type: none"> • The student is referred to the administrator for appropriate disciplinary action. • The administrator meets with the student and/or teacher and effects the most appropriate response. • A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. A discipline slip will be written by the person reporting the incident. • The student and teacher are informed of the administrator's action in accordance with applicable state and federal laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA) and Section 504. • A parent conference may be held. • After unexcused absences the home and/or truancy officer may be contacted. • If contraband is involved, it will be confiscated and disposed of. • The student will be afforded appropriate due process in all situations. 	<ul style="list-style-type: none"> • Teacher/schedule change • Modified day • Counseling • Behavior contract • Referral to outside agency • Suspension • Transfer for a probationary period for the duration of the school year • Detention • Homebound instruction • In addition to the above possible consequences, consequences in Level I may also be applied.

LEVEL III

Level III offenses are acts that are directed against persons or that warrant immediate intervention. These acts might be considered criminal but more 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.

Inappropriate Actions (not limited to)	Behavior	Management	Possible Consequences/ Discipline Options
<ol style="list-style-type: none"> 1. Continuation of Level II behavior (3 infractions) 2. Bullying 3. Sexual harassment 4. Defacing or destroying school property; (<i>Criminal Mischief – RSA 634:2</i>) 5. Throwing solid objects 6. Theft (<i>RSA 631 & 637</i>) 7. Reckless operation of bicycles, motorcycles or cars in or around school building 8. Fighting (<i>Simple Assault – RSA 631</i>) 9. Possession or use of pornographic or violent material including sexually explicit or graphically violent materials 10. Gang or gang related activities including clothing, insignia, communication, threats, coercion, solicitation, conspiracy 11. Other violations of school rules, city ordinances and/or state laws 12. Reckless conduct 13. Possession of or using fireworks or other explosives 14. Hazing 15. Assault on student 	<ol style="list-style-type: none"> 1. Refusal 2. Unsafe 3. Disrespect 4. Unsafe 5. Refusal 6. Unsafe 7. Unsafe 8. Unsafe 9. Disrespect 10. Unsafe 11. Refusal 12. Unsafe 13. Unsafe 14. Unsafe 15. Refusal 	<ul style="list-style-type: none"> • The administrator initiates disciplinary action by investigating the infraction and conferring with staff regarding the behavior. • If contraband is involved, it will be confiscated and disposed of. • A proper and accurate record of offenses and disciplinary action is maintained by the administrator. A discipline slip is written by the person reporting the incident. • The student is afforded appropriate due process in all situations. • A re-entry plan is developed. • 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 in accordance with applicable state and federal laws: Individuals with Disabilities Act (IDEA), Family Educational Rights and Privacy Act (FERPA) and Section 504. • The student is afforded appropriate due process in all situations. • A re-entry plan is developed. 	<ul style="list-style-type: none"> • Temporary removal from class • Counseling • Homebound instruction • Alternative program (when available) • Suspension • Transfer for a probationary period for the duration of the school year • Law enforcement officials are contacted • Restoration/restitution made by student • Detention • In addition to the above possible consequences, consequences in Level II may also be applied

NH RSA 193-F PUPIL SAFETY AND VIOLENCE PREVENTION

NH RSA 193-F:2 Purpose and Intent

The general court hereby finds that all pupils have the right to attend public schools that are safe, secure and peaceful. One of the legislature’s highest priorities must be to protect our children from violence by dealing with harassment, including “bullying”, in our public schools.

NH RSA 193-F:3II(a)

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 that violates the school bullying policy shall report such incident to the principal, or designee who shall in turn, report the incident to the superintendent and the School Board.

NH RSA 193-F:3IV

A school employee or employee of a company under contract with a school of 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 - OFFENSES UNDER LEVEL IV MAY BE SUBJECT TO THE REPORTING REQUIREMENTS OF THE SAFE SCHOOLS ZONE ACT NH RSA 193-D SAFE SCHOOL ZONES. 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.

Students may be suspended or expelled for actions not immediately connected with school activities where school officials have reasonable cause to believe that a student by virtue of actions after school hours and off school property, present a danger to him or herself, to others or to school property.

