

# HANOVER HIGH SCHOOL

# Student

# Handbook



**Academic Year**  
**2012-2013**

A Handbook for Students, Parents, and Staff

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# SCHOOL ADMINISTRATIVE UNIT #70

Serving the Districts of Hanover, NH, Norwich, VT and Dresden, NH

41 Lebanon St., Suite 2, Hanover, NH 03755  
603-643-6050

SAU Office Hours:

7:30 A.M. to 4:30 P.M. on school days.

8:00 A.M. to 4:00 P.M. on school vacations.

High School Office Hours:

7:30 A.M. to 4:00 P. M. on school days.

See Principal's Weekly for vacation hours.

Offices closed: Labor Day; Veterans Day; Thanksgiving Day; Christmas Day; New Year's Day; Martin Luther King Jr. Day; Presidents Day; Memorial Day

## Introduction to the Handbook

This *Handbook* contains Hanover High School policies and procedures and delineates the rights and responsibilities of membership in a democratic school community. The *Handbook* is also on the Hanover High website at [www.hanoverhigh.us](http://www.hanoverhigh.us)

Students are expected to follow the expectations spelled out in the *Handbook* and should review the following sections in particular:

- Acceptable Use Policy
- Attendance
- Personal Safety
- Refusal to Follow the Reasonable Instructions of an Adult
- Sexual Harassment

Policies and procedures of the *Handbook* apply whenever school is "in session." This includes any activity that takes place during the hours of 8-3 (8-2 on Wednesdays), any time students are on school grounds, and school functions such as field trips, sports events, or traveling to a school event. Athletes have additional responsibilities under the Athletic Code of Conduct.

**PLEASE SUBMIT ANY COMMENTS/SUGGESTIONS TO THE STUDENT LIFE COMMITTEE OF THE COUNCIL THROUGH A COUNCIL MEMBER.**

## Nondiscrimination Policy AC

It is the policy of the Boards of School Administrative Unit #70 not to discriminate in admission or access to, or treatment or employment in, its programs and activities, on the basis of sexual orientation, race, language, sex, age, national origin or disability, under the provisions of Title VI and VII of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; and the Individuals with Disabilities Education Act. Inquiries regarding the application of nondiscrimination policies may be directed to the Superintendent of Schools, School Administrative Unit #70, Hanover, NH 03755 (603-643-6050) or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C., or the Office of Civil Rights, Region I, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

ADOPTED: Dresden, 1/26/82

REVISED: 2/16/94, 12/19/00

# WELCOME TO HANOVER HIGH SCHOOL

## **Message from the Principal and Dean of Students**

Dear Hanover High School Community:

We would like to take the opportunity to welcome you to the 2012-2013 school year. Although, invariably there will be some changes, it's important that you know that the core of what makes HHS unique will remain intact. The democratic principles that govern our school and allow students, staff and community members to work together, will remain the foundation from which our school operates.

The primary focus at Hanover High School is teaching and learning, the exchange of ideas, and a chance to be a part of a community where mutual respect is fostered and encouraged. Our school has high expectations for how you spend your time here each day as a student – in turn, the staff has made a commitment to bring forward our best effort on a daily basis. We want you to be engaged, challenged and interested in taking advantage of all that is offered; the expectation is that you will. The success of this school is dependent on all of us in the building working hard and making thoughtful and responsible decisions. We want Hanover High School to be a place that you feel good about attending each day. Let's work hard this year and treat each other well. We hope you have a great year.

Sincerely,

Justin Campbell, Principal

Ian Smith, Dean of Students

## **Message from the Guidance Department**

Dear Students and Parents:

The Guidance Department is pleased to welcome 9<sup>th</sup> graders, new students, and returning students. We look forward to working with you as you move through high school and begin planning for a career, school courses, or college applications. We firmly believe that high school students can be trusted to make important decisions about managing their school lives and can learn to act responsibly and maturely by having the opportunity to make their own decisions. We are also here to support you through times when things seem overwhelming and stressful.

Please stop by to say hello. During busy times, you may have to make an appointment. Be sure to tell the receptionist if it is an emergency. We wish you a happy and productive school year.

Sincerely,

HHS Guidance Department

## **Message from the Council Moderator**

Dear Hanover High Students,

Welcome to new students and welcome back to old students! I hope you all had awesome summers and are excited to see all of your classmates again. Hanover High offers students many opportunities, but the real value of the school comes from the people and culture here. The students are caring and supportive, participating in many different activities but always showing up to cheer at each other's events. Furthermore, the staff are here to help you even as they challenge you to learn and think differently, in preparation for becoming an independent adult upon graduation. This drive toward independence is supplemented by the amazing amount of freedom we have as students here. We have an abundance of different course offerings to choose from, the option to take periods off, and the choice to use our free time as we see fit. This independence not only fosters responsibility but also demonstrates the great faith the administration has in us as students. A trust so large in fact that they even let us help govern our school through Council. HHS is unique because of the resources, people, and freedom it provides. So I urge you to pursue what you are passionate about, find the people you connect with, and use your freedom to create the high school experience you want. Good luck this year!

Sincerely,

Melanie Subbiah  
HHS Council Moderator

## Hanover High School 2012-2013 Testing Program

Hanover High School College Entrance Exam Code (necessary for registration) **300250**  
(Tests sponsored by out-of-state agencies)

SAT I College Board Reasoning Test  
 SAT II College Board Achievement Test  
 AP College Board Advanced Placement Tests  
 PSAT Preliminary Scholastic Aptitude Test (Also National Merit Scholarship Qualifying Test)  
 ACT American College Testing Program

SENIORS AND OTHERS WHO PLAN TO GRADUATE IN JUNE SHOULD COMPLETE TESTING BY JANUARY.

TEST	TESTING DATE	REGULAR REGISTRATION (Closing Date)	LATE REGISTRATION (With Penalty)
SAT I & SAT II	10/06/12	09/07/12	09/21/12
SAT I & SAT II	11/03/12	10/04/12	10/19/12
SAT I & SAT II	12/01/12	11/01/12	11/16/12
SAT I & SAT II	01/26/13	12/28/12	01/11/13
ACT	09/8/12	08/3/12	08/4 – 8/17/12
ACT	10/27/12	09/21/12	09/22 – 10/05/12
ACT	12/08/12	11/02/12	11/03 – 11/16/12
ACT	02/09/13	01/11/13	01/12 – 01/25/13
ACT	04/13/13	03/08/13	03/09 – 03/22/13
ACT	06/08/13	05/03/13	05/04 – 05/17/13

AP EXAMS – MAY

JUNIORS GENERALLY WOULD TAKE TESTS ON THE FOLLOWING DATES:

TEST	TESTING DATE	REGULAR REGISTRATION (Closing Date)	LATE REGISTRATION (With Penalty)
PSAT	10/17/12	—	—
SAT I	03/9/13	02/8/13	02/22/13
SAT I & SAT II	05/4/13	04/05/13	04/19/13
SAT I & SAT II	06/01/13	05/02/13	05/17/13

For more information on these tests and suggestions on when a student should take a specific test, please see Section VI General Information: Testing.

# HANOVER HIGH SCHOOL MISSION STATEMENT, HONOR CODE & SCHOOL-WIDE CORE COMPETENCIES

## Mission Statement

Hanover High School is an active learning community that provides broad academic and co-curricular programs. We engage students' minds, hearts and voices so that they become educated, caring and responsible adults. All students are given the opportunity and encouragement to use their

- *Minds* to pursue excellence, academic challenge, and personal success.
- *Hearts* to respect and care for the emotional and physical well being of themselves and others, and for the environment.
- *Voices* to contribute to the academic process and the common good.

Approved by:

HHS Mission Statement committee, 12/3/01

HHS Staff, 12/13/01

HHS Council, 12/14/01

Dresden School Board, 12/18/01

## Honor Code

(Passed by COUNCIL, March 25, 2008)

*Adopted by the Dresden School Board 3/25/2008*

Hanover High School is a democratic school. Therefore, all members of the school community are expected to uphold high standards of responsibility, honor, and integrity both in and outside the classroom. Living by these standards inspires confidence and trust in others as well as oneself. To that end, all members of the Hanover High School community are expected to abide by the rules of the HHS Handbook. Violations of these rules conflict with our Honor Code principles and betray our community of trust.

## Responsibility to Report Violations

Any member of the Hanover High School community who is aware of an Honor Code violation is bound to take some action. At a minimum, this action may be to report the violation to a parent/guardian, teacher, administrator, other adult, or to speak personally to the individual in violation. To do nothing threatens both the spirit and success of the Honor Code.

## Core Competencies

### ACADEMIC SKILLS

Reads actively and critically.

Writes/creates effectively.

Speaks/ presents effectively.

Listens attentively and critically.

Identifies and utilizes a variety of resources for obtaining information.

Employs multiple strategies in critical thinking, problem solving, and performance.

Demonstrates knowledge and skills in a variety of forms in different disciplines.

### SOCIAL & CIVIC SKILLS

Works effectively and responsibly as an individual and in groups.

Acts as a responsible citizen using the democratic process to address concerns and effect change in the community, state, nation, and world.

Demonstrates an understanding of the necessary balance between the resource needs of human beings and the finite nature of the environment.

Identifies and utilizes a variety of resources for obtaining information.

Employs multiple strategies in critical thinking, problem solving, and performance.

Demonstrates knowledge and skills in a variety of forms in different disciplines.

# SECTION I. PROTECTION OF STUDENTS RIGHTS

## Hatch Amendment 20 U.W. Code # 1232h

### Protection of Pupil Rights Sec. 439

(a) All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning—

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitudes;
- illegal, antisocial, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), without the prior written consent of the parent.

(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

## Protection of Pupil Rights Amendment Policy: ILD

The School District is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect survey or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

- Make such materials available for inspection by parents.
- Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the student and his/her family
  - Sexual behavior or attitudes
  - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)
  - Critical appraisals of other individuals with whom respondents have close family relationships
  - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).



With respect to voluntary surveys of students, parents/guardians of students being surveyed will be contacted by written notice in advance of the survey. This letter will include:

- The purpose and benefit of the survey
- Whether participation is encouraged or required
- How anonymity will be protected
- When, where, and by whom the survey will be administered
- How results will be disseminated
- Procedures for reviewing survey materials prior to administration
- Procedures for parents/guardians to inform the district if they wish to not have their child participate in the survey.

If student participation in a survey is required, then the school must obtain written parental consent prior to administration of the survey.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the United States Department of Education Family Compliance Office at (202) 260-3887. Complaints must contain specific allegations of facts giving reasonable cause to believe that a violation of PPRA has occurred.

ADOPTED:  
Dresden, 28 March 2000

## **Student Records; Family Privacy Policy: JRA**

The keeping of accurate and appropriate education records on students is a necessary part of a sound educational program. The information contained in students' education records belongs primarily to the students and generally to their parent, parents, or guardians. The school, as trustee of this information, maintains these records for educational purposes to serve the best interest of its students, and subscribes to the following:

### **Confidentiality Statement**

The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of educational records. Education records entrust information to others and as such obligate those others to safeguard and

to protect the confidentiality of any personally identifiable information.

### **FERPA Notification**

The school will annually notify parents of students currently in attendance, and eligible students currently in attendance of their rights under the Family Educational Rights and Privacy Act of 1974. Notice will be given in a manner reasonably likely to inform parents and eligible students of their rights. The notice will include a statement that the parent or eligible student has a right to:

1. inspect and review the student's education records.
  - a) Any parent or eligible student may request the Principal of the building to make available to him or her, at a time specified by the Principal, the child's cumulative record folder.
  - b) The request for access to records shall be granted within a reasonable period of time, but in no case more than 45 days after the request has been made.
  - c) Cumulative record folders may be reviewed in a school building at a specified place in the presence of a school administrator or his or her designee.
  - d) No material may be removed from the file nor may the file be removed from the school.
2. request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, and be provided with a process which includes a hearing and the right to attach differing perspectives to the record.
  - a) Parents or eligible students who believe that inappropriate material is included in the student's record should submit a statement in writing to the Principal of the building.
  - b) The Principal will review the statement and either remove the controversial material or give a reason why this is not being done and inform the parents or eligible students of their right to a hearing. The hearing may be conducted by any individual, including a school official, who does not have a direct interest in the outcome of the hearing. The decision shall be in writing within a reasonable amount of time after the hearing and shall be based solely on the evidence presented at the hearing.
  - c) Parents or eligible students may place in the student's file a statement containing their belief that certain material is inappropriate.

3. The right to consent to disclosure of personally identifiable information (PII) contained in the student's education records, except to the extent the Act authorizes disclosure without consent. These exceptions include, but are not limited to, allowing disclosure without consent to school officials with legitimate educational interests. A school official includes a person who needs to review a student's educational record or information contained in that record and who is:

- a) A person employed by the School Administrative Unit (SAU) #70 or one of its districts as an administrator, supervisor, educator or substitute educator, paraprofessional, or support staff member, including tutorial, health, law enforcement, transportation, nutrition, athletic, extra- or cocurricular, clerical or other support staff;
- b) A member of the School Board acting on behalf of the Board and with the recommendation of the Superintendent;
- c) A person or company with whom the SAU #70 or the School district has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator; and
- d) Any other person designated by the School Board, Superintendent or Principal to have legitimate educational interests.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA. The contact information for such a complaint is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. The right to obtain a copy of the school's policy and written procedures or protocols related to student records.

- 2. Parent or legal custodian's name and address;
- 3. Student's grade level classification;
- 4. Student's participation in recognized school activities and sports;
- 5. Weight and height of member of athletic teams;
- 6. Student's diplomas, certificates, awards, and honors received.

The superintendent is responsible for the consistent procedural implementation of this policy on education records for all students in the district. The procedures shall abide by all federal and state laws and regulations governing the collection, maintenance, disclosure, and destruction of education records.

#### Legal References:

Federal Family Rights and Privacy Act of 1974 (PL 93-380) 34 C.F.R. Part 99  
Vermont State Board of Education Manual of Rules and Practices §2193 15 VSA §670

#### ADOPTED:

Dresden, 26 January 2000

Revised, 27 March 2001

## Directory Information

The following information is designated as "directory information." The school may release directory information without prior written consent unless the parent or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.

- 1. Student's name, address, date of birth, dates of enrollment;

## SECTION II. SCHOOL GOVERNANCE

### 2012-2013 Council Members

#### Members At Large

Matt Finlayson  
Tobias Reynolds  
Catherine Collison  
Grace Croituro  
Eleanor Patten  
Valentina Sedlacek  
Christopher Washington  
Brendan Barth  
Henry Butler  
Melanie Subbiah  
Liz Murray  
Matt Prince

#### Grade 12

Katherine Bradley  
Wiley Little  
Claudia Noonan  
Jack Siegel  
Simon Turkington  
Rowan Dunfey (*alt*)  
Safiya Walker (*alt*)

#### Grade 11

Philip Caffry  
Molly Cornell  
Jeffrey Li  
Liesel Robbins  
Elizabeth Sachsse  
Erica Hinck (*alt*)

#### Grade 10

Ethan Gorman  
Gus Lyons  
Kelsey Smith  
Ethan Winter  
Max Greenwald  
Jin Kim

#### Grade 9

Sarah Bibeau  
Lilly Cadow  
Flora Cullen  
Isaac Jacobs  
Chan Kim

#### Staff

Tim Berube  
Hal Bourne  
Maureen Doyle  
Joseph Stallsmith  
Julie Stevenson  
Greta Mills (*alt*)

#### Community Members

To be announced

#### Council Leadership

Melanie Subbiah  
*Moderator*  
Brendan Barth  
*Assistant Moderator*  
Katherine Bradley  
*Secretary*  
Claudia Noonan  
*Treasurer*  
Rowan Dunfey  
*Dresden School Board*  
Henry Butler  
*Public Relations*

#### Council Executive

Lynn Ceplikas

### The Council

On June 14, 1977, the Dresden Board of School Directors voted unanimously to support the system of governance at Hanover High School known as The Council by instituting the following policy (amended in May 1983): Policy JIBA—It shall be the policy of this Board that the organization named The Council shall be the governance body at Hanover High School, representative of students and staff. The composition of The Council shall be as follows:

The Council shall consist of no more than 48 members elected in the spring of each year in the following manner:

- a. Any member of the Hanover High School community—students, staff (including support) -- may place his/her name in nomination for election to The Council.
- b. A school-wide election is held based on that list and The Council shall be elected based on the following proportions:
  - Incoming sophomores, juniors, and seniors vote for five (5) members from their respective classes.
  - Faculty and staff vote for six (6) members from the faculty and staff.
  - In addition, all the above constituencies, plus the present seniors, vote for eleven (11) at-large members chosen from the entire list of candidates.
  - Incoming ninth graders from the Richmond School vote for four (4) members from their own class.
  - Incoming ninth grade tuition students will meet together in September of their ninth grade year and hear statements from any of their numbers who wish to run for The Council. These students will elect one (1) student to represent them on The Council.
  - Incoming new students from grades 10, 11, and 12 and Dresden ninth graders who did not attend the Richmond School will meet together in September of their first year at Hanover High School and hear statements from any of their numbers

who wish to run for The Council. These students will elect one (1) student from the new student group to represent them on The Council.

- Each class delegation, the faculty/staff delegation, and the at-large delegation will have an alternate selected according to The Council bylaws.
- At least two, but no more than four community members, one of which should be a parent of a high school student, shall be selected by the school administration each spring and approved by The Council.

The Council shall have the authority to act on all matters at Hanover High School not controlled by school board policy, state law, administrative regulations established by the Superintendent of Schools and rules and regulations published in the *Handbook* of Hanover High School.

**THE HANDBOOK SHALL BE REVIEWED AND APPROVED FOR PUBLICATION EACH SPRING BY THE COUNCIL AND THE ADMINISTRATION.**

In the event of a dispute regarding jurisdiction, an **ad hoc** review board, agreed to by the Principal and the Moderator of The Council, may rule. The review board shall be composed of two staff, two students, a representative of the Superintendent's Office, a representative of the Dresden School Board and one community member. THE FINDINGS AND THE ADVISORY OPINION OF THE REVIEW BOARD SHALL BE DETERMINED BY MAJORITY VOTE AND SUBMITTED TO THE MODERATOR OF THE COUNCIL AND THE PRINCIPAL OF THE HIGH SCHOOL. In the event of continued disagreement, a final binding decision shall be rendered by an **ad hoc** committee of three members from the Dresden Board chosen by the Dresden Chairperson.

The Principal of the high school shall hold the power to veto any action of The Council. Any jurisdictional issues must be resolved prior to a veto and may not be raised after a veto. Such vetoes must be accomplished by a written explanation. The Council, by a 2/3 majority vote of members present, may overrule the veto of the Principal. Such action by The Council must be preceded by a public hearing on the issue.

The Judiciary Committee of The Council (see Bylaws 5/4/89 page 21) is established to review the decisions of the administration in discipline cases

when students believe they have been treated unfairly. The Judiciary Committee's decisions on innocence are binding upon the administration. If the Judiciary Committee determines that a student is guilty, it may either affirm the administrative punishment or recommend a new punishment which the administration must consider prior to imposing a new punishment. Further appeal by the student may be to the Superintendent of Schools or the Superintendent's designee pursuant to Regulation ACE-R.

**ADOPTED:**

Dresden, 14 June 1977

Revised, September 1994 & March 2000

Regular meetings of The Council are held once each week (Friday 11:20 a.m.) during the school year. The meetings will be governed by *Robert's Rules of Order*. All Council meetings are open to the public.

The Council Executive serves as Parliamentarian, as a liaison to the Administration, and as a resource to Council Committees and Officers. The Executive is responsible for procedures that facilitate Council business and for maintaining a complete historical record of the Council.

The Council has its own bylaws and has subdivided itself into six standing committees: Administration, Curriculum, Judiciary, Organizational Engineering, Student Activities and Student Life. The committees carry out functions of data gathering, investigations, proposal writing, communications and recommendations around specific tasks.

**BOARD-COUNCIL COMMUNICATION**

Recognizing its commitment to regular communication between the board and the Hanover High School Council, the board authorizes nonvoting representation of The Council by a student (see Council Bylaws 5/4/89 Article VI).

The student representative will attend board meetings and be responsible for presenting the interests of The Council to the board and bring to the board specific proposals and items of concern.

The student representative shall receive copies of the agenda for school board meetings. The student representative may, at his or her discretion, submit written recommendations to the board and participate in discussions at board meetings. The Superintendent of Schools and/or the School Board

Chair or his/her designee shall, within a reasonable time, comply with a request for meetings made by the student representative.

The Board will appoint one of its members to serve as the School Board's representative to The Council. The Board representative will attend Council meetings as a nonvoting representative.

POLICY: BBBH

ADOPTED:

Dresden, 28 November 1989

### **SOME EXAMPLES OF WHAT THE COUNCIL MAY DO OR MAY NOT DO**

#### **The Council may:**

- Provide structures to facilitate student evaluation of administration and staff.
- Make decisions on allotment of student activities monies.
- Make decisions regarding rules and regulations governing student involvement in extracurricular activities.
- Make decisions regarding procedures involving school dances, student lounge space, use of athletic facilities.
- Issue statements of support or nonsupport of administrative decisions.
- Make recommendations to administration involving curriculum and scheduling issues.
- Protect due process rights of student body.
- Make recommendations to the appropriate body on hiring of administrative personnel.

#### **The Council may not:**

- Make decisions on scope and substance of curricular and extracurricular activities.
- Make decisions on type of school response to violations of School Board policy, state law, administrative regulation or approved handbook rules.
- Make decisions on staffing patterns in the school.
- Make decisions on appointment of new staff and administrators.

## **CLASS COMMITTEES**

(Article IX of the Council Bylaws, May 1989)

CLASS COMMITTEES (Article VIII of the Council Bylaws, June 1998)

*Class functions are organized by Class Committees. Class Committees are formed and governed under Article VIII of the Council Bylaws.*

### **A. Elections**

- The elections for Class Committee will be held on the same day as Council Elections and will be run by the graduating seniors on Council.
- The elections for the ninth grade class will be held in the fall.
- Eleven people plus one alternate will be elected to each class committee.

### **B. Purpose**

- To raise funds for activities it deems appropriate. Some possible activities are:
  - a. Graduation
  - b. Senior prom
  - c. Yearbook
  - d. A gift that is donated to the school
  - e. Class trips and activities
- Communication with Class
  - a. The Class Committee has the ability to call a class meeting, with reasonable notice.

### **C. Structure**

- There is no formal structure that is required within the Class Committee (chairperson, secretary, treasurer, etc.) as long as the Committee is functional.

### **D. Class Advisor**

- The purpose of the class advisor is to work closely with the Class Committee to set up yearly class activities and fundraisers.