Inappropriate Actions (not limited to)	Behavior	Management	Possible Consequences/ Discipline Options
<ol style="list-style-type: none"> 1. Any criminal act that threatens the safety of students, faculty, staff or administration 2. Any other violations the principal or designees consider reasonable to fall into a Level IV category 	<ol style="list-style-type: none"> 1. Unsafe 2. Unsafe 	<ul style="list-style-type: none"> • The administrator verifies the offense, confers with staff involved and meets with the student in accordance with applicable state and federal laws: Individuals with Disabilities Education Act (IDEA), Family 	<ul style="list-style-type: none"> • Immediate suspension • Expulsion • Alternative program (if available) • Other Superintendent of Schools or Board of School Committee action which results in appropriate placement

Inappropriate Action (not limited to)	Behavior	Management	Possible Consequences/ Discipline Options
3. Assault on teacher, member of staff (<i>Assault – RSA 631</i>)	3. Unsafe	Educational Rights and Privacy Act (FERPA) and Section 504. Parents are contacted.	<ul style="list-style-type: none"> • In addition to the above possible consequences, the consequences in Level III may also be applied
4. Assault on a student that results in severe bodily injury or by means of a deadly weapon	4. Unsafe		
5. Stalking	5. Unsafe		
6. Possession of gun, knife, or other weapon (<i>Weapons possession – RSA 159</i>)	6. Unsafe		
7. Possession of look-alike weapons (<i>Safe Schools – RSA 193-13</i>)	7. Unsafe		
8. Possession of air rifle or gun, and/or pellet gun (<i>Safe Schools – RSA 193-13</i>)	8. Unsafe		
9. Setting or attempting to set fires, detonation of explosives, or arson (<i>Arson – RSA 634.1</i>)	9. Unsafe		
10. Causing a false fire alarm	10. Unsafe		
11. Defacing and/or destroying school property (major) (<i>Criminal Mischief – RSA 634:2</i>)	11. Unsafe		
12. Bomb threat and/or possession of look-alike bomb	12. Unsafe		
13. Possession of a defense weapon	13. Unsafe		
14. Extortion	14. Unsafe		
15. Calling in a false alarm concerning the presence of a biological or chemical substance	15. Unsafe		
16. Delivering or causing the delivery of a biological or chemical substance to a school with the purpose of causing bodily injury or evacuation of the school	16. Unsafe		
17. Robbery	17. Unsafe		
18. Burglary	18. Unsafe		
19. Inciting riot/chaos	19. Unsafe		

SECTION D

ALCOHOL, TOBACCO 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 insure this for our students, the Manchester School District has established a zero tolerance policy for alcohol and other drug usage. This policy of zero tolerance extends beyond the boundaries of the school to all school functions at all locations. This policy emphasizes the illegality of drug and alcohol use by students RSA 318:b and RSA 179. Thus, 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 refers to any and all substances or those represented as drugs. **SAP = Student Assistance Program**

Type I: Knowingly in the presence of alcohol, tobacco and other drugs

Inappropriate Action (not limited to)	Behavior	Management	Consequences
<ol style="list-style-type: none"> 1. Knowingly in presence 2. Second offense knowingly in presence 	<ol style="list-style-type: none"> 1. Unsafe 2. Unsafe; refusal 	<ul style="list-style-type: none"> • Parent Notified • Student offered SAP counseling • A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. • If contraband is involved, it will be confiscated and disposed of. • Re-entry plan 	<ul style="list-style-type: none"> • First offense ten (10) school day extracurricular suspension • First offense student agrees to SAP counseling: 1 school day external suspension, up to 10 hours with SAP • First offense student does not agree to SAP counseling: 2 school days external suspension • Second offense twenty (20) school day extracurricular suspension • Second offense student agrees to SAP counseling: 3 day external suspension, up to 15 hours with SAP • Second offense student does not agree to SAP: 5 days external suspension

Type II: Possession and or use of alcohol, tobacco or other drugs or paraphernalia; using/having used; attempting to secure and or purchase

Inappropriate Action (not limited to)	Behavior	Management	Consequences
<ol style="list-style-type: none"> 1. Possession/use of alcohol, tobacco, drugs or paraphernalia; using/having used; attempting to secure and/or purchase 2. Second offense 	<ol style="list-style-type: none"> 1. Unsafe 2. Unsafe; refusal 	<ul style="list-style-type: none"> • Parent Notified • Student offered SAP counseling • A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. • If contraband is involved, it will be confiscated and disposed of. • Law enforcement notified • Re-entry plan 	<ul style="list-style-type: none"> • First offense: Thirty (30) school day extracurricular suspension • First offense student agrees to up to 15 hours of SAP counseling; 3 day external suspension • First offense student does not agree to SAP counseling: 5-10 days external suspension • Second offense: upgrade to Type III

Type III: Repeated Type II and intending and or attempting to sell and or distribute alcohol, tobacco or other drugs

Inappropriate Action (not limited to)	Behavior	Management	Consequences
<ol style="list-style-type: none"> 1. Intending/attempting to sell/distribute 	<ol style="list-style-type: none"> 1. Unsafe 	<ul style="list-style-type: none"> • Parent Notified • Student offered SAP counseling • A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. • If contraband is involved, it will be confiscated and disposed of. • Law enforcement notified 	<ul style="list-style-type: none"> • Sixty (60) school day extracurricular suspension • 5-10 school day external suspension • Referral to Superintendent to consider expulsion • Possible extension of suspension by 5-10 days • Student Assistance Program (SAP) counseling for up to 20 hours

RE-ENTRY PLAN FOR SUSPENSIONS

Any student who is suspended for a drug or alcohol violation must have a re-entry plan developed upon his/her return to school. The plan must address, but not be 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 student, administration, guidance (SAP), teachers, when appropriate, and parent(s) or guardians.

In addition to suspensions, students who violate the Alcohol, Tobacco and Other Drug Use Policy will lose the privilege to participate in and/or attend all extracurricular activities for 10, 30 or 60 school days depending on the infraction. 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, Tobacco and Other Drug Use Policy. They can resume involvement in the activities of these organizations after 10, 30 or 60 school days, depending on the infraction; however, they cannot hold office until the next school year.

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.

Administrative action will include intervention, interview and determination of consequences. All students will be referred to the school Student Assistance Program (SAP) Counselor for counseling.

Failure of the student to work with the Student Assistance Program Counselor for the contracted time will result in referral of the matter 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 particular circumstances, with approval in writing, from the school nurse.

ASSISTANCE AVAILABLE

Counseling services are available to students who are having problems with alcohol and other drugs. Also, when a student violates the Alcohol, Tobacco and Other Drug Use 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 outside agencies such as the Greater Manchester Mental Health Center or the Office of Youth Services. Conversations will be kept confidential.

Transportation 100 STUDENT TRANSPORTATION

Eligibility Requirements for Transportation

In accordance with New Hampshire law, the Manchester School District shall provide school bus service to public school students in grades 1 through 8 who live more than 1.4* miles from the school to which they are assigned. Transportation for pre-kindergarten and kindergarten students is not required by law and is not provided by the Manchester School District.

Exceptions to the 1.4-mile requirement may be made in the cases of students with physical, emotional, or intellectual disabilities covered by applicable state and federal laws and regulations. In addition, the District may provide transportation in areas where a safety hazard has been determined by the Superintendent or his/her designee.

Students attending grades 1 through 8 in approved private schools shall be entitled to the same transportation privileges as those extended to public school students.

Exceptions

The Superintendent of Schools or his/her designee shall have the authority to grant exceptions to this policy on a case-by-case basis provided there is no resulting change to a bus route or bus stop and can be accomplished with no additional cost to the District.

1. Requests for exceptions shall be accepted for consideration two weeks after the first day of school. Transportation prior to that time shall be the sole responsibility of parents/guardians.
2. All requests for exceptions shall be submitted, in writing, to the school principal for submission to the Transportation Coordinator.
3. Exceptions shall be granted on a first-come, first-served basis, when seats are available.
4. No door-to-door transportation shall be provided.
5. Pick-up and drop-off location shall be consistent Monday through Friday.
6. No requests for exceptions for temporary or part-time transportation shall be accepted or granted.
7. Should ridership exceed bus capacity due to an increase in the number of eligible students, parents shall be notified and the transportation exception shall be rescinded. Parents shall be provided with a seven-day notice before the action is taken.
8. Exceptions shall be implemented upon receipt of the Transportation Exception Form. Parents shall sign to verify that they understand approval to ride the bus shall be rescinded in the event that bus ridership increases with students who meet the transportation eligibility requirements. A lottery shall be used to resolve conflicts when more than one student has been approved on the same day.
9. Parents shall be provided with notice in writing of the disposition of all exceptions

requested.