## JUDICIARY COMMITTEE

The Judiciary Committee formed by The Council is a committee consisting of nine (9) members & one alternate who act as a check and balance regarding administrative disciplinary cases. Students may come to this committee when they feel that they have been unjustly punished or dealt with inappropriately by the administration. (See Bylaws 5/4/89)

Copies of Rules of Operation for this committee may be obtained from the Chairperson of the Committee, Principal or the Dean of Students of the school.

Students wishing to use this committee should contact the Chairperson and secure a student advocate to help prepare the case.

The appeal of a disciplinary action will be made in writing by the appellant by 3:00 PM of the school day following such disciplinary action.

## NICK BEARD OPINION BOARD

**Purpose:** To give teachers, students, parents and the community a place to share their opinions with the school community.

**Location/Description:** The opinion board will be placed centrally in the school.

**Guidelines:** The guidelines for the board will be as follows — (1) all opinions must be signed on the front of the submission and (2) all opinions must be in good taste (no profanity or personal attacks). Submissions must be of reasonable size to permit a variety of opinions to be displayed. These guidelines will be posted next to the opinion board.

**Procedure:** Anyone submitting an opinion may request that The Council place the issue discussed in the opinion on a future Council agenda. The opinions will be reviewed by the GUIDELINES COMMITTEE, a subcommittee of The Council. The Guidelines Committee will be composed of two students and one faculty member of The Council. Interested members may submit their names to the Moderator who will select the committee members. The committee's responsibility will be to check that the submissions meet the two guidelines and to bring to The Council opinions (1) which the writer of the opinion has asked to have placed on The Council's agenda and (2) which the Opinion Board

Committee feels need The Council's attention. Rejected submissions will be returned to the community member for resubmission. In the event of a controversy, the opinion will be submitted to J-Comm for a final ruling to ensure that the opinion is within the guidelines. The opinions will be posted every Friday for a period of two weeks, and at the end of that time, if the person wishes to keep his or opinion posted that person must resubmit it. An on-line opinion board, established by the HHS technology coordinator, exists in parallel with the hall board as a virtual representation. Opinions to be submitted to the online board must follow the guidelines identified above.

Passed by The Council, Spring, 1992  
Amended 10/13/00

## SKIP BEAN DEMOCRATIC SCHOOL AWARD

The Council sponsors this award that is given to a person or group in the school or community who furthers the purposes and ideals of a democratic school. This award is named in honor of Linwood H. (Skip) Bean, Jr., Associate Principal of Hanover High School from 1970 to 1997. Mr. Bean was a "founding father" of The Council and an outspoken advocate for and supporter of democracy at HHS. To nominate someone for this award, which can be given at any time, any member of the school community may write a short statement telling why the nominee should receive the award and submit the signed statement to Council. The recipient of the award will receive a "bag of beans" -- jelly, coffee, etc. The recipient's picture will be posted on The Council bulletin board together with the nomination statement. Photos and statements will then be gathered in an award album.

Passed by The Council, Spring 2000.

## STUDENT INCLUSION ON SEARCH COMMITTEES

The following motion passed at the 9/24/92 meeting of The Council and amended to include head coaches at the 10/1/92 meeting was approved by Committee on Instruction on 10/22/92.

The Council recommends to the Curriculum Committee (COI) that 2 students be included on all search committees for professional staff, administrators and head coaches. The student(s) will be chosen by the coordinator or the supervisor.

# SECTION III. DRESDEN SCHOOL DISTRICT POLICIES, NH STATE STATUTES, AND HHS STUDENT POLICIES & RESPONSIBILITIES

## HHSNet Acceptable Use Policy

(Revised 6/02)

Hanover High School is pleased to have a computer network with 1) shared access to print and storage resources, 2) access to the Internet, and 3) an e-mail and conferencing system. Our purpose in providing a network with these capabilities is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The intent of this agreement is to foster an online community where there are both free exchange of ideas and information and respect for individual and community rights.

### Expectations

Users of the HHS Net are expected to abide by the Acceptable Use Guidelines delineated below. Users can expect that their e-mail communication (HHS e-mail) will not be monitored or disclosed by the network administrator except when required by law or when necessary to protect the network from unlawful activity. Users should be aware that no communication on the HHS Net is entirely private.

### Regulation

Regulation of the HHSNet Acceptable Use Policy (AUP) is the responsibility of the Acceptable Use Policy Committee (AUPC). The AUPC consists of 5 members: 2 students from The Council, 2 staff members, and the network administrator.

The AUPC reserves the right to prohibit conduct, communication, or content which it deems harmful to individual users or to the network itself or which is illegal. It may terminate the e-mail account of any user who fails to abide by the HHSNet E-mail guidelines (Section III below).

The AUPC may modify the Acceptable Use Policy at any time. Users will be notified and changes posted in the *Network Information* folder on e-mail. Comments and questions, as well as reports of violations, should be e-mailed to the AUPC.

## GUIDELINES FOR ACCEPTABLE USE OF THE NETWORK

Users are expected to be truthful about their identity and to respect the data of other users. Violations of this guideline include but are not limited to:

- Misrepresenting one's identity;
- Seeking personal information about other network users;
- Attempting to gain unauthorized access to system programs or computer equipment;
- Modifying, harming, or destroying network equipment, other users' data, or other networks.

## GUIDELINES FOR ACCEPTABLE USE OF THE INTERNET

The Internet offers vast, diverse, and unique resources. Our use of the Internet is closely linked to the mission and goals of the school. We firmly believe that the value of the information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is inconsistent with the educational goals of the district. Hanover High School is committed to training students in the responsible, safe, and ethical use of the Internet.

The use of the Internet should support the educational objectives of the school. Access to the Internet is a privilege, not a right, and users are responsible for their own behavior. Inappropriate use may result in the loss of this privilege. The guidelines for Internet use, listed below, are subject to change.

### Safety Guidelines

In the interest of protecting personal safety, users are expected to refrain from giving out personal information and to understand that people may not be who they claim to be and that everything one reads may not be true. Users should avoid:

- Transmitting personal information such as a user's name, financial data, school, home address, phone number;
- Arranging a meeting with an unknown computer user;
- Responding to messages that are suggestive, obscene, threatening, or make one feel uncomfortable;
- Downloading programs from individuals whom users don't personally know.

### **Behavior Guidelines**

Users are expected to be polite and considerate of other users and to use appropriate language. The following behaviors are considered unacceptable:

- Making harassing or discriminatory remarks;
- Transmitting obscene or threatening material;
- Visiting sites that include ideas or images a student would not be comfortable sharing with a teacher or parent;
- Distributing or using copyrighted material without legal permission. All information used should be properly credited

### **Disclaimers**

- We cannot guarantee the accuracy of information found on the Internet.
- We cannot guarantee the privacy of information transmitted over the Internet.
- We cannot control the information available on the Internet. Individual users may encounter information that is considered controversial or offensive by some.

### **GUIDELINES FOR ACCEPTABLE USE OF HHSNET E-MAIL**

Users are expected to maintain proper online conduct and protect the confidentiality of their password. Violations of these guidelines include but are not limited to:

- Transferring offensive content;
- Using vulgar or abusive language;
- Harassing another with personal attacks;
- Attempting to access another's account;
- Disrupting the network by transmitting chain letters or purposefully generating large quantities of mail.

Use of HHS e-mail means that the user understands and agrees to abide by these guidelines.

### **CONSEQUENCES OF VIOLATIONS OF THE HHSNET ACCEPTABLE USE POLICY**

The Acceptable Use Policy Committee will determine whether specific uses of the network are consistent with the HHSNet AUP Guidelines. Individuals who violate the guidelines will have their privileges suspended or revoked. Use of the HHSNet is also subject to school policies as published in the Handbook and to state and national laws. Further disciplinary and legal action may result from violations of these policies.

### **ADMINISTERING MEDICATION IN SCHOOLS DSB POLICY JLCD**

#### **Prescription Medication**

All prescription medications must be given to the school nurse and administered in conjunction with prescription directions.

#### **Non-Prescription Medication**

Non-prescription/over-the-counter medication may be carried by students. The Principal or his/her designee may request documentation of any student that medication in the student's possession meets the definition of legal nonprescription/over-the-counter drugs.

### **ALCOHOL AND OTHER PROHIBITED DRUGS POLICY: JICH**

The Dresden School Board recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, the Board recognizes that the schools as well as families and the community at large have a responsibility to this important matter. Accordingly, the Dresden School Board makes a commitment to the health and well being of its students through age-appropriate programs and procedures and to an environment free from alcohol and other drugs.

The Board acknowledges the following school roles:

1. Educating students about alcohol and other drugs;



2. Responding supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol and other drugs;
4. Helping students recovering from dependency on alcohol and/or other drugs;
5. Developing and implementing guidelines and sanctions in each school which
  - a. define violations and their consequences, both disciplinary and supportive;
  - b. define immediate procedures for handling incidents;
  - c. describe a support and referral system which includes response to self-referrals and suspected users, and
  - d. are clear and articulated to staff, parents and students.
6. Training all personnel in school guidelines related to alcohol and other drugs;
7. Ensuring no less than a biannual evaluation of the above efforts.

ADOPTED:

Dresden, 22 August 1989

## **ALCOHOL AND OTHER PROHIBITED DRUGS PROCEDURE**

In accordance with the Dresden School District Policy, Hanover High School makes a commitment to the health and well-being of its students. Only in an environment that is free of alcohol and other drugs can students reach their potential in academics and extracurricular activities. Hanover High School will create a climate in which students can seek help concerning their own use or another's use of alcohol and other drugs. Each individual in the community has a responsibility to herself/himself and to others to keep Hanover High School an environment free of alcohol and other drugs.

## **GUIDELINES, PROCEDURES, SUPPORT & REFERRAL SYSTEM**

### **1. Definitions**

This policy refers to alcohol, non-prescribed restricted drugs, and illegal drugs.

## **2. Support and Referral System**

Student Assistance Team: The Student Assistance Team responds to referrals from the administration, from staff, and from students. All referrals are confidential.

- **Membership:** The team is a subcommittee of the Pupil Services Team and consists of a student assistance counselor, guidance counselor, and school nurse. Within the legal confines of confidentiality, the team may include student members. Team members have special training in substance use/abuse. The team does not label or diagnose.
- The role of the team is to:
  - a. Receive data (reports from teachers, counselors, administrators, other school employees);
  - b. Assess
    - whether a student's involvement with substances is affecting his/her school performance or behavior;
    - whether the involvement is experimental or chronic;
    - whether the student is affected by a family member's substance use.
  - c. Determine whether there is sufficient information to develop an action plan or whether the situation should be monitored;
  - d. Assist with in-school interventions if indicated;
  - e. Participate in referrals to community agencies for further assessment/treatment.
  - f. Support students returning to school from inpatient treatment facilities.
  - g. Make recommendations and advocate on a student's behalf with the administration.

## **3. Procedures**

The administration follows up all alcohol and drug violations with a referral to the Student Assistance Team.

- a. The team keeps written records of all referrals. These records are confidential and privileged.
- b. The team reviews the circumstances of the violation and determines whether a meeting with the student is appropriate and who should be involved.
- c. The team may recommend that a student meet with a team member for education

and evaluation. This is similar to the procedure outlined in the Athletic Training Rules and may be required in addition to administrative consequences such as a suspension or schedule-up.

- d. The team may refer a student for further assessment/evaluation to a community agency or to a certified alcohol counselor. Whenever possible, the team works with the parents when further assessment or treatment is indicated.
- e. In cases of repeat offenses, the team may recommend to the administration that outside assessment be requested in addition to the administrative consequences imposed.
- f. When there is clear evidence that a student is becoming a danger to self or to others because of his/her substance use, the Student Assistance Team has an obligation to notify the parents. Whenever possible, this is done in conjunction with the student.

#### 4. Suspected Use

Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs can make a referral to the Student Assistance Team. All referrals are confidential.

#### 5. Self-referral

When a student recognizes that he/she has a problem with alcohol and/or with other drugs and chooses to do something about this problem, the school will cooperate as fully as possible with the students. No disciplinary sanctions will be imposed provided the following conditions are met:

- There is no immediate or apparent threat of harm to self or to others.
- The student is self-referred and not "caught" in violation of school or legal policies.

A student under the influence of alcohol and/or other drugs will be allowed one opportunity to self-refer to a guidance counselor or nurse without disciplinary sanctions.

#### 6. Students in Recovery

Students who go into treatment will be encouraged to remain enrolled in school. The school is not financially responsible for a student's education

while he/she is in treatment. The student's guidance counselor will:

- a. Obtain written releases to discuss an educational plan with the appropriate person at the treatment facility.
- b. When appropriate, ensure that the student receives the necessary assignments and materials.
- c. Ensure, when appropriate, that the student receives credit for education efforts made while in treatment.
- d. Obtain written releases to discuss aftercare plans and how to support a student's decision not to use.

#### 7. Cooperative Agreement with Treatment Agencies/Providers

The District will work to establish a written referral agreement with a New Hampshire and a Vermont treatment agency. Contacts with other providers will also be made as needed. The agreement will specify referral and intake procedures, financial obligations of parents and the school, confidentiality of information, etc.

#### VIOLATIONS AND CONSEQUENCES

These regulations apply whenever school is in session and when students are engaged in school-sanctioned activities on school property or on other sites.

##### Violations

A student is considered in violation of the school district's policy on alcohol and other drugs if he/she is:

1. In possession of alcohol or drugs;
2. In possession of paraphernalia associated reasonably with illegal drug use.
3. Distributing alcohol or drugs;
4. Selling alcohol or drugs;
5. Under the influence of alcohol or drugs;
6. In the act of using alcohol or drugs;
7. Knowingly in the presence of students in the act of possessing, distributing, selling, or using alcohol or drugs, except when it is clear that the student's presence is for the purpose of intervening for safety reasons or against another's use of alcohol and/or other drugs.

## Consequences for Violations

### 1. Selling (attempted or actual):

- Suspension up to ten school days.
- Notification of police.
- Notification of parents or guardians.
- Notification of Superintendent - possible expulsion
- Schedule-up for the remainder of the school year
- Referral to the Student Assistance Team.

### 2. Possession of alcohol or drugs, using, consuming, distributing (not for sale), or under the influence of drugs or alcohol:

- Suspension of up to five school days.
- Notification of police.
- Notification of parents or guardians.
- Schedule-up for the remainder of the school year. (Note: An underclass student may be scheduled-up into the next school year if the infraction is near the end of the year.)
- Referral to the Student Assistance Team.

### 3. Being knowingly in the presence of drugs or alcohol, but not involved with any of the above infractions:

- Schedule-up for 15 days
- Notification of parents or guardians.
- Referral to the Student Assistance Team

### 4. Items (e.g. tools, paraphernalia) that can be associated reasonably with illegal drug use, but which show no evidence of drugs having been used, will be confiscated. The student in possession will be referred to the Student Assistance Team. Parents will be notified.

## PROCEDURES FOR HANDLING INCIDENTS

All personnel are required to report actual or suspected incidents of possessing, distributing, using or consuming to the Principal, or his/her designee, i.e. the adult in charge. The identified student might be required to answer questions and/or undergo an evaluation to determine whether or not substances have been consumed or further action is necessary.

## Emergency

An emergency is defined as a student out of control, unconscious, or physically ill. The priority is protecting the student from physical harm and from disrupting the school environment and other students.

1. Remain with the student.
2. Send for the school nurse.
3. Call 911 for emergency medical assistance if the nurse is not available.
4. If indicated, release the student to the custody of appropriate medical personnel.
5. Report to the Principal or his/her designee once the student is under medical supervision.
6. The Principal contacts the parents. If the Principal is not available, the Principal's designee contacts the parents.

### The Principal implements the follow-up procedures detailed below (Section 3).

Where there is reason to suspect an alcohol or drug violation by a student (even if the evidence is inconclusive):

- a. The Principal or his/her designee contacts the student's parents and informs them that the Hanover Police Department will be called.
- b. The Principal or his/her designee requests that the Hanover Police Department send an officer to the school who will decide whether to take a student into custody.
- c. If the police officer does not take custody of the student, the Principal or his/her designee can request that a parent take the student home.
- d. If the police officer does not take custody of the student and a parent is not available, the Principal or his/her designee can require the student to stay in the nurse's office until the student can be released into the custody of a responsible adult.

## Follow-up Procedures

- a. The Principal meets with the student and his/her parents and determines the consequences for the violation. The School independently determines whether it should impose discipline for alcohol or drug use whether or not the police take action.

- b. The Principal advises the student and his/her parents that a referral will be made to the Student Assistance Team.
- c. After reviewing the incident, the Student Assistance Team may recommend that the student meet with a Team counselor as a condition of reinstatement. This is similar to the procedure outlined in the Athletic Training Rules and may be required in addition to administrative consequences such as a suspension or schedule-up. The team may also recommend interventions outside of school.

## Attendance Policy

Our first priority at HHS is education, either in the classroom or in other activities planned by classroom teachers. Classroom attendance is the first expectation placed on students by parents, teachers and administrators. A student in the classroom is part of the learning community. The student owes it to himself/herself to be present.

## ABSENCES

- Parents must report absences due to illness and must give permission for all other absences.
- Absence from the classroom without parental or teacher approval is a cut.
- Students must be in attendance for all of their required classes in order to participate that afternoon or evening in a co-curricular contest or performance.
- The daily attendance list published by HHS's Attendance Secretary is the official record of attendance.
- If questions arise about how an absence should be counted, the decision will be made by the Principal. It can be appealed to the Judiciary Committee of Council.

## PLANNED ABSENCES - PRIOR NOTIFICATION

- The student picks up a goldenrod form in the Main Office.
- The main office receptionist checks off one of the reasons on the form:
  - family travel
  - college visit
  - scheduled medical appointment
  - religious holiday
  - travel for non-HHS sports
  - other (please specify)

The attendance secretary will keep an electronic record of these different absences.

- The student must notify teachers a number of days in advance equal to the number of days that will be missed, i.e. a one-day planned absence requires notification one day in advance, a two-day absence requires notification two days in advance, and so on.
- The student turns in the completed goldenrod form to the main office.

## NOTIFICATION ON THE DAY OF THE ABSENCE

The school expects that the parent or guardian will telephone the school by 8 AM. The number is 603-643-3431, extension 3535. An absence will not be considered a cut if a parent or guardian notifies the school within 48 hours. If a student is in school and feels too ill to attend a class or scheduled obligation, the absence will be excused only if the student reports to the nurse, or to the main office if the nurse is unavailable. Failure to follow these steps equals a cut.

*NOTE: The Athletic Department determines consequences for athletic events separately.*

## LATENESS

A student who is late should explain the lateness at an appropriate time. If the student is late for personal reasons and feels uncomfortable discussing these reasons with the teacher, the student should consult an adult in the Main Office or a guidance counselor. Students should not receive a cut or a tardy if 1) there is a legitimate reason for being late, and 2) the lateness is excused by a counselor or Main Office staff person. Good communication is the key to fairness on all sides.

- Students who arrive after the class's starting time are late.
- Three tardies in a quarter are equivalent to a cut.
- If a student is more than ten minutes late this may count as a cut, at the teacher's discretion. *The 10 (+) minute tardy may also jeopardize their co-curricular or athletic activity that day or whenever the cut is processed.*
- Any other penalties for tardiness must be stated in the course standards.
- LATENESS CAUSED BY SCHOOL TRAVEL  
If school-sponsored transportation returns students to Hanover after midnight, these changes follow:

- Arrival before 12:00 midnight: Student must attend all classes.
- Arrival 12:00 - 1:00 AM: Student may miss the 1st period class but must be in school for the 2nd period class.
- Arrival after 1:00 AM: Student may miss the 1st and 2nd period classes but must be in school for the 3rd period class.

These absences are not recorded on the student's transcript.

- If the teacher has not arrived fifteen minutes past the scheduled start of the class, students may leave the classroom.

If a student feels that he/she has received an unreasonable tardy or absence, the student may present his/her concern to the principal. The principal's decision may be appealed to the Judiciary Committee of Council.

## MAKEUP WORK

Absent students are responsible for asking the teacher what assignments or handouts they missed. Before a planned absence, the student will show the teacher a plan for making up written work that is missed, and the teacher must approve this plan. If the student takes a planned absence without a makeup plan, grades for late work may be reduced at the teacher's discretion.

The student must complete work missed during the absence, both in-class and out-of-class work. The student will be allowed time equivalent to the number of days missed, unless the student and the teacher agree to other arrangements.

Work assigned before the absence will be due on the scheduled date or on the day of return from the absence, unless the student and the teacher agree to other arrangements.

In cases of family emergencies, illnesses, or other circumstances beyond the student's control, deadlines for papers, tests, projects, etc. will be extended by arrangement between the student and the teacher. For example, if the student is absent due to illness and misses a two-day review for a test, he/she will have two days to receive and study the review material before taking the test.

*NOTE: Individual course standards may contain additional attendance requirements.*

## CUTS

***Cutting a class at Hanover High School is a serious offense with serious consequences.***

An absence is considered a cut when it has not been excused by a parent, guardian or school staff.

## Consequences for Cutting

- The student will receive NO CREDIT for work done that day in the class(es) he or she missed. Any other academic penalty must be described in the class's course standards.
- The student will not be able to participate in that day's athletics or in other co-curricular activities that have manageable attendance.
- In a first instance, the teacher will contact the student. The student will have a 24-hour period to resolve any misunderstandings with the teacher otherwise there will be a 5-day schedule up.
- If the student cuts a second time, the Dean of Students will speak to the student and the student's parents to inform them that the student has been scheduled up for five school days. The Dean will remind them of the consequences for more cutting.
- If the student cuts the class a third time, the student and the student's parents will be notified and the student will be scheduled up for ten school days.
- If the student cuts the class a fourth time, a hearing will be held to determine whether the student should remain in the course. The student, teacher, guidance counselor and parents will be invited to attend the hearing.
- If the student cuts the class a fifth time, the student will be removed from the class with No Credit reported on the transcript.

## DRESDEN POLICY: IMMUNIZATION JGCB

It is New Hampshire law that students must have an updated immunization record to attend Hanover High School. The Superintendent of Schools is authorized, under RSA 141-C:20-C, to act as the agent of the Dresden School Board to excuse students from immunization from communicable diseases for religious reasons, with the provision that the Board retains the jurisdiction to consider an appeal from a parent not satisfied with the decision.

\*PLEASE NOTE: In case of an epidemic of any contagious disease these students will not be permitted to attend school.

It is equally important that he/she owes it to the class and the teacher to contribute to the group's education. Absent students detract from every other student's learning. A student's contribution to the class is part of his/her participation in school life, whether or not the absent student may be able to make up his/her own missed work and keep acceptable grades.

### **TRANSCRIPT NOTATIONS & CLASS-PARTICIPATION GRADES**

All absences from school, whether excused or unexcused (cuts), will continue to appear on the student's transcript as "absences" for the semester or year in which they occur. Absences owing to school-sponsored activities and school sports are not counted as absences.