**NHRSA 189:6 allows districts to refuse to transport students who live up to 2 miles from school.*

General Operating Policy

1. Bus routes shall be established annually by the Superintendent or his/her designee.
2. Bus stops shall be established annually by the Superintendent or his/her designee.
3. Routes and stops shall be publicized in a manner that is timely and widely disseminated.
4. With the exception of students taking out-of-district transportation, all bus-riding students shall arrive at their destination no later than 60 minutes after departure.
5. Students availing themselves of transportation shall be picked up and dropped off at the same location Monday through Friday.
6. Students may only ride the bus to which they have been assigned.

Safety Program

1. Principals shall instruct students concerning bus safety and proper bus behavior at the start of each school year.
2. Emergency evacuation drills to inform students of emergency procedures shall be conducted at least twice a year between the months of October and May.
3. The District and company contracted to provide bus transportation shall comply with all state and federal school transportation laws and regulations, including those related to vehicle inspection. The company shall make these requirements known to drivers.

Driver Responsibilities

1. School bus drivers shall meet the qualifications required by federal and state law, the personnel policies of the Manchester School District, and the transportation contractor retained by the district.
2. Drivers shall pass a criminal background check and fingerprint analysis.
3. Drivers shall be screened before employment for physical fitness, proper licensing, driving record, and experience.
4. Drivers shall be held responsible for the safe operation of the bus and shall be expected to maintain orderly conduct on the part of the students.
5. Preliminary written reports by bus drivers and/or monitors shall be furnished to the Principal within twenty-four (24) hours of any disturbance or irregularity due to the conduct of any student or students. The District or Principal shall respond in writing to the transportation company regarding the course of action taken to resolve the matter.

Rules of Conduct and Sanctions for Violations

The Manchester School District shall be fully-responsible for the safety, welfare, conduct, and

control of students during the period of transportation.

1. Students shall be considered under the jurisdiction of the school district from the time they board a bus until the time they exit the bus.
2. Students shall conduct themselves in a safe and respectful manner while riding any school bus. Students who violate established rules shall be reported to their school principals for disciplinary action which may include revocation of bus-riding privileges.
3. Students shall sit in their seats at all times and shall not change seats without the permission of the bus driver or while the bus is in motion.
4. Once a student has boarded the bus, he/she may not get off the bus except at his/her assigned stop.
5. Students shall keep their heads, hands, and feet inside the bus at all times.
6. Absolutely no smoking, drinking or eating of any kind is permitted on the school bus. (Exceptions may be made with prior medical approval).
7. Students shall not mark, deface or otherwise vandalize the bus. Students shall be responsible for any and all damages to the bus.
8. The school bus is an extension of the school. All school rules and regulations pertaining to student conduct in the schools are applicable to student conduct on the bus.
9. It is understood that the school bus environment is such that the threshold for violations to the rules of conduct may be different from the threshold in the school environment.
10. Students who violate established rules and regulations for proper conduct shall be reported to the school administrator for proper disciplinary actions. Principals shall assess each situation and apply educationally sound consequences for violations of rules of conduct. Principals shall ensure compliance with state and federal laws: Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), and Section 504.

Level I

Level I offenses include minor misbehavior on the part of the student which impedes orderly school bus operations. These misbehaviors can usually be handled by school bus personnel, but sometimes require the intervention of the school administrator.

A. Examples (not limited to)

1. Improper boarding or departing procedures
2. Standing while bus is in motion
3. Failing to properly dispose of litter and waste
4. Unnecessary or excessive noise, disruptive behavior
5. Engaging in rude, discourteous, or annoying conduct
6. Rude or inappropriate language

B. Procedures

1. There is immediate intervention by the school bus personnel who observed the

misbehavior.

2. Repeated misbehavior requires a conference with the administrator, student, and parent.
3. A proper and accurate record of the offenses and disciplinary action shall be maintained by the administrator.