Students are reminded that their participation in class contributes to other students' learning. Teachers may consider attendance as a factor in determining class-participation grades.

Teachers must announce their policy in their class standards handout at the beginning of the year or semester.

### **Behavior Expectations – General**

Hanover High School expects students to conduct themselves as responsible citizens. Students are expected to pick up trash without being told and certainly if they are told. Abusive or foul language is unacceptable; Hanover High School is a public place. Behavior in corridors, atrium, and other common areas that disrupts instruction or harms the school's generally positive atmosphere will not be permitted.

Open ridicule and verbal threats to other students and adults are considered harmful to the school's generally positive atmosphere. We do not tolerate physical intimidation or fights as a satisfactory means of settling disagreements. Students who do not meet these expectations or who violate other school rules run the risk of having severe disciplinary sanctions imposed.

The administration and staff recognize that the contents of this document will not address all situations that may occur. When circumstances

arise that are not specifically addressed in this document, the administration and staff reserve the right to determine an appropriate response. Any individual who does not agree with chosen actions or responses of administration or staff members may pursue an appeal process through the Judiciary Committee of Council.

### **CONSEQUENCES FOR VIOLATIONS OF SPECIFIC SCHOOL RULES**

#### **Accidental Destruction of Property Resulting from Immature Behavior**

Consequence:

1. A schedule-up of a type and length to be determined by the administration according to the nature of the offense.
2. The student will pay all direct costs to the school district associated with replacement and repair of the damage.

#### **Deliberate Destruction of Property**

Consequence:

1. An immediate suspension of up to 3 days and upon return, a schedule-up to last up to the remainder of the school year.
2. The student will pay all direct costs to the school district associated with replacement and repair of the damage. In addition, the student will undertake a work program as directed by the administration.

#### **Defacing School Assessments**

Consequence:

If a student defaces a school assessment, it will be at the administration's discretion to decide a punishment of a 5-day schedule up to a 2-day suspension.

#### **Stealing**

Consequence:

1. Suspension of up to 3 days.
2. Schedule-up to last a minimum of 15 school days.
3. The information may be reported to the Hanover Police Department for disposition based on the nature of the incident and the dollar value of the theft.

#### **Refusal to Follow the Reasonable Instructions of an Adult**

Failure to follow the reasonable instructions of an adult presumes refusal to do so unless it is determined that there was legitimate confusion or misunderstanding.

Consequence:

1. May result in a suspension of up to three days. Parents will be notified.
2. When substantiated, a schedule-up to last not less than 10 school days and no more than the remainder of the school year, depending upon the nature of the offense.

### **Unscheduled Time (Misuse of)**

(Particularly disruptive behavior)

Consequence: Generally, one week's loss of choice during unscheduled time. The response to second offenses will depend on the circumstances, but generally will result in a loss of choices for a longer period of time.

### **NO SMOKING POLICY DSB POLICY JICG**

The School Board acknowledges and will implement New Hampshire law prohibiting smoking at any time in public educational facilities, including administrative areas, lounge areas, passageways, restrooms, cafeterias, gymnasiums, maintenance rooms, and storage areas.

There will be no smoking on school grounds during school hours; smoking on school grounds when school is not in session shall be governed by administrative regulation. (Reference: Indoor Smoking Act RSA 155, as amended) Adopted: 19 December 1990.

### **Regulation**

For purposes of implementing this policy, areas adjacent to the Dresden Complex, which includes the high school, adjacent grounds, sidewalk areas on both sides of Lebanon Street during school hours, and areas within general view of the school buildings during school hours, are considered unauthorized for student smoking.

Any high school student smoking during school hours in the above-mentioned areas in the first instance, upon referral to the Dean of Students, will have his/her unscheduled time restricted for a period of one week. Parents will be notified of the event and the fact that a subsequent, similar offense will result in recommendation for suspension from school.

If a student is observed smoking at a school activity after school hours, the student will be restricted from participation in or attendance at school activities for a period of time to be determined by the Dean of Students.

Adults observed smoking on school district property would be asked by the person in charge to conform to the policy of the school district.

The Administration and staff of the Dresden School District shall institute a program to acquaint students in a regular manner to the hazards of smoking tobacco.

### **TOBACCO/NON-TOBACCO CHEWING PRODUCTS & SNUFF**

The use of tobacco/non-tobacco chewing products and tobacco/non-tobacco snuffs on school grounds (and during sports seasons for athletes) is prohibited. Aside from the possible health hazards they present, use of these products is prohibited for sanitary reasons. Students found in possession of such products will forfeit the unused portions. If a student expectorates such product inside or outside the school, the student will be expected to clean up. Students who persist in using these products after a first instance may have their unscheduled time restricted.

### **N.H. RSA 78:1 Sale and Distribution of Tobacco Products to Persons Under 18 Years of Age Prohibited as amended June 20, 1991:**

Operative Language: No person shall sell tobacco products or distribute promotional samples of any tobacco product to a person under 18 years of age. No person under 18 years of age shall purchase, use or possess tobacco products.

The school's position is to uphold the law. When found, tobacco products will be confiscated from persons under 18 years of age. Chronic offenders may be referred to the Hanover Police Department.

A revision of N.H. Law (RSA 78:12-c) passed in 1995 states that any person under the age of 18 who possesses or uses tobacco products may be found "guilty of a violation and subject to a \$100 fine and/or 20 hours of community service." Students are alerted that the Hanover Police Department has stated that it can enforce this rule much more easily than the old one that required a rather lengthy juvenile hearing process.

NH RSA 78:1 Chapter 126-I:7 (effective January 1, 1998) prohibits the use of any tobacco product in any public educational facility or on the grounds of any public educational facility.

## HHS PERSONAL APPEARANCE POLICY

Appropriateness of dress during the school day conveys an attitude of seriousness and respect toward academics, ourselves, and others. Clothing that is appropriate for the school day does not interfere with instruction by distracting others. Our dress guidelines embody the school's mission statement, which refers to students becoming "caring and responsible adults" who "respect and care for the emotional and physical well-being of themselves and others." The following are practical and fair guidelines for dress, which also recognize the importance of individual choice and reasonable differences in students' fashions. The following guidelines are to be encouraged while students are on school property during school hours:

- Clothing that contains words or graphics referring to alcoholic beverages, illegal drugs, and tobacco should not be worn.
- Clothing with obscene or sexual references in words or graphics should not be worn.
- Students must wear sufficient clothing so that no bare skin or underwear is visible in the front or back of the torso from the upper chest to below the buttocks.
- Footwear is required.

If a member of the staff feels that a student is not complying with the policy, he or she may ask the student to change clothes. The staff member may also refer the student to the Dean of Students. The student may be required to change clothes or to have clothes brought from home. Repeated offenses may be considered "Refusal to Follow the Reasonable Instructions of an Adult" (see page 19).

### **Policies relating to the PROTECTION OF STUDENT RIGHTS. See Section I. SALE OR USE OF STINK BOMBS: N.H. RSA 644:16**

I. In this section, stink bomb means a device designed for the primary purpose of giving off a noxious or offensive odor when used.

II. Any person who sells, barter, lends, or gives to any person a stink bomb, and any person who uses a stink bomb in a public place shall be guilty of a violation.

In addition, if the violation occurs on school grounds or while school is in session the police will be notified and the student will be subject to suspension and/or time restrictions in school. *Stink bombs are made of hydrogen sulfide which is highly*

*toxic and highly flammable. Even small amounts can affect some people adversely.* (ref. Mass. Dept. of Labor and Industries, Division of Occupational Hygiene)

## **School Safety PERSONAL SAFETY DRESDEN SCHOOL BOARD POLICY CIBB**

The Dresden School Board is committed to providing a learning and working environment which ensures the personal safety of all its members. Students and staff of the Dresden Schools have a right to remain safe from violence and intimidation. Physical or verbal intimidation, harassment, hazing, bullying, verbal abuse and intimidation will not be tolerated. All cases of simple assault, as defined by NH Statute 631:2-a and Vermont Statute 1-23, which cause bodily injury will be reported to the police.

This policy is in effect on school grounds, on school transportation, and at school sponsored functions. As required by NH Statute 193-D:8, a written record of incidents involving suspension, expulsion, or delinquent/criminal acts, theft, destruction, or violence which have occurred on these sites will be kept and will be part of a student's complete school record.

### **REGULATION: JGF PERSONAL SAFETY HANOVER HIGH SCHOOL PROCEDURES**

Students and staff of Hanover High School have a right to feel safe. Physical or verbal intimidation, bullying, verbal abuse, fighting, harassment, hazing, or physical assault of a student or of an adult will not be tolerated. Adult staff shall intervene if they observe or know about behavior that is harmful/hurtful to another student or adult and shall report the behavior to an administrator. Students who have observed such acts or who have been victimized themselves are expected to inform an adult staff member as soon as possible.

Hanover High School students are members of a school community. School responses to violent acts are designed to help students understand that:

- As a community standard, violence and abusive language or behaviors are not acceptable;
- Their behaviors in school are public and as such affect others;
- There are alternatives to violence for resolving interpersonal conflicts.



When a student violates the district policy on personal safety, the school administration, parents and counselors/advisors will work together to reinforce these messages to an offending student. Violations of the policy by a staff member will be handled by the Principal in conjunction with the superintendent according to district personnel guidelines.

Any student victimized by another student will be encouraged to meet with a school counselor. The purpose of this meeting is to 1) review with the student his/her perception of the incident and possible responses, and 2) help the student move beyond the role of victim.

When appropriate, a counselor and/or Principal will meet with the perpetrator and the victim. Depending on the incident, this meeting may be an opportunity for the victim to describe the impact of the perpetrator's behavior, for the perpetrator to apologize and to assure the victim the offending behavior will stop, and ultimately to promote better understanding between both students. Depending on the severity of the incident, the Principal will determine whether to:

- Remove the student(s) from regular school activities for the remainder of the school day and/or while the incident is investigated;
- Contact the student's parents;
- Contact police;
- Refer the student to a school counselor, school mediation, or school counseling group.

Once the incident has been investigated, the Principal will determine the school consequences based on the guidelines below. Incidents that result in suspension or expulsion must be included in the student's file as required by NH law. Students' rights to due process and to privacy will be respected. The student may appeal any administrative decision to the Council's Judiciary Committee. Suspension for violation of the safe schools policy means the student may not participate in any extracurricular activity scheduled during that time.

### **VERBAL INTIMIDATION, VERBAL ABUSE, BULLYING**

A student who verbally intimidates, verbally abuses, or bullies another student or adult must meet with the Principal or a designee. The Principal or

designee will determine whether to issue a written warning.

If the student continues the offensive behavior, parents will be notified. School consequences may include removal from class to schedule-up to suspension. This procedure also applies to verbal intimidation via e-mail.

The minimum school response for bullying (physical, verbal, emotional, cyber) is a 1-day suspension.

### **BULLYING**

Definition:

**Bullying:** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communications, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

In accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
  - Occurs off school property or outside of a school sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored event.
- It is important to note that the Student Handbook state that the minimum school response for bullying (physical, verbal, emotional, cyber) is a 1-day suspension. Other consequences for Bullying are outlined in the Student Handbook Bullying policy.

Please reference policy JICK, which can be found on the SAU 70 web page. ([www.sau70.org](http://www.sau70.org))

## HAZING

Any action that is meant to humiliate, ridicule, harass, or degrade another student, such as when an older/upper class student(s) intentionally demeans a younger student(s), will be considered hazing. Hazing, verbal or physical, infringes on a student's right to feel safe at school.

The response to hazing may be the same as the response to verbal or physical bullying. In certain cases, hazing may be a violation of law (NH Statute 631:7) and must be reported to the police.

## PHYSICAL INTIMIDATION/BULLYING

A student who physically intimidates, threatens, or bullies another student must meet with a Principal or a designee. The minimum school response will be a formal warning and notification of parents. Responses may include restrictions on the perpetrator's unscheduled time and on places in the school where the perpetrator may be present.

If the behavior occurs subsequent to formal warning, the school response will be suspension for a minimum of one day following the day of the incident and schedule-up for a minimum of ten school days following return to school.

## PHYSICAL ASSAULT

Physical Assault includes fighting (mutual combat), unprivileged physical contact with no visible or suspected bodily injury, and assault causing visible or suspected bodily injury.

In the case where one student is assaulted by another student or by a group, the school nurse will determine if immediate medical attention is required. If medical attention is not required, the students involved will be held under the direct supervision of school adults.

**Consequences:** The Principal will contact parents and the police in all cases of physical assault except when the Principal determines the incident was minor and the assaulting behavior did not result in visible or suspected bodily injury (to be determined in consultation with the school nurse.) In a minor incident, the Principal has the discretion of contacting parents only. When the police are not contacted, parents will be advised that they have the option of reporting the incident to the police. The consequences for physical assault range from a formal warning, restriction on places in the school where the perpetrator may be present, and

schedule-up to suspension (one to ten days) or expulsion. Upon return after suspension, the assaulter will have unscheduled time restricted for a minimum of 30 school days.

## RETURN TO SCHOOL AFTER SUSPENSION

Any student suspended from school for violation of the safe schools policy must participate in a reentry process as a condition for returning to school. This process will include:

- A meeting of the student, his/her parent(s), and the Principal or designee.
- The student's agreeing in a written contract not to engage in verbal or physical violence and not to repeat any offending behavior(s). The contract may include an agreement to stay away from the other student(s) involved. The contract will remain in effect with the school administration during the remainder of the student's enrollment at Hanover High School. Consequences for violation of this agreement will be specified in the contract. If the student refuses or indicates that he/she is not ready to sign this contract, parents will be asked to take the student home. Once the student agrees to this contract, he/she may return to school.
- A meeting with his/her guidance counselor. If the guidance counselor finds the student unable to participate satisfactorily in this conversation, the guidance counselor may a) refer the student to the school psychologist for further assistance with anger management, impulse control, values clarification, etc., or b) may return the case to the administration if the student is unwilling to cooperate.

Effective: 29 April 1997

## Safe Schools

The State of New Hampshire adopted legislation (RSA 193-D: 1 & 2) creating safe school zones and directing school districts to adopt policies defining such. The Dresden School Board policy (JICD), contains language extremely important for students to know.

## **MEMORANDUM OF UNDERSTANDING BETWEEN DRESDEN AND HANOVER SCHOOL DISTRICTS AND THE HANOVER POLICE DEPARTMENT JICD EXHIBIT A**

This Memorandum of Understanding is entered into between the Dresden and Hanover School District (School Districts) and Hanover Police Department (Police Department), pursuant to RSA 193-D:4,I,© in order to establish uniform procedures for the reporting by the School Districts to the Police Department of incidents of theft, destruction, or violence as required by RSA 193-D:4,I. It is the intent of the School Districts and the Police Department that this Memorandum of Understanding shall be used by the School Districts to determine whether or not a report is required by RSA 193-D:4,I. Compliance with this Memorandum of Understanding shall constitute adherence to the School Districts' obligations under RSA 193-D:4,I.

The following provisions describe each group of acts of theft, destruction or violence set forth in RSA 193-D:1,I, and establish the procedures for reporting them to the Police Department or other appropriate authorities. All written reports shall be filed upon Department of Education approved form ED 317.

### **HOMICIDE RSA 630**

*Homicide is the killing of another human being whether intentional, negligent, done while under the influence of drugs or alcohol, or as the result of causing or aiding a suicide.*

The School Districts shall immediately notify the Police Department upon learning that a person had died upon school property, regardless of the apparent circumstances. In addition, the School Districts shall take steps to assure the location of the body is not disturbed.

### **ASSAULT RSA 631**

*Generally, assault is the knowing or reckless causing of bodily injury to another person. It also includes unprivileged physical contact. The precise nature of the act causing the injury and the nature of the injury differentiate the categories of assault.*

For purposes of this Memorandum, assaults shall be divided into two (2) categories: reportable assaults and non-reportable assaults.

Reportable assaults shall include assaults in which the victim requires medical attention due to injuries caused by the assault, or involved the use of any object as a weapon.

All other assaults need not be reported to the Police Department, but in any event will be handled as School Districts' disciplinary matters. The School Districts may report otherwise unreportable assaults to the Police Department based upon such factors as the age of the student, the extent of previous, consistent behavior by the student, and the nature and extent of the assault.

### **CRIMINAL THREATENING RSA 631:5**

*Criminal Threatening is most associated with threats of violence to be committed against the person of another. It can take a variety of forms including direct physical conduct where another is placed in fear of imminent bodily injury or physical contact where another is placed in fear of imminent bodily injury or physical contact, or the placing of any object or graffiti on the property of another with a purpose to terrorize them, or threatening to commit a crime against the person or property of another with a purpose to terrorize someone else, or threatening to commit a crime of violence with a purpose to cause evacuation of a building, the so-called bomb scare.* Similar to the reporting of Assaults, it will be left to the discretion of school administrators on what shall be reported. The exception will be in cases of bomb scares, which shall be reported immediately to police and fire authorities.

### **STUDENT HAZING RSA 631:7**

*Any action which is meant to humiliate, ridicule, harass, or degrade another student including verbal intimidation, verbal abuse, bullying, infringes on a student's right to feel safe at school.*

The response to these sorts of behaviors can be similar to that of assault. However, should the hazing be associated with a condition of initiation, admission into, continued membership in or association with any organization associated with the educational institution, it shall be reported to the police as required by the statute.

### **SEXUAL ASSAULTS RSA 632:A**

*All acts which constitute sexual assaults and involve a minor student also constitute acts of abuse which must be reported to DCYF pursuant to RSA 169-C:29.* The School Districts shall report all such incidents to DCYF pursuant to RSA 169-D and to the Police Department.

### **CRIMINAL MISCHIEF RSA 634**

*Criminal mischief is often referred to as vandalism and involves the intentional damaging or destruction of another's property.*

The School Districts shall report to the Police Department any acts of vandalism which have

caused damage which will require over \$200.00 worth of repairs or replacement items.

### **ARSON RSA 634:1**

*Arson is the intentional starting of a fire or explosion which damages property.*

Whenever a fire occurs on school property under circumstances which suggest the possibility of arson, the incident shall be reported by the School Districts to the Police Department.

### **BURGLARY RSA 635**

*Burglary is the unlawful entry of a building for the purpose of committing a crime such as vandalism, theft, arson or assault.*

The School Districts shall report all incidents of burglary to the Police Department.

### **ROBBERY RSA 636**

*Robbery is theft by the use of force or threat of force. Robbery is a felony regardless of the amount stolen and must be viewed as a serious matter in all instances.*

The School Districts shall report to the Police Department all acts constituting robbery when the perpetrator is a student in grades 5-12 or if the perpetrator's actions are considered by the School Districts to have been particularly violent, aggressive, or consistent with past behavioral problems.

### **THEFT RSA 637**

*Theft is the taking of another's property with the intent to deprive the owner of the property.*

Thefts shall be reported by the School Districts when the value of the property exceeds \$50.00.

### **SALE OR POSSESSION OF CONTROLLED SUBSTANCES RSA 3188-B**

*It is illegal to sell or possess controlled substances for which a person does not have a valid prescription. Controlled substances include not only drugs usually considered illegal such as cocaine and marijuana, but also drugs such as Ritalin or amphetamines which are frequently prescribed by physicians. Illegal sale of controlled substances is a very serious crime. The illegal possession and use of controlled substances is also a crime.*

The School Districts shall report to the Police Department every incident involving the sale or possession of a controlled substance to students in grades 5-12.

### **UNLAWFUL POSSESSION OF ALCOHOLIC BEVERAGES, RSA 179:10**

*It is illegal for a person under the age of 21 years to possess or consume alcoholic beverages.*

All such incidents shall be reported to the police. However, such cases may be handled exclusively as School District disciplinary matters when taking into consideration the age of the student, the extent of previous consistent behavior by the student, and the nature and extent of the possession and the level of intoxication.

### **FALSE PUBLIC ALARMS, RSA 644:3**

When the evacuation of a building is threatened or occurs, such cases shall be reported to the police.

### **EDUCATIONALLY DISABLED STUDENTS**

Whenever an educationally disabled student is reported to the Police for misconduct under the provisions of ED 317, the Police Department will be advised on Form ED 317 that the student is educationally disabled and that the student's file is available to the law enforcement agency as needed to ensure the proper treatment of educationally disabled students.

It is agreed that the provisions of this Memorandum of Understanding shall be interpreted by and its terms followed by the School Districts in a manner to provide the Police Department with appropriate notice of criminal activity occurring on school property. The goal sought by the School Districts in making decisions under this Memorandum of Understanding is the maintenance of a safe school environment. This goal shall be used by the School Districts as the determining factor in resolving any question as to whether a given incident is either reportable under this Memorandum of Understanding or should be reported to the Police Department.

### **SAFE SCHOOL ZONE / DISCIPLINE POLICY - JICD**

#### **Introduction**

This policy replaces any previously adopted by the District concerning safe school zones, and pupil disciplinary procedures. It is intended to meet the mandatory legal requirements of the district to outline its disciplinary procedure and define certain sections of the law that afford discretion on the part of the board and administration.

## I. Definitions

(a) **Expulsion** means a permanent denial of a pupil's right to attend school.

(b) **School day** means:

- for a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon; and
- for a pupil who walks to school or arrives by private car the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.

(c) **School property** means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses.

(d) **Safe school zone** means an area inclusive of any school property or school buses.

(e) **Superintendent** means the school Superintendent or a representative designated in writing as authorized under RSA 193:13, I.

(f) **Suspension** means the temporary denial of a pupil's right to attend a school for a specific period of time.

## II. Disciplinary Procedures:

(a) The following levels of discipline may be imposed upon a pupil by the School District when authorized by this policy:

- Short-term suspension by a Principal that lasts between one and ten school days.
- Long-term suspension which lasts longer than 10 days and which is authorized by the School Board or its designee after a hearing.
- Expulsion by the School Board for a period determined in writing by the Board under RSA 193:13, II. Any such expulsion by the School Board may be appealed to the State Board of Education.
- Expulsion by the School Board for a period of not less than 12 months under RSA 193:13, III. Any such expulsion by the School Board may be appealed to the State Board of Education.

(b) The following constitute the due process procedures which shall be followed at each of the five levels of disciplinary action described in this policy:

- In a short-term suspension of a pupil by a Principal or Superintendent, the due process procedures shall include:
  - i. Oral or written notice of the charges and an explanation of the evidence against the pupil.
  - ii. An opportunity for the pupil to present his/her side of the story.
  - iii. The Principal's or Superintendent's written recommendation for pupil action to correct the discipline problem.
  - iv. Written notice to the pupil and parent or guardian, if available, of any disciplinary action taken against the pupil.
- In a long-term suspension or expulsion of a pupil by the School Board or its designee, due process procedures shall include:
  - i. Written communication to the pupil of the evidence against the pupil and an identification of any witness to the alleged offense.
  - ii. The Superintendent's written recommendation to the School Board detailing any disciplinary action options to be considered by the School Board.
  - iii. Written notice to at least one parent or guardian explaining the Superintendent's action, which shall include at a minimum the written statements required by clauses i and ii above.