C. Disciplinary Options/Responses

1. Verbal reprimand
2. Seat assignment
3. Counseling
4. Behavioral contract
5. Suspension of bus privileges
6. Detention

Level II

Level II offenses include misbehavior whose frequency or seriousness tends to disrupt orderly school bus operations. 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. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose 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. Sexual harassment
3. Verbal or symbolic harassment that infringes on students' rights to non-threatening environment
4. Smoking on school bus
5. Using profanity, vulgar expressions, and/or vulgar gestures in the presence of any member of the faculty, staff, or school bus personnel
6. Failing to cooperate or being insubordinate
7. Throwing objects in or out of school bus
8. Disruptive behavior
9. Hanging out of school bus windows

B. Procedures

1. There shall be immediate intervention by school bus personnel who observed the misbehavior.
2. The student shall be referred to the administrator for appropriate disciplinary action.
3. The administrator shall meet with the student and/or transportation representative and effect the most appropriate response.
4. A proper and accurate record of the offense and the disciplinary action shall be maintained

by the administrator. A discipline slip shall be written by person who reported incident.

5. The student, parent, and transportation representative shall be informed of the administrator's action in accordance with applicable state and federal laws: Individuals with Disabilities Education Act (IDEA) Family Educational Rights and Privacy Act (FERPA), and Section 504.
6. A parental conference may take place.
7. If contraband is involved, it shall be confiscated. Confiscated personal property shall be returned to the parent/guardian at the discretion of the administrator.
8. The student shall be afforded appropriate due process in situations where suspension is the disciplinary option/response.

C. Disciplinary Options/Response

1. Counseling
2. Behavioral contract
3. School bus probationary period
4. Suspension of bus privileges
5. Detention
6. Suspension from school

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 addressed the school disciplinary protocol.

A. Examples (not limited to)

1. Continuation of Level II misconduct
2. Tampering with school bus equipment
3. Threatening others or "bullying" (**RSA 193-F*)
4. Continued sexual, verbal or symbolic harassment
5. Defacing or destroying school bus property (*Criminal Mischief – RSA 634:2*)
6. Throwing rocks or any other solid objects
7. Stealing (*Theft - RSA 631*)
8. Possession or use of alcoholic beverages and/or drugs (*Illegal Possession - RSA 318:B*)
9. Any gross misconduct or refusal to conform to the reasonable rules of school bus transportation
10. Fighting (*Simple Assault - RSA 631*)
11. Violation of any city ordinances and/or state laws
12. Failure to report to administrator when directed to do so
13. Failure to provide name to school bus personnel

B. Procedures

1. The administrator shall investigate the infraction by conferring with the transportation to

determine what disciplinary action is required.

2. If contraband is involved, it shall be confiscated.
3. A proper and accurate record of offenses and disciplinary actions shall be maintained by the administrator. A discipline slip shall be written by the person reporting incident.
4. The administrator shall meet with the student to discuss the student's misconduct and the resulting disciplinary action.
5. The student, parent, and transportation representative shall be informed of the administrator's action in accordance with applicable state and federal laws: Individuals with Disabilities Education Act (IDEA) Family Educational Rights and Privacy Act (FERPA), and Section 504.
Restitution for damages shall be made.
6. The student shall be afforded appropriate due process in all situations where suspension is the disciplinary option/response.

C. Disciplinary Options/Responses

1. Suspension of bus privileges
2. Counseling
3. Detention
4. School bus probationary period
5. Suspension from school
6. Law enforcement officials contacted

Level IV

Offenses under Level IV may be subject to the reporting requirements of the Safe Schools 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 on a person or property or which pose a direct threat to the safety of others on the school bus. These acts are clearly criminal and are so serious that they always require administrative actions. These acts shall 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 school bus personnel or student (*Assault - RSA 631*)
2. Continued threatening and/or stalking
3. Possession of gun, knife, or other weapon (*Weapons Possession - RSA 159*)
4. Possession of look-alike weapons (*Safe Schools - RSA 193-13*)
5. Possession of air rifle or or gun, and/or pellet gun (*Safe Schools - RSA 193-13*)
6. Setting fires, detonation of explosives, or arson (*Arson RSA 634.1*)
7. Possession or use of firecrackers and other explosives
8. Causing a false fire alarm
9. Sale of drugs (*Distribution of Drugs - RSA 318-B*)