## III. Notification of Pupils

(a) The appropriate pupil handbooks for the applicable SAU #70 school shall contain a summary of RSA 193:13 and a summary of this policy. A copy of the Summary is attached as Exhibit A. Copies of the statutes and this policy shall be available in the principal's office. Notice of the policy and the location of copies shall be displayed in a prominent place on each school's notice board.

(b) Copies of the statutes and school policy will be given to all teachers and other school employees.

(c) Copies of the statutes and school policy will be given to any pupil being disciplined pursuant to its terms.

#### **IV. Waivers, Appeals, and Review**

(a) In the case of short-term suspensions by the principal, the pupil and/or the pupil's parent(s)/guardian(s) shall have the right to appeal the suspension to the Superintendent of schools.

(b) In the case of short-term suspensions upheld and/or imposed by the Superintendent of Schools, the pupil and/or the pupil's parent(s)/guardian(s) shall have the right to appeal the suspension to the School Board.

(c) In the case of expulsion, the pupil and/or the pupil's parent(s)/guardian(s) shall have the right to appeal the expulsion to the State Board of Education. Any appeal to the State Board of Education must be filed within twenty calendar days of receipt of the School Board's written decision and must comply with RSA 541-A and Ed 200 of the Administrative Rules of the Department of Education.

(d) In the case of expulsion pursuant to RSA 193:13, II and/or this policy, written application may be made to the Board through the Superintendent's office no later than one month prior to start of each school year. The application shall contain a statement in the pupil's own words explaining why he/she should be considered for readmission. The application shall be accompanied by at least one recommendation from a member of the community, such as a counselor, minister or employer who has observed the pupil's behavior during the period of expulsion. The application shall also be accompanied by the Superintendent's and building administrator's recommendation to the Board, which may include conditions for phased readmission.

(e) Pursuant to RSA 193:13, IV, the Superintendent may, upon written application of an expelled pupil, recommend to the Board modification of the expulsion requirements of paragraphs III, (a), (4) and (5) above. Prior to the School Board's consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well-being shall be of paramount importance.

(f) The Superintendent may grant permission to any pupil to bring a firearm onto school property in accordance with both state and federal law.

#### **V. Reporting Procedures**

(a) Any school employee or other person acting on behalf of the School District as a chaperone or volunteer who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in accordance with the provisions in the Memorandum of Understanding.

(b) No report pursuant to paragraph (a) shall be required when the local law enforcement agency has prepared a written report. Each school Principal shall notify the State Board of Education in writing whenever a written report by the local law enforcement agency supersedes the report required by paragraph (b).

(c) Pursuant to RSA 193-D:4, I.(b), the District will not report to the Hanover Police Department any simple assault involving pupils in kindergarten through grade 12 provided the District determines the assault did not result in serious injuries. The District will handle such simple assaults according to the District's disciplinary policy, which sets forth circumstances under which the parents of the pupil(s) involved shall be notified of such assault.

(d) The School Board and the Police Department will, pursuant to RSA 193-D:4, I, (c) enter into a Memorandum of Understanding which shall govern the reports by the School District to the Police Department required by RSA 193-D:4. A copy of the Memorandum of Understanding is attached as Exhibit A.

(e) The District will report the theft of school property to the Hanover Police. Thefts of personal property will not normally be reported unless the parents request otherwise. The district will notify parents in all cases of theft.

#### **VI. Pupil with an Educational Disability**

(a) Any suspension or expulsion of a pupil who had been or is being evaluated to determine if they are educationally disabled as defined in ED 1102.31 shall be in accordance with ED 1119.11.

(b) If, under the provisions of Ed 1119.11(c), the special education placement team determines that the behavior resulting in the grounds for

suspension or expulsion under this policy is not a direct result of the pupil's educational disability, the pupil shall be disciplined under this policy as if the pupil were not educationally disabled.

(c) In the case of a pupil with an educational disability who is determined to have brought a firearm into a safe school zone without the written authorization of the Superintendent of Schools, the pupil may be placed in an interim alternative educational setting for the time periods authorized by the applicable Federal Statutes.

ADOPTED:

Dresden, 28 September 1999

Dresden, 16 June 2009

## **Sexual Harassment Dresden School Board Policy GBAA**

### **GENERAL STATEMENT OF POLICY**

The school district recognizes sexual harassment to be a form of sex discrimination that is against the law. It is the policy of the District to provide a learning and working environment which promotes respect of the dignity and worth of all its members and which is free from sexual harassment.

All members of the District are expected to contribute to an environment free of sexual harassment. It shall be a violation of this policy for any student or employee of the District to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

The District takes seriously and will respond to any complaint of sexual harassment. The District recognizes that there are different levels of intervention and response to complaints of sexual harassment. The purpose of taking action is: 1) to stop behavior that is offensive to an individual and to the school community; and 2) to educate the individual and the school community.

This policy is in effect for all school-sponsored events and applies to all employees and students of the District. It also applies to behavior of non-school personnel toward employees and students on school ground, in school facilities, and at school-sponsored events.

The District is committed to implementing this policy by training staff, by educating students of all

ages, by publicizing procedures for responding to sexual harassment, and by taking appropriate action.

### **SEXUAL HARASSMENT DEFINED**

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, written, or physical conduct or communication of a sexual nature made by an employee to a student, made by any employee to another employee, or made by any student to another student or to an employee when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of retaining employment or of obtaining an education; or
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment can include but is not limited to:

- verbal abuse or harassment;
- pressure for sexual activity, either subtle or explicit;
- unwelcome touching;
- sexually suggestive or obscene written or visual material publicly displayed or directed at another;
- intentional brushing against another person's body;
- suggestions or demands for sexual involvement accompanied by implicit or explicit threats concerning an individual's employment or educational status;
- suggestions or demands for sexual involvement accompanied by implicit or explicit promises of preferential treatment with regard to an individual's employment or educational status;
- offensive comments about one's sexual orientation.

## RESPONDING TO SEXUAL HARASSMENT

A person who feels he/she has been the victim of sexual harassment by a student or employee of the District has the following options:

- He/she may communicate directly to the offender that his/her conduct is unwelcome, offensive, in poor taste, and/or inappropriate.
- If a person feels uncomfortable confronting the offender, he/she is invited to bring the situation to the attention of another member of the school community. A student should consider discussing the incident with an adult such as a teacher, guidance counselor, administrator, or parent.
- A person may choose to report the alleged acts to the School District official designated by the procedures that accompany this policy. A report will result in a formal investigation of the incident. The purpose of an investigation is to determine whether the offending behavior falls within the definition of sexual harassment and whether disciplinary action is warranted.

In determining what action should be taken when sexual harassment occurs, the School District will consider the surrounding circumstances, the nature of the sexual advances, the relationships between the parties involved, the ages of the parties involved, and the context in which the alleged incident(s) occurred.

The School District will handle all complaints with the utmost discretion and will act to ensure that due process is followed.

A complaint or report of sexual harassment submitted in good faith will not affect the complainant's future employment, or, in the case of the students, grades or educational opportunity.

When an instance of sexual harassment is suspected to be sexual abuse, it shall be reported to the appropriate state agency, as required by law.

### School District Action

When a complaint of sexual harassment is determined valid, the School District will take action based on the results of the investigation.

- A substantiated charge against an employee may result in disciplinary action up to and including suspension or dismissal as consistent with due process procedures.
- A substantiated charge against a student may result in disciplinary action up to and including suspension or expulsion consistent with due process procedures.

### Reprisal

The School District will discipline any individual who retaliates against 1) any person who in good faith reports alleged sexual harassment or 2) any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### Non-Harassment

The School District recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident is sexual harassment requires a determination based on all the facts and surrounding circumstances. A false accusation of sexual harassment can have a serious detrimental effect on innocent parties. An intentionally false charge will be treated as a serious offense and will result in disciplinary action.

### Right to Alternative Complaint Procedures

This policy does not deny the right of any individual to pursue other avenues of recourse provided by statute in New Hampshire and Vermont.

### Procedures for Responding to Complaints of Sexual Harassment at Hanover High School

1. A student should tell the offender directly that the student finds his/her conduct to be unwelcome and offensive and would like the behavior to stop.
2. A student should tell someone else. If the student feels uncomfortable confronting the offender, or if the student has confronted the offender and the offensive behavior continues, the student should talk with someone—a parent, a school staff person—who can help.



3. Contact the High School Title IX designee to report the alleged sexual harassment. The Title IX designee can be reached through the Guidance Department or by calling 643-5317.

The Title IX designee will listen and ask questions about the alleged incident. The Title IX designee will recommend options depending on the nature of the incident and how the student wishes to proceed; the Title IX designee will also explain the school's responsibilities if the incident is, in his/her assessment, a serious one. With the student's permission, the Title IX designee will meet separately with the alleged offender to hear his/her version of the incident.

If the alleged offender admits that he/she has sexually harassed the complaining student, the Title IX designee will inform the Principal. If the alleged offender is a student, the Principal will contact the offender's parents and will determine appropriate sanctions and consequences. If the alleged offender is an employee, the Principal will determine the appropriate course of action.

The Title IX designee will inform the student of the outcome and document the incident and the school's response. All documentation will be kept in the confidential files of the High School Title IX designee.

If the alleged offender denies sexually harassing the person, the Title IX designee may recommend that the student initiate a formal complaint. This process is explained in Section 4 of these procedures.

If a student has a concern that a school employee may be sexually harassing him/her, or that an adult may be sexually harassing the student on school grounds or at a school sponsored event, the student is urged to inform the Title IX designee or the Principal immediately.

A school employee who has knowledge of another employee sexually harassing a student must inform the Principal or Title IX designee.

In the case of students under 18, when an instance of sexual harassment is considered sexual abuse under state law, it must be reported to the mandated state agency.

4. File a Formal Complaint. To file a formal complaint, a student should contact the Title IX designee or the Principal. The Title IX designee or the Principal will discuss with the student at what point his/her parents should be notified. The

procedures for filing a formal complaint are as follows:

- The student will be asked to give a written statement documenting the incident(s). The statement should include a description of the incident(s), the name of the alleged offender, dates, times, locations, specific words/actions, and the names of any witnesses to the incident(s).
- The Principal will meet with the alleged offender. Every effort will be made to schedule this meeting within one work/school day following the receipt of the written complaint. If the alleged offender is a student, the Principal will inform his/her parents that a formal complaint has been made. The alleged offender will be asked to respond to the complaint in writing. Depending on the nature of the allegation, the Principal and the Title IX designee will decide whether it is necessary to restrict contact between the alleged offender and the complainant during the investigation process.
- If the alleged offender confirms the allegations, the Principal will decide what sanction is appropriate and inform the offender of that sanction. Sanctions against a student may include but are not limited to an oral warning or reprimand, a written warning or reprimand, counseling, suspension (either in-school or out), or expulsion. A recommendation for expulsion must be approved by the Superintendent. Sanctions against employees shall be administered by the Principal and/or Superintendent and noted in the personnel file.
- If the offender denies the allegations, the Principal and the High School Title IX designee will conduct an investigation of the incident(s). The Principal and the Title IX designee have the option of involving a third party to assist in the investigation.

The investigation will involve taking statements from witnesses and from persons who may have knowledge of the alleged incident(s) or of the circumstances giving rise to the complaint. Interviews will be conducted privately and individually and all statements documented in writing. The interviewing of witnesses will take place as soon as possible, preferably no later than a week after the original complaint is filed.

- The Title IX designee and the Principal will complete the investigation in a timely fashion by making a finding. This finding will be documented in a written report that will be kept in the Title IX designee's confidential file. Possible findings include: a substantiated complaint, an unsubstantiated complaint, or a knowingly false claim.
- The Principal and the Title IX designee will communicate their finding, and if appropriate, a sanction to the alleged offender(s). If there is a finding of guilt, the sanctions against a student may include but are not limited to an oral warning or reprimand, a written warning or reprimand, counseling, suspension (either in school or out), or expulsion.

If a formal complaint against an employee is substantiated, a record of the substantiated complaint will be included in the employee's file, subject to the terms and conditions of the applicable negotiated agreement. Where a negotiated agreement does not exist, the Superintendent shall direct that a record of the substantiated complaint be placed in the employee's file. Sanctions against an employee shall be administered by the Principal and/or Superintendent.

- The Title IX designee will inform the person making the complaint of the finding. The Title IX designee may provide further information, e.g. about sanctions, if it is possible to do so within the limits of the offender's right to confidentiality.

5. Right to Recourse. If the student or his/her parents are dissatisfied with the handling of a sexual harassment complaint by the High School, the student and/or parents can contact the District Title IX Coordinator. The District Title IX Coordinator is the Superintendent's designee for sexual harassment complaints. The District Title IX Coordinator can be reached by calling 643-6050 to request an appointment, or by writing to District Title IX Coordinator, Superintendent's Office, 41 Lebanon St. Suite #2, Hanover, NH 03755. Upon receiving notification that a person wishes to have a complaint reviewed, the District Title IX Coordinator will provide a copy of the procedures that will be followed.  
{September 1, 1994}

NOTE: For the purpose of these procedures, the building level "Title IX designee" shall be that person designated by the Principal and/or Superintendent to hear complaints of sexual harassment. Other "Title IX" issues should be directed to the District Title IX Coordinator, Superintendent's Office, 41 Lebanon Street, Suite 2, Hanover, NH 03755.

## Hanover High School Threat Protocol

The staff of Hanover High School considers the safety of all individuals of the school community to be a primary responsibility in our educational mission. We take this responsibility most seriously and are committed to addressing any act or situation that could potentially result in danger to any member of our educational community. This includes all students, staff, teachers, and families of our students. In response to events and actions both in our community and our society, the need to develop a Threat Protocol resulted in this document. Any action perceived as a threatening action will be responded to through the following protocol.

The following document should be considered a working document. The Hanover High School Threat Protocol Team reserves the right to alter, delete, or add any requirements regarding the document that they determine are appropriate in responding to the particular circumstances of any incident.

A threat is defined as any action, spoken, written, or physical, that can reasonably be construed as intent to commit an act of violence or an actual act of violence against an individual, individuals, or school facility.

A student has an obligation to notify a staff member or the administration immediately upon awareness of a threat.

1. The entire school community is aware that language or actions of a threatening nature will not be tolerated, even if intended in jest.

2. If during school hours an individual feels threatened or feels the school or other individuals within the school are threatened, then he or she must immediately notify an administrator. The first priority is the Principal, if not available the Dean of Students, if not available the Athletic Director, if not available the Guidance Director. This automatically

initiates the Threat Protocol. In addition, the individual has the obligation to take what he or she deems reasonable immediate actions to maintain the safety of the school and its population.

3. Outside of school hours, the appropriate action is to report any threat to the police. If there is judged to be a nexus between the threat and the staff member's employment at Hanover High School, the threat should also be reported to the Principal of the building, or if not available, the Dean of Students, or if not available, the Superintendent of Schools.

4. As with all situations involving students, confidentiality must be maintained except as it directly relates to implementing the Threat Protocol.

### **Mandatory Immediate Actions**

- Isolate individual(s)
- Notify parent(s)
- Call police

Personally notify person(s) to whom threat is aimed, or who would be harmed by the threat. Remind the person(s) that they can have a support person of their choice with them. Information that can be legally shared will be communicated in a timely fashion to the staff and if appropriate to the student body.

### **SCHOOL DISCIPLINARY ACTIONS**

**Based on the information, including input from staff, police, guidance, school psychologist, students, and others with pertinent information the administration will hold a disciplinary hearing and pursue disciplinary action WHICH MAY include but NEED not BE limited to:**

- Warning
- Schedule-up
- Suspension with long-term schedule-up upon return to school
- Expulsion hearing
- Expulsion

In addition, the school may request that the school psychologist or a designated alternative psychologist evaluate the student before they return to classes. The purpose of this evaluation is to assess the possibility of the student continuing to be a danger to others in the future. The school psychologist will be involved in the student's re-

entry to school, including a meeting with the student or consultation with the outside psychologist.

***All individuals have the right to call the police and/or file charges at any time.***

### **LOCK-DOWN**

#### **Class Rooms; Offices; Resource Rooms**

- Students remain in classes, Resource Rooms, and Offices with staff members.
- Students in corridors, lobbies, and insecure areas proceed immediately to nearest classroom, office, or resource room.
- Staff members lock their doors that lead into corridors, lock corridor doors if possible, and secure doors between classrooms.
- Windows are locked, blinds are closed, lights are off, students lie on the floor or hide in the safest area of room and remain quiet.
- Staff takes attendance.
- Staff member secures phone listening to information and providing updates as appropriate.

**Note: In a lockdown the school is biding time and shielding staff and students until the police arrive. In an evacuation, the staff and students are distancing themselves from the source(s) of danger.**

## SCHOOL BUS POLICIES

### ELECTRONIC SURVEILLANCE ON SCHOOL BUSES DSB POLICY: EDB

The safety and personal security of students being transported on District school buses is the primary concern of the District's transportation program. The school bus driver has direct responsibility for maintenance of a safe and secure environment for students riding the bus. Because the driver must operate the bus and monitor the activities of the students on the bus, there may be occasions when it is prudent to augment the driver's observation by installing electronic surveillance devices on the bus.

The following directives will apply to the use of electronic surveillance on the District's school buses:

All District buses/vans may be equipped with electronic surveillance devices.

Electronic surveillance may be authorized by any District or SAU administrator either a) selectively on buses when there are known safety or security problems, or b) randomly to permit evaluation of daily operational conditions across the bus fleet.

Tapes created by surveillance devices will be handled as "personal and confidential" materials, and safeguarded to protect the privacy of students and staff. The school administration will catalog and maintain custody of the tapes and will oversee the placing of the surveillance devices and the replacement of tapes on the buses, as needed.

Tapes will be viewed strictly on a need-to-know basis and access will ordinarily be limited to the Principal, the Assistant Superintendent for Business, or a school employee designated by the Principal or the Assistant Superintendent. In cases where the tapes are used as evidence in a disciplinary or legal process, the parents of the involved student(s) will be permitted to view the tapes, as well as the Hanover High School Judiciary Committee when this is part of the discipline process. In extraordinary situations in which the privacy of a student(s), other than the one requesting judiciary hearing, is a concern, the Principal may not allow review of tapes by the Judiciary Committee. In such cases, the Principal will meet with the Judiciary Committee to present reasons why the tapes should not be viewed. In cases where the tapes are needed to investigate an alleged violation of the

law, the District will cooperate fully with local law enforcement agencies. In cases where the tapes are needed to evaluate the performance of a bus driver, the bus contractor will be permitted to view the tapes.

Tapes not needed for review or evidence will be erased within ten (10) school days.

A sign reading "Video Camera May be in Operation" shall be placed on each bus/van notifying all students that the video monitoring camera may be in use on the bus/van.

ADOPTED:  
Dresden, 26 October 1999

### SCHOOL BUS DISCIPLINE PROCEDURES

Discipline will be handled according to the following procedures:

- For unacceptable behavior in the judgment of the driver, the driver will complete a Bus Conduct Report form, which notifies the Principal of the problem.
- The Principal will speak to the student(s) and, if appropriate, speak to or send a letter home to the parents. The Principal will advise the bus contractor of action taken on each conduct report submitted by drivers.
- A serious offense, or behavior which creates a safety hazard, may result in a suspension of up to two weeks, at the discretion of the Principal. The driver may insist on a suspension for a student whose behavior creates a safety hazard.
- Unusually serious offenses may result in permanent suspension from the bus. If this action becomes necessary, the Principal will notify the parents and the Superintendent in writing. The actual suspension will be made by the Superintendent, with the right of appeal to the School Board.
- If a student is suspended from the bus as a consequence of a bus conduct report, or of reported poor behavior on the bus, the punishment will take effect the following morning. However, if at the discretion of the school administration the safety of other children is in question, the student may be suspended from the bus immediately. In that case, an attempt will

be made to contact parents to make other transportation arrangements for the suspended student. If the parents cannot be contacted, the school will arrange for the student to be transported home only on the day suspension occurs. Thereafter, it is the responsibility of the parents to arrange for their students' transportation to and from school.

### **SCHOOL BUS RIDER RESPONSIBILITIES**

- Riders and drivers will treat others with courtesy and respect at all times.
- The use of profanity, vulgar, obscene, or abusive language will not be tolerated.
- Fighting, shoving, or bullying others on the bus, or while waiting for the bus, will not be tolerated.
- Throwing anything on the bus is prohibited.
- Talking should be carried on in conversational tones.
- Smoking, or use of tobacco, is prohibited on the bus at all times.
- Students must obey immediately any request or suggestion from the bus driver pertaining to safe pupil transportation.
- Defacement of or destruction to the bus will not be tolerated. Any vandalism of the bus or bus seats will be billed to the person responsible for the damage.
- Aisles are to be left free of books, lunch boxes, coats, and other objects at all times. Students should sit totally in their seats, and not put their arms, legs, etc., into the aisles, except when inadequate space makes this impossible.
- Students must remain seated at all times when the bus is moving; arms and heads must be inside at all times.
- Students may be required to walk up to one and one half miles to a bus stop, or two miles to school.
- Students must be ready to board the bus at least five minutes prior to its scheduled stop. Drivers are not to wait for pupils who are not ready. Pupils should not crowd onto the street or road when waiting for the bus; instead, they should line up and enter the bus in an orderly fashion when it arrives. Middle and high school students boarding the buses in front of the Richmond School in the afternoon should stand behind the white

line until the buses have come to a complete stop.

- Students must board the bus in an orderly and courteous manner, go immediately to a seat, and sit down. The driver may assign seats.
  - a.) For Norwich middle and high school students only- when boarding in the afternoon buses in front of the Richmond School, students should board the first bus in line until it is filled, then the second bus should be filled, and so on.
  - b.) For Norwich students only—when the bus reaches the Marion Cross School in the afternoon, all middle and high school students will fill in the seats from the back of the bus forward, unless a seat has been assigned. The younger children will fill in from the front to the bus back.
- Students loading and departing from the bus will do so from the front door of the bus. If the road must be crossed, students will cross at least 10 feet in FRONT of the bus, and use caution, even though the flashing lights are on.
- All school rules are in effect on the school bus for transportation to and from any school or any school event.

### **Solicitations by Students DSB Regulation KHD-R**

(Effective April 28, 1978)

The following steps will be taken when solicitation requests are desired of local merchants:

1. Notify the Dean of Students so that a) he/she might confirm whether or not other teams, grades, or departments are already soliciting and b) we avoid heavy scheduling of fund-raising efforts.
2. The staff member responsible for directing the activity will submit a request to the secretary of the Hanover Chamber of Commerce asking that he/she appear before the Board to discuss the project. The request is to be co-signed by the Principal. This process is required of any new fund-raising projects.
3. If approved, the staff member in charge will draw up guidelines for the students regarding:
  - a. division of labor to ensure only one solicitation to each merchant.

- b. presentation of an introductory letter or statement to the merchant.
- c. procedures about courtesy.

4. Formal thank you notes should be a routine follow-up procedure.

NOTE 1: All Solicitations (fund-raising) projects by athletic teams must have prior approval of the Athletic Director before contacting the Dean of Students.

NOTE 2: Traditional fund-raising activities connected with the yearbook (calendar and football programs) are exempted from this regulation.

## SECTION IV. ACADEMIC POLICIES AND PROCEDURE

### Academic Integrity Policy

(PASSED BY COUNCIL, FEBRUARY 29, 2008)

*Adopted by the Dresden School Board 3/25/2008*

#### VIOLATIONS AND DEFINITIONS

Any of the following are acts of academic dishonesty and therefore violations of the Academic Integrity Policy (AIP) and the HHS Honor Code.

Students caught in an act of academic dishonesty before the act has been completed are also in violation of this policy.

**Cheating** is any activity in which a student deliberately misrepresents his or her actual academic achievement.

**Plagiarism** is a form of academic dishonesty where a student intentionally takes and/or uses as his or her own work another's published or unpublished thoughts, ideas, or writings. Verbatim repetition or paraphrasing, without acknowledgement, of another person's writing, work, or research is also plagiarism.

**Misrepresentation** includes any fabrication or false presentation of data, quotations, sources, or other information.

**Aiding or Abetting** includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.

**Asking, Persuading, or Coercing** another student to engage in any of the behaviors listed above is a violation of this policy.

#### INTEGRITY POLICY & PROCEDURES

At the beginning of each semester, teachers will outline in the class syllabus, and discuss in class, how the Honor Code and Academic Integrity Policy apply in each course they teach.

**A teacher perceiving a violation of the Academic Integrity Policy should not address the matter independently, and will inform the student and notify the Dean of Students.**

If the teacher and Dean of Students decide the situation *is* actionable under the AIP:

- The Dean will confer with the student about the circumstance and evidence.

- If the student admits guilt, the Dean will inform the student and parents or guardians of the penalty.
- If the student denies guilt, the Dean will schedule a hearing to determine the involvement or guilt of the student. Parents or guardians will be notified and are welcome to attend the hearing.
- The Dean of Students will make a determination, appealable to the Judiciary Committee.
- Official record of the circumstances, process, and determination will be retained in the Dean's files.

If the teacher and the Dean decide the situation is *not* actionable under the AIP, the Dean may retain a note of the occasion in a confidential file for his own future reference in case of pattern or repetition. Such non-adjudicated confidential notations shall be deleted upon completion of the student's HHS enrollment.

Variables for Determining Severity of Offense  
Penalties and consequences shall be determined by the Dean of Students based on the severity of the offense. In determining severity, the Dean of Students should consider factors such as:

- Repetition (prior incidents)
- Collusion with other students
- Type of assignment
- Type of violation
- Seriousness of offense
- Contrition of student
- Cooperation of student after accusation
- Premeditation of offense
- Degree of effect on school community

#### RESPONSES & CONSEQUENCES

##### Base Consequences

In *any* actionable case of academic dishonesty, the following consequences will occur:

- A "0" for the assignment in question;
- Notification of the student's parents or guardians;
- Notification of the student's guidance counselors;
- Up to five weeks time scheduled up;

- An apology shall be given in person to the staff or students directly affected by the offense.

### First Offense

A first offense in a student's high school career will incur base consequences as defined above. If a first offense is deemed to be a more serious offense, it may incur additional penalties as defined below.

### Additional, Multiple, or More Serious Offenses

Additional, multiple or more serious incidents of academic dishonesty (including serious first offenses) will be dealt with more severely. In addition to the base consequences defined above, consequences may also include any of the following:

- More than 5 weeks time spent scheduled up;
- 1-10 days suspended (in or out of school);
- Notification of the student's current teachers;
- Removal from any leadership positions in the school or in extra-curricular activities, including, but not limited to, captaincy on athletic teams, Council executive positions, and club/activity leadership positions;
- A "Withdrawn Failing" grade from the class in which the offense occurred;
- No credit ("NC") for the quarter for the class in which the offense occurred. The student will be given a fixed numerical grade of his or her existing score minus 41 points. No student may be given a numerical grade of less than a 0;
- No public recognition of the student at any underclass or senior awards functions in the school year of the violation;
- Suspension from and/or limitations on the participation in any school-related activity in which the student represents HHS either inside the high school or in travel to other schools or events for up to 20 school weeks.

***Faculty members will have access to official disciplinary records documenting academic dishonesty for the purpose of writing letters of recommendation. Students should be aware that***

***many college recommendation forms ask whether the student has been academically dishonest.***

***Further, the Hanover High School Secondary School Report, which is part of every college application, will specify whether a student has been administratively disciplined in grades 9 through 12 for an actionable violation of the Academic Integrity Policy.***

### COLLABORATIVE LIST OF RESOURCES

*Aine Donovan, Professor of Ethics, Dartmouth College  
Choate Rosemary Hall, Connecticut  
Dartmouth College, New Hampshire  
Delone Catholic High School, Maryland  
Haverford College, Pennsylvania  
New Trier High School, Illinois  
The Hanover High School Council  
"The Plagiarism Plague", Sparknotes.com  
Van Nuys High School, California  
Virginia Polytechnic Institute, Virginia*

### Academic Credit

Course credit is awarded when the teacher is satisfied that the student has met the course objectives each semester.

### Hanover High School Courses

Credit is awarded for completion of any course listed in the Hanover High School Program of Studies.

### Dartmouth Courses

Students officially registered to take Dartmouth College courses will earn 1/2 HHS credit for each Dartmouth course completed successfully.

### Extended Learning Opportunities (ELOs)

ELOs are currently accepted at HHS for credit recovery or courses not offered at HHS. Any attempt to receive credit for courses required for graduation is subject to Guidance Department approval and must meet departmental guidelines. Approval must be received before beginning course work. Hanover High School will not grant credit for activities done without prior approval. Current online or correspondence course providers used by HHS include Keystone, the New Hampshire Virtual Learning Academy, and the University of Missouri. Credit determinations for summer school courses, ski academies, semester programs, local college programs other than Dartmouth College, and correspondence or online courses will be made by the Guidance Department. This will be done in



conjunction with the appropriate department coordinator based on review of instructional hours, syllabus content, and accreditation status of the institution. Students must obtain prior approval through the Guidance Department to earn credit for courses not listed in the Hanover High School Program of Studies.

### Home Schooling

Credit determination for an approved home school education plan will be made by the Guidance Department. This will be done in consultation with the appropriate department coordinator using indicators that include but need not be limited to standardized testing, portfolio content and individual assessment by professionals in the school district.

### Middle School Credit

Credit is awarded for high school level work completed during middle school years so that students can take more advanced and/or more diverse courses during the high school years. These credits may not be substituted for required high school courses or used to satisfy required course distribution requirements. These credits may only be counted toward satisfying graduation requirements when a student completes a normal four-year course of study. See early graduation policy.

APPROVED by COI, 12 January 1984

Revised: June 1999

### Dresden Plan Amendment

The Dresden Plan is empowered to grant credit in academic areas if the following conditions are met:

- Submission of an IS/ACE plan to the Dresden Plan Director, the plan to contain statements addressing the nine features outlined above.
- Approval of the plan by the Dresden Plan Director and departmental Dresden Plan advisor.
- The presence and availability of an appropriate professional to supervise the plan.

NOTE: IS/ACE programs contracted within a semester as an alternative vehicle for completing an existing course will follow the substantive standards listed above.

Adopted by COI, 11 June 1992

Revised: July 1997

## ACADEMIC CREDIT – HACTC

Academic credit through vocational education may be earned for courses studied at the Hartford Area Career & Technology Center. After completing two full years of study in a vocational school subject the following academic credits may be earned:

For 2 years of study in:	1 Credit in:
Allied Medical Services	Science
Auto Technology	Science
Building Trades	Mathematics
Business Technology	English
Career & Technology Exploration	Math, English, Art
Collision Repair and Refinishing	Math or Science
Computer Technology Application	Mathematics
Cosmetology	Science
Culinary Arts	Science
Design, Illustration and Media Arts	Art
Engineering/Architectural Design	Mathematics
Human Services	Social Studies (not history, government or economics)
Industrial Mechanics and Welding	Science
Natural Resources	Science

## ACADEMIC CREDIT – MINIMUM ACCUMULATION

To be on schedule to graduate in 4 years, the number of credits required when entering each grade are:

- Grade 10 a minimum of 5 credits
- Grade 11 a minimum of 10 credits
- Grade 12 a minimum of 15 credits

## Assignments over Thanksgiving, December, February, and April Vacations: Guidelines

Vacations are intended to provide relaxation and a break for everyone. In general, teachers should avoid assigning homework over vacations, but if a teacher thinks it is necessary, the following guidelines concern the timing of assignments. These guidelines are not meant to suggest that students should not do homework over vacation – they are meant to give students reasonable choices.

### For minor or normal overnight assignments:

Issue these in a timely fashion so that students will reasonably be able to complete them without having to do the work over vacation.

**For major or long-term assignments:**

Allow enough time on either side of the vacation to allow students to reasonably and successfully complete the assignment without having to do the work over vacation by:

- Issuing the assignment at least one week before vacation OR:
- Making the assignment due at least one week following the day of return from vacation.

**Return of Graded Papers or Tests:**

Refer to the Return of Papers Policy.

**To Register a Complaint:**

If a student wishes to register a complaint, then he/she must do so in writing to a Curriculum Committee member of Council. The Curriculum Committee will then notify the following persons of the complaint:

- The teacher
- The teacher's supervisor
- The principal

The Curriculum Committee will keep a copy of the complaint in their files. The student's name will be withheld from all notifications unless the student wishes otherwise. It is hoped (recommended) that the teacher's supervisor and the Principal will inform the Curriculum Committee of any action taken.

**Class Rank**

Class Rank is computed at the end of each school year by using non-weighted Grade Point Average (A=4, B=3, C=2, D=1, NC=0). Class rank and graduation honor parts are computed solely on the basis of courses taken while enrolled at Hanover High School. For computing class rank and graduation honor parts, courses taken through Dartmouth College, and Hartford Area Career & Technology Center are considered Hanover High School courses and are fully included in these calculations.

**Course Load**

The required workload for a full-time student is five courses.

1. A reduced program (fewer than five courses) must be approved by the Principal. To remain a student at Hanover High School, students must carry an approved course load, attend classes, and meet academic work obligations.
2. A Hartford Career & Technology Center course counts as the equivalent of three courses. Hartford courses count as 3 credits per year.
3. Dartmouth courses such as lab sciences and foreign language are tallied as two courses. Other Dartmouth courses generally count as one. A Dartmouth course counts as 1/2 credit per Dartmouth term.
4. A student who drops to less than four courses because of neglecting attendance and/or work responsibilities may be asked to drop out of school for the remainder of the semester.

**Course Standards Policy**

At the end of the first week of each course, teachers will give their students the following written information:

- Statement of course objectives
- Use of X periods
- Tentative bibliography of required readings
- Tentative major test schedule
- Major written assignments and tentative due dates
- Any special projects and tentative due dates
- Attendance requirements for the course
- Description of the grading system to be used to include the level of achievement necessary for each grade (A, B, C, D, NC)
- The requirements and nature of the course-completing experiences (e.g. final exam, conference, final paper, demonstration, project, etc.)
- Specific plans for review prior to mid-year and final exams
- Standards for eating food in the classroom
- Standards for being excused from class for personal or emergency reasons

Note: Student use of computers during tests, including midterm and final exams, is permitted only as outlined in Accommodations to Course Standards, below.

**Accommodations to Course Standards**

Students who have documented needs but who are not on IEPs or 504 plans may receive the following accommodations in non-honors courses if these accommodations are supported by a learning specialist, guidance counselor, or Dresden Plan advisor and are discussed/arranged with the teacher in advance:

- extended time to take tests;
- access to a word processor and spell checker during in-class writing time;
- be penalized for spelling errors only when (1) the teacher identifies a set of words, in advance, as "spelling words" or (2) the student has had an opportunity (access to dictionary, peer/teacher proofreading, access to electronic spellchecker) to proofread/spell check the assignment in question;
- access to a computer for use during exams, including midterm and final exams.

### **Accommodations to Honors Course Standards**

In addition to any departmental qualifications, students taking honors level courses must be capable of working with content material at a faster pace and in greater depth than would be expected in the non-honors level equivalent courses. Class work and homework expectations in honors level courses will not be accommodated for issues relative to volume, pace and rigor. Extended time on tests is an acceptable accommodation.

ADOPTED by COI, 9 February 2006

### **Modifications to Course Standards**

Students who receive special assistance may have a modified curriculum in non-honors courses if the modification is developed cooperatively by the learning specialist, parent, and classroom teacher and is included in the student's individual educational plan. An I.E.P. reevaluation meeting may be called as a student's needs change. If there are any changes in the tentative dates, students should be notified well in advance. Teachers may request student/parent signature on course expectations.

### **Possible Conflict of X-hours**

At the beginning of the year, students will be informed (in Common Ground) that they may not schedule classes or other activities in their X hours without written permission (conflict resolution

form) from the teacher whose class has an X hour. [Curriculum Committee 4/27/95]

### **March Intensive**

March Intensive is four days (or more) of diverse course offerings, organized and taught by staff and community members.

- Courses offered will provide opportunities for meaningful learning experiences for students and staff that are different from what already exist in the school's curriculum offerings.
- Students will experience learning for learning's sake because this is free-choice learning and not a graduation requirement.
- Students may try something really different and take a risk in studying something without fear of grades.
- The larger community will be involved by leading activities/courses; sharing their knowledge, skills and expertise; and participating as students on a space-available basis.
- Students will have the opportunity to study one subject in depth throughout the day rather than
- the switching of courses which is normal during a typical school day.

### **Dartmouth Courses: High School Students Taking Courses At Dartmouth**

#### **GENERAL GUIDELINES**

The following guidelines have been developed with the Dean's Office at Dartmouth when a Hanover High School student wishes to enroll in Dartmouth courses on a tuition-free basis. A student interested in taking a Dartmouth course should first consult with his/her Guidance Counselor. General expectations for applying are as follows:

- The student's academic performance must be strong in all areas. Students approved to take Dartmouth courses generally rank in the top quarter of their class.
- The student should usually be in his/her junior or senior year.
- The student must have completed successfully (generally at an A or A- level)

all course work at Hanover High School in the chosen field.

- The student must be a full-time student in the high school. This is defined as carrying the recommended five courses, with the Dartmouth course counting as one or two of them.
- During a student's time at Hanover High School, he/she may take a limit of four Dartmouth courses over 2 years but no more than one Dartmouth course per Dartmouth term.
- Once a student is enrolled in a Dartmouth course, a) the student is expected to complete the course unless he/she is forced to drop out for health reasons, and b) the student falls under the grading policies of Dartmouth College for that part of his/her program. Grades earned at Dartmouth will become part of the permanent record of the student.
- NOTE 1: No Hanover High School student is to approach a Dartmouth instructor for admittance to a course as part of his/her high school program before he/she has made application through the high school's Guidance Department.
- NOTE 2: Once started, students may continue taking Dartmouth courses as long as they earn grades of "B" or better.

### **GUIDELINES FOR TAKING A LANGUAGE COURSE AT DARTMOUTH**

Dartmouth College has made its foreign language programs available to Hanover High School students with proven ability for learning languages at an advanced level, upon the recommendation of Hanover High School's Foreign Language Department. Due to the variety of foreign language courses offered both at Hanover High School and Dartmouth College, the following guidelines govern the availability of Dartmouth Language Courses to Hanover High School students.

1. Students wishing to take a Dartmouth Language Course must be juniors or seniors and have demonstrated outstanding ability (generally an A-average or better) in the study of a foreign language. These courses are not available to younger students because language learning at the middle-school level does not adequately demonstrate the ability to study a language at the college level.

2. Students wishing to enroll in advanced French, German, Latin, or Spanish courses at Dartmouth (levels 1, 2, and 3 are not available to Hanover High School students) must meet the following criteria:

- They have successfully completed the highest level of the language intended for Advanced Study.
- They have demonstrated competency to take an advanced level Dartmouth course.

3. Students wishing to enroll in languages not offered at Hanover High must meet at least one of the following criteria:

- They have successfully completed two years of high school courses in that language (from a previous school).
- They have demonstrated in that language a level of competency comparable to two years of study at the high school level based on extended residency in a foreign country or heritage learning within the family. Competency will be determined by the HHS Foreign Language Department using placement exams and department interviews.
- They have successfully completed the highest level of a language offered at Hanover High School. Students with exceptional ability may apply to start a new language at Dartmouth while taking the highest-level course in the first language at HHS.

4. Hanover High School's Foreign Language Department will review cases wherein a student's circumstances do not fit neatly into any of the categories described above; the department coordinator will present the department's decision to the student and his/her counselor.

### **Drop-Adds**

During the registration process, Hanover High School students should carefully consider their course registration selections. Course drop-adds are possible. Students are not encouraged to change courses, however, except when a course is judged inappropriate in terms of achievement level or skills needed. To help control both the quantity and legitimacy of drop-adds the following policy is strictly followed:

- All drop requests are handled through a Guidance Counselor.
- Student-initiated adds must be undertaken within the first five days of a semester.

A course add after this period needs the approval of the counselor and the department coordinator.

- All changes of course level must be approved by the department coordinator.
- In the first semester, student-initiated drops may occur during the first four weeks of a course without consequences to a student's record.

*NOTE #1: In the second semester, student-initiated drops may occur during the first four weeks of a course without consequences to a student's record **for semester-long courses only.***

*NOTE #2: Students may **not** drop the second semester of full-year courses (see list) without penalty, as described under "Withdrawing" in item 5.*

- Any course dropped after the fourth week of the first semester will result in a WF (Withdrew Failing) in the student's record and will be factored in the student's GPA at a ½ credit, unless the drop is initiated by a teacher or guidance counselor; in this case the record will indicate W (Withdrawn without penalty) and is not factored into the G.P.A. This rule also applies to semester long courses that begin the second semester.

Regarding any full-year course (see list) that is dropped for the second semester. The student will receive the assigned grade and ½ credit for the first semester of the full-year course. The student will receive a "WF" for the second semester, which will be factored in the student's GPA as a "0," at a 1/2 credit.

A teacher or counselor may initiate a course drop only if he/she is convinced that the student has been mistakenly enrolled in the wrong course and should be allowed to withdraw without penalty. Both the teacher and the counselor must agree about the appropriateness of dropping a course without penalty. Teacher or counselor initiated drops will not be allowed after the 10th week of a course. In cases of extended illness or special circumstances, the above limits may not apply. Decisions will be made on a case-by-case basis by the school administration.

Any course dropped by default (meaning that no drop-add procedure was used and the student simply stopped attending) will result in the student's record showing a WF for the duration of the course that was neglected.

## Full Year Courses

### French

*French I*  
*French II*  
*French II (H)*  
*French III*  
*French III (H)*  
*French IV*  
*French IV (H)*  
*French V*  
*French V (H)*

### German

*German I*  
*German II*  
*German II (H)*  
*German III*  
*German III (H)*  
*German IV*  
*German IV (H)*  
*German V*  
*German V(H)*

### Latin

*Latin I*  
*Latin I (H)*  
*Latin II*  
*Latin II (H)*  
*Latin III*  
*Latin III (H)*  
*Latin IV/RomLit.*  
*Latin IV(H)/V(H) (L)*  
*Latin IV(H)/V(H) (V)*

### Spanish

*Spanish 1*  
*Spanish II*  
*Spanish II (H)*  
*Spanish III*  
*Spanish III (H)*  
*Spanish IV*  
*Spanish IV (H)*  
*Spanish V*  
*Spanish V (H)*

### Music

*Concert Band*  
*Chorus*  
*Music Theory*  
*Orchestra*

### Science

*Alpha Physics*  
*Beta Physics*  
*Biology*  
*Chemistry*  
*Environmental Science (H)*  
*Evolution & Genetics*  
*General Biology*  
*Honors Biology*  
*Honors Chemistry*  
*Methods in Science*  
*Honors Methods*  
*Physical Science*  
*CAPPS (H)*

### Social Studies

*Civitas & Civilization*  
*US History Survey*  
*US History: The American Experience*

### Physical Education

*Physical Education 9*

## Final Exams

Hanover High School conducts a final exam period at the close of each semester.

## GENERAL INFORMATION

- All courses are required to have a final examination or course completion exercise.
- This final assessment counts not more than 20% of a final grade.
- Individual teachers (with approval) have the option of exempting seniors with a course average of A or A- from final exams.
- Exams consist of paper and pencil tests, oral exams, and student projects and performances. Conferences are used in selected courses to discuss student progress during the semester.
- Exams and conferences reflect the goals and objectives of the particular course. The value or importance of the experience should be clearly stated in the teacher's course standards.
- Teachers report all midyear and final exam grades on student report cards. A conference is designated by a "p" on the report card indicating that it has occurred.
- Exams must require that students study the course content and be of sufficient length. Conferences should also require student preparation.
- During the last week of classes, teachers may not assign tests or papers to be due during the same week or during exam week.

## GOALS OF EXAM WEEK

The function of exam week is for teachers to evaluate the student's learning of the course content and skills; and for students to:

- review and synthesize course material;
- complete unfinished work and assignments;
- practice self-discipline in preparing for exams and conferences.

## REVIEW PERIOD

As a rule teachers must include specific plans for review for mid-year and final exams.

- The classroom teacher determines the timing and length of the review period.
- Some courses do not require a formal review period since the final course experience is not an examination of material learned.
- Most final course experiences test a substantial body of knowledge and skills that require some structured review. The specifics of each teacher's review period are explained within the Course Standards; which should reflect the Test Preparation Motion below:

Previously taken tests, quizzes, and assessments will be made available for student test preparation in one or more of the following ways:

- Tests will be available for study during one of more x-periods in advance of the next test (provided the upcoming test builds on subject material covered in the previous tests).
- Tests will be handed back for review at home.
- Tests will be available for supervised study in the appropriate resource center.

If none of the above options are feasible for the student, an alternative arrangement, such as a meeting before or after school or during a free period, should be made.

## FINAL EXAM SCHEDULE

A final exam schedule is published one week prior to the exam period.

- Each student should construct his/her own exam schedule from the master list.
- If a student has more than two exams listed on a given day, he/she may defer the additional exam to the makeup day.
- If two exams conflict, the student may take one on the makeup day.
- A student who defers an exam to the makeup day is responsible for making arrangements before exams start by negotiating directly with the teacher(s) involved.
- A student who misses a regular exam with an excused absence may take the exam on the makeup day.