10. Continued pattern of failure to conform to school rules
11. Defacing and/or destroying school bus property (major)(*Criminal Mischief - RSA 634:2*)
12. Bomb threat and/or possession of look-alike bomb
13. Possession of mace or similar irritants
14. Extortion
15. Any criminal act that threatens the safety of students, faculty, staff, school bus personnel or administration

B. Procedures

1. The administrator shall verify the offense, confer with transportation representative and meet with the student. Parents shall be contacted.
2. Law enforcement officials shall be contacted.
3. A complete and accurate report shall be submitted to the Superintendent for possible School Board action.
4. The student shall be given a full, due process hearing before the School Board if he/she and at least one parent/guardian requests it.
5. The student, parent, and transportation representative shall be informed of the administrator's action in accordance with applicable state and federal laws: Individuals with Disabilities Education Act (IDEA) Family Educational Rights and Privacy Act (FERPA), and Section 504.
6. The student shall be afforded appropriate due process in all situations.

C. Disciplinary Options/Responses

1. Suspension of bus privileges
2. Immediate suspension from school
3. Expulsion
4. Other action by the Superintendent of Schools or School Board which results in appropriate placement

Pursuant to Manchester School District Policy (Transportation 101-Recording Devices on School Buses), Principals may utilize recordings of incidents on school buses to determine appropriate disciplinary action.

Revocation of Right to Ride

N.H.R.S.A. 189.9A- Pupils Prohibited For Disciplinary Reasons

"Notwithstanding the provisions of N.H.R.S.A. 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the School Board. Any suspension to continue beyond twenty (20) school days must be approved by the School Board. Said suspensions shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

- I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent of guardian of that pupil has a right of appeal within ten (10) days of suspension to the authority that suspended this pupil's right.
- II. Until the appeal is heard, or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from school for that pupil for the period of the suspension".

Students who violate established rules and regulations for proper conduct shall be reported to the school administrator for proper disciplinary action. In the event that a student's bus privileges are suspended, notification in writing shall be sent to the parent to inform of the action and to state the reason and duration of the suspension. In no case shall such action be taken prior to notification of the student and parent.

1. Disciplinary options/responses for each infraction shall be decided upon individually based on severity of infraction, continuation of unmodified misbehavior, and the health and safety of Manchester School District students.
2. Students who are internally (if available) or externally suspended shall be prohibited from participation in any school-sponsored activities from the point of notification until their return to regular classes.

After School Program Transportation

The district may provide transportation to after school programs in accordance with the following guidelines:

1. Upon adoption of Policy: Transportation 100, after school program facilities provided with after school transportation services by the District shall be grandfathered with regard to the mileage requirement.
2. Future requests for transportation to after school facilities not currently serviced by the District must be located more than 1.4 miles from the school the student attends and within the district boundaries of the school of attendance.
3. Transportation to after school program facilities shall start two weeks after the first day of school. Transportation prior to that time shall be the sole responsibility of parents/guardians.
4. Students availing themselves of after school program transportation shall be picked-up and dropped-off at the same location Monday through Friday.
5. Transportation to after school programs shall be offered on a first-come, first-served, seat-available basis.
6. Should ridership exceed capacity due to the number of students riding from school to home, students riding buses to after school programs shall be provided seats on a first-come, first-served basis and in the order that the request was received. A lottery

shall be used to resolve conflicts when more than one student has registered on the same day.

High School Transportation

The Manchester School District provides buses for high school students in areas not covered by regular routes of the Manchester Transit Authority. High school students pay for transportation at a student rate determined by the transportation company and the Manchester School District. The aforementioned rules for student bus conduct apply on buses ridden by high school students. If the student fails to conform to these rules and regulations the District and the transportation company may revoke the student's privilege to ride the bus.

**NHRSA 189:6 allows districts to refuse to transport students who live up to 2 miles from school.*

References:

NH RSA 189:6

NH RSA 186-A:2

Revised From 6/8/09, 2011; 4/29/13

First Reading Coordination: 6/12/17

Second Reading and Adoption by BOSC: 6/26/17