- Unexcused absences from exams result in NC on the exam and no chance of makeup.

## Grade Citations

Grade Citations are short messages of commendation attached directly onto a student's transcript. A teacher awards citations only "when a student's work is sufficiently distinguished to merit special recognition." (Citation Report form, Dartmouth College) Citations are never negative. They indicate specifically what the student did to deserve the citation. They can be given to students with grades other than "A." A citation is only for truly outstanding work, and it is given out only in exceptional circumstances to ensure its value, weight, and importance. Citations will be initiated by the teacher and approved by the department.

Approved by The Council and Curriculum Committee, 1995

## Grading

Course Primary Objectives are the basis for grades in the school.

- Each course is listed in the Program of Studies, which is given to all students in Common Ground during spring course registration and is available in the Guidance Office and on the website. A more detailed list can be obtained by conferring with the teacher or department coordinator.
- Objectives may vary in order to challenge each and every student to work to his/her fullest capacity.
- Hanover High School's grading categories are as follows:

<b>A</b> High Honor	<b>D</b> Passing
<b>B</b> Honor	<b>INC</b> Incomplete
<b>C</b> Satisfactory	<b>NC</b> No Credit

- Students who receive a grade of "C" or above in sequential courses are permitted to continue on to the next course in the sequence. Students who receive "D" grades will be awarded course credit but should not proceed on to the next course.
- Grading is ultimately the teacher's province.

## INCOMPLETE (INC)

The **Incomplete** is given only at the discretion of the teacher.

- An Incomplete is usually used when a student has had a long excused absence from school and needs remedial work in the course.
- A student may request an Incomplete so he/she can devote more effort to another course for a short period of time. This type of request is granted at the teacher's discretion.
- There must be a legitimate cause for a student to take an Incomplete. Missing a deadline date is not a reason to take an Incomplete.
- Except for rare circumstances, Incompletes are used only after consultation between the teacher and the student.
- After two weeks, the grade of Incomplete automatically becomes a No Credit on the report card unless:
  - (a) special arrangements are made with the teacher involved, and
  - (b) those arrangements are communicated to the Guidance Department.

## NO CREDIT (NC)

A grade of No Credit results if the student has not completed the course objectives satisfactorily.

- This grade cannot be made up or changed without approval from the specific department.
- Notification of parents is required prior to awarding NC; personal contact, interim report, and telephone call are all approved methods of parent notification.
- If a student is failing one or more classes at the end of a semester, they will be placed on a four-week schedule up at the start of the subsequent semester.

## COURSE GRADES

Course grades are usually given at the end of the first and second semester for both semester-long and full-year courses.

- These grades are an independent grade reflecting the student's overall

achievement in meeting course objectives and are not necessarily an average of the preceding quarter grades.

- Only the teacher responsible for the course may alter a grade.
- Grades, once issued, may be appealed only within the succeeding academic quarter.
- A student who feels he/she has been graded unfairly should confer first with the teacher. If still dissatisfied, the student should take the complaint to the teacher's immediate supervisor.

## Graduation Honor Parts (Pending Review)

Honor Parts at Hanover High School graduation shall be designated:

- **Valedictorian** First in Class
- **Salutatorian** Second in Class
- **Maxima Cum Laude** First Tenth in Class
- **Magna Cum Laude** Second Tenth in Class

To be eligible for an Honor Part, a student must have received grades at Hanover High School in the first two quarters of the senior year or have been a regular student in full attendance at Hanover High School for at least one previous year.

To be eligible for valedictorian and salutatorian, a student must complete one full year, plus two quarters of the senior year at Hanover High School.

Class rank to determine Honor Parts will be computed at a time designated by the Principal to include as much of the student's fourth quarter performance as possible.

Class rank for Honors Parts will be determined by using final grades for the first three years and the first semester grades in credit-earning courses of the senior year.

May 1, 1981

## Graduation Requirements

THE DRESDEN SCHOOL BOARD REQUIRES 20 UNITS OF CREDIT. Beginning with the class of 2009, THE GRADUATION REQUIREMENTS ARE:

### REQUIRED SUBJECTS

15 credits



<b>English</b>	4 credits
<b>Mathematics</b> (including a credit in Algebra that can be earned through a sequential, integrated, or applied program)	3 credits
<b>Science</b> (including 1 unit in a physical science and 1 unit in a biological science)	2 credits
<b>Social Studies</b> (including the required 9th, 10th, and 11th grade courses)	3 credits
<b>Physical Education</b>	1 credit
<b>Fine/Practical Arts</b> (½ credit must be in Fine Arts)	1 credit
<b>Computer Education</b>	½ credit
<b>Health Education</b>	½ credit

## OPEN ELECTIVES

5 credits from any of the school's course offerings

Educationally handicapped students have equal opportunity to complete a course of studies leading to a high school diploma.

During annual course registration, students receive information to assess their progress towards meeting graduation requirements. Seniors whose schedules indicate possible graduation deficiencies will receive a letter from the Guidance Department.

## Early or Deferred Graduation Option

Arrangements can be made for either early or deferred graduation.

- Criteria for early or deferred arrangements are available in the Guidance Office.
- A request for early or deferred graduation must be initiated with a Counselor.
- Approval for early graduation requests must be obtained from a parent or guardian, the Counselor, and the Principal.
- Even though a plan for early graduation is approved, there is no guarantee that space in courses needed to satisfy the plan will be available (e.g., all students are given one English before any student receives two).
- Middle School credit cannot be used for early graduation.

## Honor Roll

An academic honor roll is computed each quarter. All courses are included in honor computations. Students who received a grade point average of 3.8 or above are designated as High Honors. Students with a 3.5 to 3.79 average are designated as Honors students. The Honor Roll is posted in the school as well as in the *Valley News*.

## Independent Study Standards at Hanover High School

Independent Study/Alternative Credit Earning (IS/ACE) includes all Independent Study courses listed on a student's schedule plus any course titles offered through the Dresden Plan (Work Study, Volunteer Service, Mentor, etc.) that require individual arrangements.

## FORMATIVE

- The maximum duration of any IS/ACE is one semester without the arrangement being redrawn.
- All IS/ACE plans will be written.
- A maximum of five school days is allowed for the formation of the basic plan. For any IS/ACE listed on a student's schedule at the beginning of a semester, the clock starts ticking on the semester's first day with two possible exceptions:
  - (a) A pre-arrangement has been made with the teacher that is satisfactory to the teacher.
  - (b) The student has a school-approved excused absence, whereupon the deadline will be extended by a number of days equal to the absence.
- If a student fails to complete a satisfactory arrangement by the five-day limit, this fact will be reported by the teacher immediately to the student's guidance counselor who will consider the course listing dropped from that student's program.
- The IS/ACE formative stage is considered complete when all the substantive criteria are recorded in writing, and both the teacher and student have signed and dated the written plan.
- If an IS/ACE proposal for credit needs to be approved by an academic department, the completed proposal must be acted upon

within a stated number of school days of being submitted to that department. If no limit is stated, the proposal must be acted upon within five school days.

## SUBSTANTIVE

All written IS/ACE plans must contain the following features:

- A clear statement of the learning objective(s). \*
- A scheduled meeting time between teacher and student at no greater interval than one week. \*
- A clear statement of expected behaviors by the student and the procedures to be followed if the IS/ACE is not complied with, including cause for the IS/ACE to be terminated.
- A clear statement of all required activities and their deadlines. \*
- A list of available resources and their locations.\*
- A clear statement of how the learning will be demonstrated. \*
- A clear statement of how the learning will be evaluated and what criteria will be employed to determine the final grade.
- Designation of at least three interim evaluation checkpoints during the course of the work.

\* These items may be revised during the course of the IS/ACE if agreed to by both the teacher and the student. All revisions must be written, dated, and initialed as amendments to the initial agreement. No revision will contradict the standards listed above.

## Interim Reports

Teachers frequently send home notifications when a student is performing exceptionally well or is not meeting course objectives. Hopefully parents will encourage a student who is not meeting expectations and alert the teacher if a student has a problem that needs special attention. The teacher is expected to notify the student before any note is sent home.

Each quarter, the Guidance Department constructs lists of students whose parents have received interim reports. Students who receive frequent negative reports can expect a conference with a Guidance Counselor.

## Letters of Recommendation

As part of the application process for colleges, private schools, summer programs and some employment opportunities, students need letters of recommendations from teachers, counselors, coaches and other staff members. A student needing a letter of recommendation from a school staff member should take the following steps:

- Ask the staff member if he/she is willing to write a letter of recommendation.
- Tell the staff member the deadline date for the recommendation. The staff member should have at least three weeks lead time to write the recommendation.
- If the school or program provides a form for the recommendation, give the staff member a copy of the form.
- Provide the staff member with Naviance access to your colleges for electronic submission.
- Thank the staff member for writing the recommendation.

## Pass/Fail Option Grading Option

- Students may take a maximum of two courses P/F between the beginning of their junior year and their graduation. They may take only one course per subject area in this manner.
- Class lists received by teachers will not distinguish between students taking courses for grades and those using P/F. A list of students taking courses P/F will be available in the guidance office, and, if teachers wish, they may refer to this list.
- Students must register for P/F through the guidance office at which time the student must:
- Meet with his/her guidance counselor to discuss the benefits and risks of the P/F option.
- Submit a Request Form that is signed by a parent.
- Students must register for the P/F option within the first five days of the beginning of the course (Sept. or January) that they intend to take pass/fail and have until the end of the fourth week to drop the P/F option.

- The P/F grade will be factored into a student's GPA only if the student receives a failing grade.
- Pass/Fail will be available for all courses offered in the school.

## Return of Papers Policy

Developed by the Council and approved by the Committee on Instruction. Approved by COI on June 8, 1989.

The maximum time for assignments, papers, tests and quizzes to be returned to students is six school days (Level I). The maximum time for large projects and reports is twelve school days (Level II). The US History research paper will have an alternative deadline that must be specified by the teacher at the beginning of the assignment. All assignments must be returned by the end of the school year. Teachers will define Level I and Level II assignments in their course outlines to aid students. If any student has a complaint about an assignment handed back outside the maximum time, it should be submitted to the Curriculum Committee of the Council.

If a student wishes to register a complaint, then he/she must do so in writing to a Curriculum Committee member. The Curriculum Committee will then notify the following persons of the complaint:

1. The teacher
2. The teacher's supervisor
3. The Principal

The Curriculum Committee will keep a copy of the complaint in their files. It should be noted that the student's name will be withheld from all notifications unless the student wishes otherwise. It is hoped that the teacher's supervisor and the Principal will inform the Curriculum Committee of any action taken.

## Student Schedules

Each student receives a copy of his/her schedule. A master file is kept in the Main Office. For help interpreting the schedule, ask a teacher or guidance counselor. A grid sheet with daily class times is available in the main office for the student to complete and use for his/her own reference.

## SCHEDULE CONFLICTS

### Definition

*A conflict means two courses are scheduled to meet at the same time.*

Given the number of courses students take, it is inevitable that a conflict will occur.

- Course conflicts are resolved by getting a conflict resolve sheet from a Guidance Counselor.
- Once the student has this sheet, the student can negotiate with the teachers of the conflicting classes.
- Some students end up going to one class one day and the conflicting class the next day.
- Other possibilities are:
  - (a) attend one of the classes each time and not the other (usually when one course meets three or four other times per week).
  - (b) alternate between the two
  - (c) arrange for the choice to be made on an every-week basis with priorities of the week in question determining which class the student attends. This option requires regular communication with the teachers involved.
- Once the conflict negotiation is established, a conflict resolution slip, signed by all concerned, is returned to the main office where it is clipped to the student's schedule for future reference.

## STUDY ABROAD

- A student planning to live abroad for more than one quarter of the Hanover High School year and wanting to earn credit toward graduation during that time must:
  - (a) obtain prior approval through the Guidance Department for this plan, and
  - (b) enroll in a recognized secondary school in the country where he/she will be living.
- Hanover High School will not grant credit for activities done abroad without prior approval.
- If the school the student plans to attend is not a recognized secondary school, the student should see his/her Guidance Counselor for available options.
- Hanover High School will accept the foreign school's evaluation and award appropriate credit for work done there.
- When accounting for course credit and reporting grades on school transcripts and permanent records, Hanover High School

reserves the right to differentiate between work done at Hanover High School and work done in a foreign school.

- For courses in which the student was here only part of the term, the student will receive separate quarter grades as reported by the different institutions instead of a final grade.

## SECTION V. CO-CURRICULAR ACTIVITIES

### Definition

*A co-curricular activity is any activity associated with a school-sponsored team, club or other organization that meets outside the regular classroom.*

### Hanover High School Code of Conduct

#### PRINCIPLES OF CONDUCT FOR CO-CURRICULAR ACTIVITIES AND COUNCIL AT HANOVER HIGH SCHOOL

**Approved by Dresden Education Committee 2/10/12.**

Co-curricular activities and Council at Hanover High School (HHS) provide rewarding opportunities for all students. Participation should not be taken lightly. Participants represent not only themselves and fellow students but also coaches, advisors, and the entire school community. Participants are expected to display strong character and exemplary behavior and should not at any time discredit or bring harm to the activity or the school.

All HHS students are expected to abide by the HHS Honor Code. As a subset of the Honor Code, this Code of Conduct contains the minimum standards and procedures that apply to all students who participate in co-curricular activities and Council. This code is distinct from the Academic Integrity Policy. Athletic teams are considered a part of the "Athletic Club" and, therefore, are subject to the Athletic Department's rules and regulations in addition to these guidelines; the Athletic Director in concert with the Dean of Students develops and enforces the standards and penalties applicable to the "Athletic Club." Advisors and coaches, in collaboration with participants in each co-curricular activity, may submit specific rules and/or regulations they deem appropriate for their activity to the Dean of Students and/or the Athletic Director for approval. The Council is "the governance body at Hanover High School, representative of the students and staff." Therefore, Council members are subject to the Council Bylaws in addition to these guidelines. The Council Executive, the Council Executive Committee, and the Organizational Engineering Committee (OEC), in concert with the Dean of Students may develop and enforce the standards and penalties applicable to the "The Council."

In the event of a conflict between the Code of Conduct and the other rules and regulations

governing the specific activity, the more stringent provision applies.

### CO-CURRICULAR ELIGIBILITY STANDARDS

To be eligible to participate in co-curricular activities, one must be a full-time student enrolled at Hanover High School or a student living in the SAU 70 school district who is home-schooled or enrolled in an approved alternative program.

A full-time student is one who takes five or more courses. Each of the courses must award at least one-half credit for a semester or one credit for the year. Supervised Study may not count among the five courses required for eligibility.

Students must have passed four full-time courses in the previous marking period to be eligible for a co-curricular activity. Eligibility for fall participation is based on passing four courses in the previous fourth marking period. Summer school work approved and recognized by HHS counts towards eligibility for fall co-curricular activities.

Incoming ninth graders are automatically eligible for fall co-curricular activities. However, ninth graders must pass four full-time classes in the first marking period to be eligible for winter co-curricular activities.

Because some co-curricular activities, such as spring sports, begin in the middle of a marking period, eligibility is based on second marking period grades. Eligibility is reassessed when the third-marking-period grades are final.

Students must be in attendance for all of their required classes in order to participate that afternoon or evening (Friday would result in ineligibility for weekend events) in a co-curricular contest or performance. The Principal or designee may waive this requirement for school-sanctioned absences or under special circumstances.

### APPLICATIONS OF THE CODE OF CONDUCT

Participants in all HHS co-curricular activities and Council are expected to abide by the Code of Conduct. As defined in the HHS Student Handbook, "a co-curricular activity is any activity associated with a school-sponsored team, club, or other organization that meets outside the regular classroom. By choosing to participate in a co-

curricular activity or Council; every participant is automatically required to adhere to this Code and any additional rules and regulations governing that activity and may be subject to the consequences detailed in the Student Handbook, Student-Athlete Handbook, and/or this Code.

## **VIOLATIONS OF THE CODE OF CONDUCT**

The following are considered to be violations of the Code of Conduct:

- Actions that humiliate, degrade, or physically harm others;
- Uncivil behavior directed towards self and/or others;
- Allegations of possible illegal activity, notably but not limited to: theft; vandalism; use, distribution, or possession of any illicit substance; possession of alcohol or driving under the influence of alcohol if deemed to be accurate upon investigation by the Administration.

## **REPORTING AND DETERMINATION PROCEDURES**

When the advisors, coaches or administrators learn of a Code of Conduct violation, they must inform all of the aforementioned parties of the violation.

Upon the receipt of information regarding a possible violation of this Code, the Dean of Students and/or the Athletic Director will gather and evaluate evidence and determine whether a violation has occurred. Evidence may include, but is not limited to: statements from the participant, the victim (if any), and witnesses; physical evidence; police reports or charges, etc. In the case of alleged illegal activity unrelated to school-supported activities (whether on campus or off), the Dean of Students and/or Athletic Director may rely on the filing of police charges to make a determination that a violation has occurred.

As with all other school imposed consequences, the participant may appeal the imposed penalties, although if the violation is criminal in nature, the decision and any applied consequences will stand until the administration investigates the underlying circumstances and assesses the impact of the matter on the school environment.

When a parent or participant has a concern regarding the consequence imposed or the process used to determine whether an action is a violation

of the Code of Conduct, the parent or student should take the following steps:

- Speak with the program advisor or coach.
- If not satisfied, speak with the Dean of Students or Athletic Director.
- If not satisfied, speak with the Principal.
- If not satisfied, speak with the Superintendent of Schools.

## **VIOLATION CONSEQUENCES**

When a student violates the Code of Conduct during the season of the activity (or the academic year for a year-long activity), he or she will be disciplined by the rules below or by the administration-approved rules and regulations specific to that activity. The advisor, coach or director of the activity will oversee the punishment in conjunction with the Dean of Students and the Athletic Director (where appropriate). If, however, the administration determines that the misconduct is severe, a more significant punishment may be assigned. Severe misconduct includes acts such as, but not limited to, distribution of a controlled substance, breaking and entering, and aggravated assault.

Consequences resulting from a violation of this Code will be applicable to all activities in which the student is participating. Offenses are cumulative across all activities throughout the participant's high school career; however, if a student does not commit a violation for 18 months, the administration may treat a subsequent violation as a first offense. For purposes of this section, a public performance is defined as any situation in which the student publicly represents his/her activity.

In every case of a violation of the Code of Conduct, the participant will be required to have a meeting with the Student Assistance Counselor to determine if additional supports are required. Decisions regarding participation in activities aside from public performances, such as rehearsals or practices, are at the discretion of the relevant advisor in concert with the Dean of Students.

### **First Offense:**

The student will be excluded from 20% of the total public performances for that activity with a minimum exclusion of at least one performance. In addition, students in leadership positions, including captains of teams, officers of activities, Council officers, and chairs of Council committees will be removed from their leadership positions in all co-

curricular activities and Council for 12 months from the date of the first offense, even if the violation occurred outside of the activity's time frame and during the summer. Student leadership positions may be restored at the discretion of the Dean of Students, and/or Athletic Director and relevant advisor.

### **Second Offense:**

The student will be excluded from the rest of the activity or season.

### **Third Offense:**

The student will be excluded from all co-curricular activities for 12 months from the date of the third offense.

## **OTHER CONSEQUENCES FOR VIOLATIONS**

Following is a list of other potential consequences for violation of the Code of Conduct

- Suspension from participation in that co-curricular activity;
- Schedule-up (see HHS handbook) of variable duration, as determined by the administration; or
- Suspension or expulsion from school as detailed in the HHS handbook.

## **CO-CURRICULAR COMPETITION AND PRACTICE RESPONSIBILITIES**

### **Traveling:**

1. Dress codes for public performances are determined by the individual advisors; however, the dress should indicate that the participants take pride in Hanover High School and their personal appearance.
2. The participant is responsible for knowing when and where transportation leaves for away performances.
3. All participants must leave and return with the group. Exceptions require a direct written request from a parent or guardian to the advisor of the co-curricular activity, or in the case of athletics, the Athletic Director. Use of private vehicles for any school related function must receive approval from the Principal or designee in advance of the trip. Any participant who accepts transportation other than school-approved transportation to or from a public performance without proper permission may be subject to suspension from further participation

in the activity that day or for a specified period of time.

*NOTE: Students should make necessary plans in advance of events, especially if parent(s)/guardian(s) will be away for an extended period. If any classes are missed, the student must bring a parental permission slip to the main office upon arrival at school. Students are still responsible for all missed work. It is the student's responsibility to make suitable arrangements with teachers.*

4. If a participant is ineligible to participate in a public performance and drives to an away performance on his or her own, he or she may not be part of the group at that performance.

### **Early Dismissal:**

Students must know what time they are to be excused from classes. It is the responsibility of the program advisor to notify the administration and participants of early dismissal time in advance. It is the responsibility of the students to know what time they are to be excused from classes and to report to their 2 o'clock class for 15 minutes. For example, a 2:15 dismissal means that students must still report to their 2:00 class.

Participants must report directly to the meeting place determined by the advisor.

Participants are individually responsible to arrange with each of their academic teachers make-up work necessary due to early dismissal.

In the case of a non-school sanctioned absence, the student is ineligible to participate in the next scheduled practice or public performance following knowledge of the absence being processed in the school main office. An ineligible student may not miss class(es) in order to attend a public performance.

Because co-curricular activities are considered an important part of Hanover High School's comprehensive educational program, students who need to leave school early for a contest or performance will not receive an educational penalty, such as loss of class participation points.

### **Practice/Rehearsal/Meeting Regulations:**

Participants are expected to be at every required practice/rehearsal/meeting unless absent from school or excused by the head coach or advisor. Individual coaches and advisors determine penalties for missing practices unexcused. Participants who must miss practice for an

appropriate reason should inform the head coach or advisor ahead of time.

### **Designated Days Policy:**

Hanover High School recognizes that students may have personal obligations on certain days that conflict with co-curricular activities. These obligations may include, but are not limited to, family travel, religious observances, and celebrations of major holidays. The intent of this Designated Days Policy is to allow students and families with strongly held beliefs or obligations the opportunity to be together to honor those beliefs on significant days without jeopardizing the student's place on the team.

## **Academic Requirements and Eligibility**

The student must satisfy the teacher's long-term academic requirements and attendance requirements for all scheduled credit courses for the day of the co-curricular activity. Friday attendance counts for both Friday and weekend events.

### **PREVIOUSLY APPROVED ABSENCE**

A student may legitimately miss a class and remain eligible if satisfactory arrangements to miss the class have been made with the teacher prior to the class meeting time by completing a goldenrod form and returning it to the main office.

### **NON-SCHOOL SANCTIONED ABSENCE FROM CLASS**

In the case of a non-school sanctioned absence, the student is ineligible to participate in the next scheduled practice or public performance following knowledge of the absence being processed in the school's main office. An ineligible student may not miss class(es) in order to attend a public performance.

If a student participates in a game when they have been later deemed ineligible, the student will then be required to miss their next scheduled game – game=game, practice=practice.

## **CO-CURRICULAR ELIGIBILITY BASED ON ATTENDANCE**

Participants in all HHS co-curricular activities and Council are expected to attend all of their classes, in their entirety, except when they have a school-sanctioned, prior notification excuse, i.e. doctors' appointments, college visits. Prior notification excuses are those for which the participant secures a goldenrod form signed by the teachers of those classes that they will miss for that day and returns it to the main office. **Absences that may be parent-sanctioned may not be school sanctioned and may not allow athletic participation that day.** Only those absences that provide prior notification will allow co-curricular and Council participation.

Students must be in attendance for all of their required classes in order to participate that afternoon or evening (*Friday would result in ineligibility for weekend events*) in a co-curricular contest or performance. The Principal or designee may waive this requirement for school-sanctioned absences or under special circumstances.

If a participant misses class time because of a class cut or illness, it will result in ineligibility. If an ill participant leaves a class and goes to the Nurse and returns during that same period to class, they may still be eligible. If the participant goes to the Nurse and misses the entire/remainder of that class, they are ineligible to participate in co-curricular activities that day.

If an athlete is reported to the Athletic Department for cutting a class and is therefore ineligible for playing in a contest, the athlete may not ride the team bus to an away contest that day if he/she would miss any class time for the remainder of that day.

### **ILLNESS**

If the student is absent from a class or scheduled obligation due to illness, the student is ineligible to participate in the co-curricular activity for that day.

### **INELIGIBILITY OVERRULE**

When a student misses a class or scheduled obligation, the Dean of Students may declare the student eligible if it can be verified that the student's absence was due to circumstances beyond the student's reasonable control.



## SUSPENSION

No student may participate in any activity during the same day that the student has been on suspension, either in-school or out-of-school suspension.

## ELIGIBILITY ADDENDUM

- That on the days of games or contests for any sport, the J-Comm will go into session immediately upon learning that there is an appeal of ineligibility due to class cutting or accrued tardiness that equals a cut.
- That the usual twenty-four hour time line for appeals be reduced to same day or as soon as the information is known.
- That the J-Comm would hear each case immediately if the J-Comm decides to hear the case at all.
- That if there is insufficient time between the submission of an appeal and the scheduled departure of the team for an appeal to be heard, no appeal will be allowed.
- That this change in procedure be communicated to the Athletic Director and all coaches with the request that all athletes be informed.

Council, Spring 1993

## COACH AND ADVISOR EXPECTATIONS

The student must comply with any additional rules and regulations set by the coach or advisor for that activity. Before the activity begins, the coach or advisor will inform the participants in that activity of all basic rules and additional expectations. However, it is still the student's responsibility to acquaint him/herself with all applicable eligibility rules.

## FUNDRAISING

All fundraising activities must be approved by the Dean of Students. All monies collected and/or expended must be processed through the Student Activities Office and financial secretary. See Solicitations by Students DSB Regulation KHD.

## SPECTATOR/AUDIENCE BEHAVIOR AT SCHOOL FUNCTIONS

A student whose behavior is disruptive, dangerous or detrimental to the Hanover High School community at an athletic, social or cultural event involving representatives of the school or on a bus transporting Hanover High School students, shall forfeit participation in or admittance to such events for a time period determined by the Principal in conjunction with the student and his/her parents. The Principal has the discretion to place a student on probation for the first offense. Discipline procedures outlined in the Dresden Safe Schools Zone Policy JICD and Regulation JLI may also be enforced.

Obscene cheers, littering basketball courts, throwing objects, and verbal indignities directed toward visiting athletes have no place in high school athletics and will not be tolerated. Courtesy to visitors as well as the safety of players and spectators must be given full consideration. The old axiom (paraphrased) should prevail: You have personal rights until your assumed rights interfere with the rights of others.

Hanover High School is a drug-free zone which means that alcoholic beverages, tobacco, and smoking are prohibited on school grounds and in school buildings.

## STUDENT INITIATED ACTIVITIES

Students wishing to organize a new activity (i.e., science club, intramural, etc.) should contact the Dean of Students. The Dean of Students will help them determine whether their proposal is feasible and advise them on the necessary details (statement of purpose, transportation, timetables, advisors, and funding, if needed). A proposal requiring a budget should be planned a year in advance and initiated in early Fall. Once the Dean of Students approves the proposal, the students bring the proposal before the Council for consideration.

## Athletic Department

### PARTICIPATION FEE

The Dresden School Board has authorized the Athletic Department at Hanover High School to assess a "Participation Fee" for student participation in all interscholastic sports. All athletes will pay the participation fee designated for his/her sport each season prior to his/her participation in that sport. The chart found below indicates the fee assigned to each sport. The participation fee for EACH sport is \$150.00.

Sport	Season
X-Country	Fall
Golf	Fall
Boys Soccer	Fall
Girls Soccer	Fall
Field Hockey	Fall
Volleyball	Fall
Football	Fall
Indoor Track	Winter
Boys Basketball	Winter
Girls Basketball	Winter
Swimming	Winter
Alpine Skiing	Winter
X-Country Skiing	Winter
Ski Jumping	Winter
Boys Ice Hockey	Winter
Girls Ice Hockey	Winter
Outdoor Track	Spring
Girls Lacrosse	Spring
Boys Lacrosse	Spring
Girls Tennis	Spring
Boys Tennis	Spring
Baseball	Spring
Softball	Spring
Girls Crew	Spring

### Participation Fee Guidelines

- Fees will be paid **prior** to participation.
- Fees must be paid in full and by check. Cash will not be accepted. Checks are payable to: **Hanover High School**.
- Students with financial difficulties may be exempt upon making a request in writing to the Athletic Director.
- Refunds, based on injury or quitting the team, may be requested within the **first two weeks** of the season. **After that time there will be no refunds.**

**Reminder: An athlete who does not make full payment or receive a waiver, will be ineligible until full payment is made.**

NOTE: All athletic participation forms can be found on the Hanover High School website. Check the sports blog for updated information.

### ATHLETIC PRACTICE RESPONSIBILITIES

- Athletes are expected to be at every required practice unless excused by the coach. Individual coaches determine

penalties for missing practices unexcused. Athletes who must miss practice for an appropriate reason should inform the coach ahead of time.

- Athletes are expected to attend the first practice called after the official starting date unless excused by a physician or the head coach. Those who are excused from trying out should understand that they will be behind others in terms of skills and conditioning, and that this may affect the team on which they are placed or whether they make the final cuts (if cuts are needed.)

### COLLEGE ATHLETIC FACILITIES

Members of Hanover High School athletic teams should not use the college facilities until specific arrangements have been made by the Athletic Director with Dartmouth's Athletic Department.

### CONCERNS-PROCEDURE

When a parent or athlete has a concern regarding the Athletic Department, the parent or athlete should follow the following steps:

- Speak with the Coach.
- If not satisfied, speak with the Athletic Director.
- If not satisfied, speak with the Principal.
- If not satisfied, speak with the Superintendent of Schools.

### DISQUALIFICATION FROM AN INTERSCHOLASTIC ATHLETIC EVENT

- Any player or coach who is disqualified from a game at any level for exhibiting unsportsman-like conduct shall not participate in the next scheduled interscholastic athletic event, including NHIAA Tournament events.
- If a player receives a 2nd game disqualification during the season, that individual will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of the season.
- If the game disqualification is administered in the final contest of the season (including tournament play) the penalty shall be carried over in that sport and invoked at the first regular season game the following academic year. If a

disqualification is administered to a graduating senior or coach in his final game of coaching at that school, it is the expectation of the NHIAA that the school take immediate and appropriate disciplinary action.

- Any player who leaves the bench area during an interscholastic athletic event where an altercation is taking place in the playing area, shall receive a one- game disqualification for the next scheduled game.

**NOTE:** In addition to the above rule, the student must comply with any additional rules and regulations set by the coach or advisor for that activity. The coach or advisor will inform all the participants of that activity of the above rules and of any additional expectations prior to the start of that activity's season. Students, however, are still responsible for learning all applicable eligibility rules.

The athlete will accept responsibility for all equipment issued and will return everything in reasonable condition within 2 weeks of the close of the season.

**Penalty:** *The athlete will not be allowed to participate in any Hanover High School athletic program until the equipment has been returned or paid for. In any event, the student will be billed for lost or abused equipment.*

## GENERAL ATHLETIC RULES

The Hanover High School Athletic Department believes that athletics should be considered an important part of the secondary school curriculum and should be accepted on a par with other departments at the high school under the overall control of the central administration of the school. The Athletic Department shares with the other departments the goal of guiding young people toward emotional, social and physical maturity that will assist the individual in developing self-reliance, pride, loyalty and other desirable citizenship attitudes. While striving for this goal, concern for the physical welfare and safety of students is the primary objective. It is these objectives of the athletic program which are used to justify the use of tax funds and school facilities. The Athletic Department program encourages the development of a variety of competitive teams at the varsity and junior varsity levels in every sports season. Along with these selected players, as many students as the resources of the school/ community permit

should be encouraged to participate in physical activities. It is understood that a sufficient number of qualified coaches should be provided to adequately staff the athletic program and that overall equality and consistency should be provided within the Athletic Department. It is necessary for the Athletic Department to promote and respect the local, state and national rules and policies under which our school program is conducted.

## Rules

1. The athlete will follow all rules of Hanover High School and the NHIAA. Hanover High School rules include those listed in the Hanover High School Handbook dealing with eligibility, transportation and behavior at school functions. NHIAA rules include those listed in Article II, sections 1-14, of the NHIAA Handbook. Copies of the Hanover High School and NHIAA Handbooks are available for student inspection in the Athletic Director's Office or from the coach of the sport.

**Penalty:** *The penalties will be those stated in the Hanover High School Handbook and the NHIAA Handbook.*

2. The student/athlete will abide by all NHIAA and Hanover High School academic performance guidelines. A student must be passing in four courses during the previous grading period. (An INC is not considered a passing grade until the teacher gives formal notice that the INC has been made up.) A student athlete may not regain athletic eligibility by making up academic deficiencies or failures of the regular school year during the summer months. Appeals may be made directly to the Principal.

**Penalty:** *The penalties will be those stated in the Hanover High School Handbook and the NHIAA Handbook.*

## Clubs

A list of approximately 30+ clubs is published each fall and range from Amnesty International to Ultimate Frisbee and from Environmental Club to Indoor Sports.

## Publications

### BROADSIDE

This school newspaper has become a forum for in-school political editorials as well as reporting Hanover High School events. Students from all

grades may participate to make this publication meaningful for the school community.

## INDE

The INDE is the school's yearbook. Directed by seniors under the supervision of a faculty advisor, significant contributions are made by student staff members from all classes.

## PEN OF IRON

The school literary magazine, *The Pen of Iron*, is a sounding board for students. In it, they can publish art, essays, poetry, and short stories. It is managed and produced by students with the help of a staff advisor.

## School Dances

Students who wish to plan a school dance must first meet with the Dean of Students to obtain potential dates for a dance and planning instructions.

Students who plan to attend a school dance need to know the following:

- Dances usually begin at 8:00 P.M.
- Entry to dances will be permitted only until 9:00 P.M. unless a special arrangement is made ahead of time with the chief chaperone.
- Dances will end no later than 10:30 P.M.
- Once a student leaves the dance, the student will not be readmitted.
- There is usually an entrance fee.
- The HHS Personal Appearance Policy is in effect during school dances.
- There is no provision for safeguarding personal possessions. Access to school lockers is restricted since corridor doors are locked. If valuables must be brought to a dance, they should be left for safekeeping with a chaperone. No bags will be allowed in the dance area.
- HHS students may bring guests to HHS dances. Guests will be required to show a

high school ID and may be required to give their name, address and telephone number to the adult at the ticket table. All other guests must get prior permission from the Dean of Students.

- At least twelve chaperones must be in attendance in a two-to-one ratio of staff to parents.
- Lighting, music volume and selection must be approved by the head chaperone.
- Grinding, freaking, or any suggestive dancing is not permitted. If a student dances in this manner, he or she will be asked to leave, and his or her parents will be notified. There are no warnings.
- Large mosh pits are not permitted. If students refuse to break up the mosh pit, music will stop and lights will be turned on until a safe environment is restored.
- Any student under the influence of drugs or alcohol will be immediately turned over to the police officer on duty who will take the student into custody. The student will be restricted from attending future dances.
- School officials will notify the police pursuant to the Memorandum of Understanding.
- All school rules are in effect during dances, as they are school-sponsored functions.

## Trips

Several trips have traditionally been made available through HHS Activities. These include the following:

- Model UN
- Music exchanges
- Foreign language sponsored trips to Quebec, Europe, and Latin America

These trips are privately funded. Students who need financial assistance to participate should talk to the trip sponsor(s), a guidance counselor, or the Dean of Students.

## SECTION VI. GENERAL INFORMATION

### ACTIVITY PERIODS

Activity Period is scheduled on Monday, Tuesday, and Friday from 10:45 a.m. to 11:15 a.m., and on Wednesdays from 11:15-11:30am. On occasion and with advance notice, an extended activity period schedule can be used on any day of the week for a special event.

### AGE OF MAJORITY

Hanover High School recognizes the adult status of a student who turns eighteen while in high school. However, if a student still maintains economic dependence (housing, food, clothing, etc.), parents retain their rights to receive school information about the student, to have access to the student's file, and to be involved with all matters related to the school program.

If the parent(s) of an eighteen-year-old notify the school in writing that the student should be considered an independent adult, or if the eighteen-year-old student demonstrates economic independence, the school will refuse the parents full access to the student's record unless the student gives written approval.

### ANNOUNCEMENT BULLETIN BOARDS

There are two announcement bulletin boards provided by the Council. One is on the second floor across from the elevator and the other one is in the hallway on the first floor by the Library (Media Center) entrance. These boards are updated regularly and have the daily announcements, weekly events, activities, Council news, student of the month, and birthdays. All information posted on this board must be approved by the Administration.

### BICYCLES

Bikes should be left in the bicycle racks provided and not near the pedestrian entrances to the school. This is necessary because of the shortage of outside space and the need for clear access for service and emergency vehicles. Bicycles are personal property and are not to be tampered with. Students found responsible for vandalizing bicycles will, at the very least, have unscheduled time restricted. If serious damage or injury occurs, the

matter will be referred to the Hanover Police Department.

### BULLETINS

There is a daily Bulletin for faculty, staff, and students with information provided by staff and students. Items for this bulletin should be emailed by staff members only to the Main Office. The bulletin is used by students and teachers for announcements relevant to the HHS school community. It is posted in various places throughout the school and on the electronic bulletin board. Students and faculty are expected to read the bulletin daily and can be held responsible for knowing about announcements that appear on three consecutive days. This provision was passed by The Council in 1973-74.

### HHS Building Information

#### ACCESSIBILITY

An accessible entrance with electric doors is located at the main entrance to HHS. There is an elevator located in the guidance corridor on the first floor as well as an elevator near the stairs going up to the auditorium.

#### OPENING AND CLOSING TIMES

The school building opens at 7:30 A.M. and closes at 5:00 P. M. Students who wish to remain after 5:00 P.M. must be under the supervision of a teacher or have permission from the Administration. The Custodial staff has the authority to ask someone to leave if he/she is in the building without an appointment or without permission.

#### MAINTENANCE

The custodians and maintenance personnel work hard during the summer to have the school building in excellent condition at the opening of school. The custodians alone cannot maintain the school in this condition and rely upon the help of each student and teacher in keeping the school clean. This involves putting litter and rubbish into rubbish bins, keeping artist's talents in the Art Room and not in the bathrooms, and leaving classrooms ready for the next group. The appearance of our building and grounds is everybody's responsibility.

## **PROCEDURE FOR REQUESTING USE OF THE BUILDING FOR A SCHOOL FUNCTION**

To use a room or school facility during school hours, a student or teacher must clear a request through the Main Office receptionist. To use the building after school hours, a "Building Use Form" must be submitted to the Buildings and Grounds Office so that the request can be cleared with the responsible parties. Because there may be competition for space, it is advisable to submit the request at least one week in advance, earlier if possible.

## **CELL PHONES**

Students, staff, and school visitors may have cellular phones and pagers on school property. The use of these devices must not interfere with academics or constitute a threat to health and safety.

Cell phones and pagers must be turned completely off during classes and in other places of learning such as resource rooms, the library, the Language Arts Lab, and the Computer Lab.

Cell phones and pagers should only be used in public spaces where students are allowed to congregate such as the atrium, the café, and the great outdoors.

Cell phones or pagers may be used in corridors; however, cell phone or pager users should be aware of the current handbook rule which states that "Behavior in corridors and foyers which disrupts instruction or harms the school's generally positive atmosphere will not be permitted."

Cell phones and pagers must be turned to mute during any form of safety or emergency drill or procedure.

Passed by Council, 9 February 2001  
Amended, 6 April 2001

## **COLLEGE REPRESENTATIVES**

Representatives from colleges and other post-high school programs routinely offer informational sessions to students in the guidance resource center. Seniors may miss a class to attend these meetings as long as they give teachers 24-hour notice. Juniors may miss a class to attend these meetings if they have teacher permission.

## **COMMITTEE ON INSTRUCTION**

Holding as its standards the school's Expectations for Student Learning and Mission Statement, the Committee on Instruction (COI) is responsible for school-wide curricular issues that exceed the scope of individual departments and acts in an advisory capacity to the Principal.

### **The Committee on Instruction will:**

- Provide leadership for the school's instructional programming.
- Assess and review the school's instructional programs on a planned, systematic basis and recommend appropriate changes based on that review.
- Approve all additions and deletions, and structural changes of courses to the Program of Studies.
- Finalize annual budget proposal and make any further budget modifications as called for within the budget process.

## **DRESDEN PLAN**

The Dresden Plan is a program organized to work with students whose needs are not being met in the regular school program. The services offered by the Dresden Plan are oriented toward experiences rather than just classes, toward the community rather than just the classroom, and toward many resources rather than just the teacher. Services range from Work/Study to alternative credit-earning structure. Ninth and tenth grade students who need additional monitoring and support are also eligible. Any student should be able to find value in the program.

Dresden Plan options and activities are listed in the Program of Studies. For more information on available courses or admission into the program, stop in at the Dresden Plan Office.

## **COMMON GROUND**

All students belong to a Common Ground group that meets once a week for about half an hour. Common Ground groups are composed of two to three staff members and approximately 17-18 students from grades 9, 10, 11, and 12. Common Ground is designed to provide an ongoing, comfortable and familiar structure for staff and students to interact in an informal atmosphere, share food and announcements, discuss issues that

are relevant to the Hanover High School community, and complete administrative tasks such as registration, school forms and surveys.

The goals of Common Ground are:

- To promote the ideal that each student at HHS can have a supportive and positive academic and social experience.
- To help build a community with a shared sense of goals, values and ethics.
- To provide a forum for communication among students and staff.
- To promote the common practice of the rights and responsibilities of belonging to the HHS community.

## Computer Lab

See **Resource Centers**.

## Elevator

The school elevator is reserved for use by students, staff, and visitors who have ambulatory problems.

## Fire Code Responsibilities

Rules for student behavior in common areas:

- Students sit only on the furniture- not the trashcans, windowsills, heaters, floors, or steps in the way that blocks passage.
- Book bags should not litter the floor. Students should not leave their book bags in the atrium or other common spaces while doing other things. A book bag left for a long period of time in the atrium or other common space should be brought to the main office.

## The Schedule

### THE SCHOOL DAY

The school day is from 8:00 a.m. until 2:55 p.m. with the exception of Wednesdays when dismissal is at 2:00 p.m.

### CLASS PERIODS

Class periods are 50 minutes long on Monday, Tuesday, Thursday, and Friday; 45 minutes on Wednesday. Classes are expected to be in session for the full time specified. Students and teachers are responsible for keeping track of time and

coming to class on time. There is a five-minute passing time between classes.

## DELIVERING MESSAGES

**Messages are delivered to students' lockers at 10:00 a.m. and 1:30 p.m.**

Students should expect delivery to be made at those times and check their lockers. If there is an emergency or the message is confidential, an office staff person will seek out a student immediately. Parents may leave lunches for students in the office.

## Evacuation Procedures

When it becomes necessary to evacuate the school building the following expectations are in effect:

### GENERAL INFORMATION

- When exiting the building, remember no Elevator use with fire alarms.
- ALL STAFF MEMBERS are to participate in fire drills.
- Evacuation areas are as follows:
  - Football Field area
  - East on Lebanon Street (school side)
  - Thompson Arena
- Stay out of driveways and away from the building to avoid impeding fire fighting operations and the risk of serious injury.
- Field Trips - When teachers plan field trips they will designate them as essential or for enrichment on the field trip calendar. If a field trip is for enrichment, a teacher may determine that a student should attend class instead and in such a case will notify the planner of the trip. For any planned absence (including field trips and sporting events) a student who does not have a prior conversation with the teacher, according to the guidelines outlined in the teacher's course standards, may not receive credit for homework due or assigned that period at the teacher's discretion.

### STAFF RESPONSIBILITY

Staff members should do the following:

- Close all windows and doors (if it will not cause unnecessary delay).
- Exit the classroom last.

- Exit the hallways last, checking bathrooms and offices on the way out. Exit in the direction marked by the arrows in the classrooms in the classroom toward the nearest stair/exit.
- Assist handicapped individuals. Handicapped individuals will exit last. Stairwells are one-hour fire safe zones. Staff members with two-way radios will be stationed at the exit doors.
- Maintain supervisory control of all students under their direction at time of the alarm, while exiting from the building, while in evacuation areas, and during return to building.
- Take the initiative to have ALL students move away from driveways, parking lots and the flagpole area.
- If a decision is made to evacuate the school site: accompany students to the Thompson Arena where students will meet with their Common Ground Group. Staff members are responsible for their Common Ground Groups and must take attendance. Thompson is a safe zone, and there will be emergency help on standby.

## STUDENT RESPONSIBILITY

Students are expected to do the following:

- Respect the authority of staff members and follow instructions quickly and without question.
- Exit in the direction marked by arrows in the classroom for the nearest stairs/exit. Students not in a classroom should go to the nearest stair/exit.

## Ford Sayre Tutorial Program

All HHS Ford Sayre I and II skiers are eligible to participate in the tutorial program. The program is designed to allow skiers to train under optimum conditions. Participants will attend four morning classes at HHS and be tutored in one subject in the evening. All students who plan to participate in the Ford Sayre Tutorial should notify the Guidance Department by May 1. Program guidelines are available in the Guidance Office.

## The Café (Grill)

The Cafeteria is open from 7:45 am until 1:30 pm each day and students are able to purchase freshly prepared healthy food options during this time. In the morning the cafe offers a range of breakfast-

like options. For lunch there is a diverse and nutritious variety of luncheon foods available. There is a sandwich bar, homemade soups, a full hot meal, and many a la carte options. The vending machines offer 100% fruit juices, flavored and unflavored waters, flavored and plain low fat milks, and electrolyte drinks with no more than 66 calories per 8 ounces. These fit the California SB19 Pupil-Nutrition-Health and Achievement Act of 2001, that has become a model to follow throughout the nation. The new cafeteria is bright and beautiful and has become a favorite spot to socialize for both staff and students. There is also a recently constructed patio for outside dining and socializing.

## Guidance

Guidance services are available to students, parents, and faculty. Students are assigned to a guidance counselor according to the first letter of their last name and are encouraged to meet with their counselor when the need arises. Guidance services include assistance in designing meaningful academic programs, dealing with personal and interpersonal concerns, exploring and developing career plans, and planning for college and work.

## Health Services

Student health services include traditional vision and hearing screening, first aid, injury assessment, dispensing prescription and over-the-counter medications, maintaining immunization records, and providing ongoing health counseling. High school students may carry over-the-counter medications kept in the original containers, but all prescription medications must be delivered in the original prescription container and kept locked in the Health Office to be dispensed by health personnel. A student who is sick and needs to go home should go to the health office to be evaluated by the nurse. A nurse will contact parents to make arrangements for the student to leave school. A student with a health concern is welcome to come to the health room with questions.

## ADMINISTERING MEDICATION IN SCHOOLS

See *Dresden School Board Policy JLCD*.

## PRESCRIPTION MEDICATION

All prescription medications must be given to the school nurse and administered in conjunction with prescription directions.



## NON-PRESCRIPTION MEDICATION

Students may carry nonprescription/over-the-counter medication. The Principal or his/her designee may request documentation that medication in a student's possession meets the definition of legal nonprescription/over-the-counter drugs.

## Laser Pointers

Laser pointers should not be brought to Hanover High School unless the student can show a compelling need to use a pointer for academic purposes. Laser Pointers brought to school will be confiscated.

## Leave Of Absence

The school recognizes that some students occasionally have doubts about the value of school for them. Hanover High School provides the option of a contracted leave of absence that permits a student to gain time and still maintain a relationship with the school. The terms of this arrangement are available through either a Guidance Counselor or the Dean of Students.

## Locks and Lockers

Lockers belong to the school. Lockers are "on loan" to students for personal use in direct connection with attending school. Each student is assigned a locker for storing clothing, books and school supplies; students provide their own locks. The school reserves the right to search lockers but will do so only when there is specific information related to illegal drugs, alcohol, stolen property or dangerous substances.

Each year a number of students report that personal belongings were taken from their lockers. ***Invariably, the lockers have been left unlocked or locker combinations have been shared.*** Students are strongly encouraged to do the following:

- Use a lock at all times.
- Keep the lock combination confidential.
- Use only the assigned locker. A student is financially accountable for all schoolbooks and responsible for messages delivered to his/her locker.
- Never leave valuables or large amounts of money in a locker even with a lock.

- Leave any valuables in the Main Office for safekeeping.
- Report the loss of any property immediately to the Office.

## LOCKER CLEAN-OUT

Lockers must be emptied by the last day of school in June. Items left in lockers will be removed and placed in the Cafeteria Lost and Found.

## LOST AND FOUND

The Lost and Found is kept in the Cafeteria. Unclaimed textbooks will be returned to appropriate departments at the end of each quarter. Articles **not** claimed within 10 days at the end of each quarter will be donated to the LISTEN Center.

## Lunch

Hanover High School offers students the following opportunities for eating lunch.

- Students can request a regular lunch period when registering for courses. A lunch period will then be scheduled in conjunction with the student's course requests for the school year. (This option is not available for students taking seven courses.)
- Students can snack and eat during their unscheduled time or during an x-hour.
- Students may eat during their classes except when a teacher demonstrates that eating in class creates a danger (e.g., chemistry lab, P.E. during exercise). In cases where a student demonstrates a lack of individual responsibility (e.g. leaving a mess), the teacher may restrict the student from eating in that class. (See below: Classroom Eating Standards)

Students who are having trouble finding time to eat lunch should see their guidance counselor.

## PLACES TO EAT

Students may eat in the grill area, atrium, classrooms, resource centers and outside on the school grounds. Eating is **not** permitted in the library, auditorium, computer lab, gymnasium, corridors, stairwells, or entry areas.

## CLASSROOM EATING STANDARDS

- During the first week of classes, teachers are encouraged to discuss standards for eating in class and to work with their students in developing a classroom-eating standard that meets everyone's needs. These standards should then be included in the teacher's course standards.
- If the needs of an individual student or group of students conflict with the teacher's standards, either party may ask for a mediator (a guidance counselor, department head, or administrator) to help find a solution which is acceptable to both parties.
- If mediation does not resolve the conflict with the assistance of a mediator, then the case will be submitted to the Judiciary Committee for resolution. Judiciary Committee decisions will be made on a case-by-case basis.
- Judiciary Committee decisions will not override the restriction on eating where the teacher demonstrates that eating might cause a danger to anyone. In all other instances, Judiciary Committee decisions will follow the usual procedures outlined in this *Handbook*.

## Media Center

### HOURS

7:30AM-4:00PM Monday-Thursday  
7:30AM-3:30PM Friday

### PURPOSE

The Hanover High School Media Center's primary purpose is to support and enhance the instructional program of the school. It serves as the focal point for all types of resources, print and electronic, in-house and online, and is the place where students can expect to receive help locating and using information. Students are encouraged to ask questions regarding their research, as well as their leisure reading needs, and to make suggestions for materials they would like the Media Center to purchase.

## STUDENT EXPECTATIONS

The Media Center should be thought of as an environment where students are able to study, do research, and read. Students may use room 171 (the main area of the library) for group study and browsing whenever classes aren't scheduled into them. The level of noise should not exceed a normal conversational volume, and should not make it difficult for other students or the staff to do their work. While talking and studying in pairs or groups is permitted in Room 171, talking is not allowed in Room 172 (the classroom) or 172B (the Fiction area) that are to be used for silent, individual study and research when not in use by a class. The conference room (170B) is also available for silent study and/or small group work with permission from the library staff. The staff assumes that students will behave thoughtfully and responsibly while in the Media Center. Any student whose behavior infringes on the rights of others to work in a quiet and purposeful environment may be asked to leave the Media Center.

## MEDIA CENTER RESOURCES

The resources available in the Media Center are a necessary and integral part of the life of the Hanover High School community, therefore, everyone needs to be responsible for keeping the resources in good condition and easily available for use. Borrowers need to sign out what they use and return it, in good condition, at the specified time. Most Media Center resources may be signed out on either an overnight or a bi-weekly basis. Detailed circulation policies are included in the Quick Guide to the HHS Media Center. All resources should be returned promptly by the due date. Students are expected to be responsible for and thoughtful about the materials they use or borrow. When several sections of a course or several courses are given research assignments in the Media Center, students are expected to act fairly and with respect for each other's right to access needed materials and pursue their work at all times. The library staff may use several avenues to ensure that materials borrowed are returned, including loss of borrowing privileges until overdue materials are returned.

## CONFIDENTIALITY OF LIBRARY USER RECORDS

The Hanover High School Media Center complies with the New Hampshire Library Records Confidentiality Law (HB 36) passed on July 21, 1989. "This act...protects the confidentiality of library user records. Library user records include library,

information system, and archival records related to the circulation and use of library materials and services. These records are confidential and shall not be disclosed without the consent of the user or pursuant to subpoena or court order."

Briefly, the law means that the Media Center staff cannot legally tell anyone what materials another patron has borrowed. Students or staff who wish to borrow materials signed out by another patron will not be told who has the material; a member of the Media Center staff will attempt to obtain the needed material for the borrower.

## OVERDUE NOTICES

Overdue notices are emailed to students quarterly. The Media Center doesn't charge fines for overdue materials, however, students will be billed for the replacement cost of the material at the end of each quarter. Access to other Media Center materials may be restricted until the bill is paid or the materials returned.

## Other Libraries

### DARTMOUTH LIBRARIES

Baker Library is located across the green from Hopkins Center. Hanover High School junior and senior students are permitted use of library research facilities at Dartmouth College only after they have exhausted resources at the High School and Town Libraries and, through the high school, the State Library. To be permitted use of Dartmouth Libraries, a student must pick up an official permit from the High School Librarian. Students enrolled in Dartmouth College courses will receive their permits through the mail. Unless the student is enrolled in a Dartmouth Course, only one nonrenewable, two-week permit per student per year is allowed.

### HOWE LIBRARY

The Howe Library is located on East South Street in Hanover and is an attractive space for doing schoolwork and for reading. Students living in Hanover and Norwich are eligible for a library card at no cost. The school purchases cards for tuition students so that all students may use the library at no cost. To obtain a card, a student should go to the main desk at Howe.

Hanover High School will assist Howe Library with collecting fines from tuition students for overdue materials since use of the library has been arranged through the school. In these cases outstanding Howe Library bills will become a financial obligation to the school if Howe is unable to collect monies for overdue or lost materials.

## Ninth Grade Students

School rules that apply specifically to ninth grade students are as follows:

- Ninth grade students are expected to be at school from 8:00 a.m. to 3:00 p.m. (to 2 p.m. on Wednesdays). A ninth grade student who needs to leave school during an unscheduled period for an appointment must have a note from a parent.
- Ninth grade students do not have open campus.
- The consequence for going off-campus, first offense, is a five-day schedule-up. The consequences for a second offense are a two-week schedule-up *and* the loss of open campus privileges for the first marking period of sophomore year.
- Final exams: Ninth grade students may leave school grounds when they do not have a scheduled exam.

## Open Campus

Open Campus is a privilege granted by parents and Hanover High School administrators to sophomores, juniors, and seniors to leave school grounds during their unscheduled time. The goal of this privilege is to give students the opportunity to develop personal responsibility for their unscheduled time. Open Campus is an important privilege and will last only as long as students treat it with respect. A separate pamphlet on Open Campus is provided to students and parents at the beginning of each school year.

## ELIGIBILITY REQUIREMENTS

- Eligible students are in 10th, 11th, and 12th grade and are passing in all their courses at the end of each semester (mid-year and end-of-year). Ineligible students are notified by mail during the summer.
- Final marks at the end of the school year determine eligibility for the first semester

of the following school year. At the end of each semester, parents and students with Open Campus are notified **if** there is a change in the student's Open Campus privileges.

- Incompletes: A teacher must give formal notice that an incomplete has been made up.
- The student has had no serious disciplinary problems or violation of school policies and regulations as outlined in the *Handbook*. These regulations are in effect during school hours and during school activities and are not limited to school grounds.
- Parent(s) give permission to their student, and the signed permission form is on file at the office. Parents may withdraw their permission at any time.

## FACTS ABOUT OPEN CAMPUS

- Open Campus time is unscheduled time.
- Unscheduled time is school time (school in session)
- School is in session until 3 PM for all students with the exception of Wednesday when school ends at 2 PM.
- A student who is off campus during his/her unscheduled time is still subject to school rules and to the consequences of violating these rules.

## STUDENT EXPECTATIONS

Students are expected to do the following:

- Know the eligibility requirements, procedures, and consequences as outlined in the Open Campus Pamphlet and to comply with these rules.
- Sign the permission form indicating they have read and understand the rules.
- Sign-out before leaving school grounds in one of the two sign-out books located in the main office and in the atrium.
- Avoid the following off-limits areas: the grounds and buildings of the Senior Citizens Housing between Lebanon and South Park Streets, the sidewalk bench on Summer Street, the Lutheran Church property on Summer Street, the Friends Meeting House (parking lot, lawns, or buildings) on Lebanon Street; the driveways and parking lots of these

buildings are not to be used as a pass-through for either vehicles or pedestrians.

NOTE: Freshmen may be dismissed from school by note from a parent either on a one-time basis or in some instances on a blanket permission basis.

### ***The Council defines "School grounds" as follows:***

- The school side of Lebanon Street from the Friends Meeting House driveway to Hovey Lane is a campus boundary. (The sidewalk is on-campus, but the road is off-campus.)
- The driveway at the English Department end of the school building is a campus boundary.
- The outer edge of the athletic fields, including the fields for Football, Track, and Soccer, is a campus boundary. (Areas in the adjacent woods are off-campus.)

## CONSEQUENCES OF VIOLATIONS

Any student violating these expectations will be scheduled-up immediately for one week or longer in the event of a subsequent offense. Other areas may be considered off-limits when the Administration receives complaints about student loitering.

**Appeal:** *Any student who becomes ineligible for Open Campus for academic or behavioral problems has the right to appeal directly to the administration provided that parents support the appeal. Administrative decision may be appealed to the Judiciary Committee of the Council.*

## Parking

***Parking is very limited.*** Noting this as an acute problem, the Dresden School Board adopted the following (Policy: JLIE) in September, 1991: "In recognition of the severely restricted access and parking opportunities on Dresden School property, it is the policy of the Dresden School Board that the available parking lots and driveway spaces be allocated in the following priority order:

- Safe pedestrian entry and egress.
- Vehicles necessary for conducting the school's business.
- Employee parking.
- Student parking.

The Board authorizes the administration to designate and clearly identify appropriate spaces for the above priorities with the expectation that if insufficient space exists to accommodate all interests, the above priorities will govern necessary restrictions. Furthermore, the Board authorizes the administration to utilize parking and access enforcement measures, if necessary, including a system of fines as well as “booting” or towing violators’ vehicles.

The following parking procedures are in effect ***starting the first day of school:***

- No vehicles may park in Hanover High School parking lots between the hours of 7 a.m. and 3:00 p.m. (2:00 p.m. Wednesdays) without an approved parking sticker.  
***Cars parked illegally may be towed.***
- Legal parking may occur only in designated parking spaces.
- Drivers/owners of vehicles that are illegally parked in school lots will be:
  - -In the first instance, given a warning sticker
  - -In a second instance, issued a \$40.00 ticket
  - -Each subsequent violation will be subject to additional \$40.00 tickets and/or towing at the Administration’s discretion.
- The Friends Meeting House, the Lutheran Church, and the Senior Citizens parking lots are closed to student parking. Parking in these locations can result in towing and fines. ***ALERT: Illegal parking in designated handicapped spots carries a fine.***
- STUDENTS WITH MOTORCYCLES should see the Dean of Students to determine an approved parking space.

***This notification serves as the only warning; no other warning will be issued prior to assessing fines for illegally parked vehicles.***

## **HHS STUDENT PARKING POLICY**

**All designated student spaces will be distributed in the following order of priority:**

- Hardship Students
- Tuition
- Seniors

## **Hardship Students**

Hardship parking is defined as a situation that is out of the control of the student. This burden would require a student to drive their vehicle to school in order to attend their classes on a daily basis. The following circumstances DO NOT apply for Hardship:

- Extracurricular activities before or after school
- Sports
- Carpooling
- In-district students who have access to a bus route

Hardship applicants should come with a letter from their family, signed by themselves and their guardians, stating their hardship. Acceptance of Hardship situations is at the discretion of the Dean of Students.

Hardship student parkers will park in the spaces behind the school, along the track fence, and are within the student permit parking signs. **NO OTHER PARKING SPACES ARE PERMITTED.**

If you receive a Hardship parking permit, you will have it for the entire academic school year unless your Hardship situation changes.

## **Tuition Students**

All senior tuition (e.g. Lyme, Hartland, etc.) students who plan to drive to school will need to fill out an application. There are 15 spaces available for tuition parkers on HOVEY LANE. **NO OTHER PARKING SPACES ARE PERMITTED.** If more than 15 students apply, the names will be chosen from a lottery. Seniors will have priority; juniors may apply if the senior spaces do not fill.

If you receive a tuition permit, you will have it for the entire academic school year.

## **Seniors**

All non-tuition (e.g. Norwich, Hanover residents) seniors who plan to drive to school will need to fill out an application. The senior parking spaces are located behind the high school, along the track fence, and are within the student permit parking signs. **NO OTHER PARKING SPACES ARE PERMITTED.** All available senior spaces will be chosen in a lottery.

***ILLEGALLY PARKED VEHICLES MAY BE TOWED AT OWNER’S EXPENSE.***

## Permanent Records

A permanent record for every student registered at Hanover High School is maintained in the school's office. These records indicate the following:

- Legal name, birth date, place of birth, date of entry, date of withdrawal or graduation, and pertinent statistical information
- Final grades for the year
- Attendance for the year (Powerschool Electronic File)
- Testing records
- School health record

These records are sent to the schools and colleges where a student applies. Employers, bankers and business organizations also request transcripts and personal recommendations. A student may see his/her file by making an appointment with a Guidance Counselor.

## Resource Centers

Resource Centers are areas in the school where students can go during their unscheduled time. Teachers are often available in the resource centers or in nearby classrooms or offices during their unscheduled time to meet with students.

### **BILL COGSWELL CENTER FOR MATHEMATICS (MATH RESOURCE CENTER - MRC)**

The Bill Cogswell Center for Mathematics combines an office area with student work areas. The student work areas provide study carrels for silent individual work and test taking and tables for quiet group work. The resource area is staffed by the Math Educational Assistant and Math teachers; all are willing to help students with their questions.

## GUIDANCE

The Guidance office is an area where students can study, socialize quietly, and use numerous college, financial aid, private school, summer program and alternative learning reference materials. Computers equipped with college and career search programs and Internet access are available.

## COMPUTER LABS

Computer labs are located in Rooms 271 and 272, the Math Resource Center, the Language Arts Lab and the Media Center.

### **Rooms 271 and 272**

This computer lab area contains both Windows and Macintosh machines and provides a wide range of software and hardware to assist with instruction. The lab serves both individual users and classes. Teachers are requested to schedule class time in the lab at least one week in advance. When classes are not scheduled, the lab is open to individual students on a first-come, first-served basis. An updated schedule is posted on the computer lab bulletin board at the beginning of each week.

The Computer Lab is a quiet work area where individuals are required to respect the rights of others. Specific rules governing behavior will be displayed in the Computer Lab. Individuals are responsible for being aware of and obeying those rules. Failure to do so may result in expulsion from the lab; habitual disregard for the rules may necessitate the loss of the privilege to use the resources of the Computer Lab. As always, students using any computing resources at Hanover High School must adhere to the guidelines described in the school's acceptable use policy.

**Math Resource Center computers:** primarily for students working on math course assignments; may be used for other projects with permission as space permits.

**Language Arts Lab computers:** primarily for students working on writing assignments; may be used for other projects with permission as space permits.

**Media Center computers:** primarily for access to electronic databases for school-related research; may be used for other projects with permission as space permits.

### **LANGUAGE ARTS LAB (LAL)**

The Language Arts Lab offers many different ways for students to improve their ability to deal with printed language. It offers a space for reading, studying, and computer work. Although many students are in the LAL for courses, students may use it on a drop-in basis or to make an appointment to meet with the LAL teacher.

## ENGLISH RESOURCE CENTER (ERC)

The English Resource Center serves as the English Department Offices with tutorial help and some student conferences scheduled there. Specific course-related materials, places to use them, and adults to assist are found generally in the Media Center.

## FOREIGN LANGUAGE RESOURCE CENTER (FLRC)

The Foreign Language Resource Center is a quiet but not silent study area staffed by an educational assistant. The FLRC may be used for studying independently, working in small groups (four or fewer), or accessing foreign language materials. The educational assistant is available for helping students, monitoring tests, checking out books and materials for instructional projects, and assisting with copying machines.

## INDUSTRIAL TECH LAB

The Tech. Lab is open to all students; the only restrictions are that a student:

- Have something definite to do (i.e., complete plans of a project);
- Pay for the materials used;
- Work only when the Labs are open;
- Not exceed his/her capabilities concerning use of the Tech. Lab machinery
- Have received permission before beginning.

A more detailed Open Lab policy is posted in the Tech. Lab.

## THE SCIENCE RESOURCE CENTER (SRC)

The Science Resource Center is for students to use to study. It is available for tutoring, small group work, and reading scientific magazines. The educational assistant is available for extra help, proctoring tests, photocopying, and preparing presentations. Textbooks and related materials are available.

## SOCIAL STUDIES RESOURCE CENTER (SSRC)

The Social Studies Resource Center will serve as the Social Studies Department Offices with tutorial help and some student conferences scheduled there. Specific course-related materials, places to use

them, and adults to assist are generally found in the Media Center.

## Schedule-Up

Schedule-up is a school-based consequence that may be employed when a student violates unscheduled time or one of several rules stated in the *Handbook*. Schedule-up means that for a period of time the student loses the free choice of where to go during unscheduled time.

Usually, the student works out a schedule with the adult in charge. The schedule-up specifies the following:

- The student spends all unscheduled time in adult supervised work spaces;
- With the exception of a 30-minute lunch period, the student must ask an adult supervisor to initial the schedule form for each period, thereby confirming the student was in a previously designated space.
- The form must be turned in at the Main Office at the completion of the student's school day and picked up at the beginning of the next school day.
- Failure to attend a required period, excessive lateness, or failure to turn in or pick up the schedule form may mean in-school suspension as the next level consequence.

## School Visitors

All visitors must report directly to the Main Office. Visitors will sign in and receive a name tag to wear during their visit.

Parents and other interested adults are encouraged to visit in the schools during the school day. Because the Principal is responsible for all persons on school property, visitors are requested and urged to proceed first to the school Office. The Principal may ask any visitor to identify him/herself. The Principal may ask any person to leave the school grounds if she believes that person's presence would disturb the educational process. She may call for outside assistance if necessary.

Visitors to the high school may be admitted if they have school business. Visitors are not welcome for strictly social purposes although occasionally an exception can be made with prior approval from

the Principal or Dean of Students. Any student wishing to have a visitor attend classes with them must complete a Flamingo form, which they can obtain through the Dean of Student's office.

## Skateboards, etc.

The use of skateboards, longboards, and Razors/scooters as well as bicycle-riding on school property during the school day (7:30-3:30pm) is not allowed, especially when buses are loading and unloading.

## Snowballs

There are several reasons why throwing snowballs is dangerous around a school:

- Snowballs can cause physical damage to persons and objects.
- Bystanders and pedestrians can be hit.
- A distracted motorist in front of the school could have a serious accident.
- Windows can be broken.
- Students can't always predict where a snowball will land, how a "target" will react, or whether a snowball will hurt.

The consequences for throwing snowballs are as follows:

Offense	Penalty
<b>First Offense</b>	<i>Formal, written warning and request that parents assist</i>
<b>Second Offense</b>	<i>Loss of unscheduled time for one week or other restrictive action if snowballs are thrown before or after school</i>
<b>Third Offense</b>	<i>Possible suspension from school; parent conferences at very least</i>

Reports of students throwing snowballs at a moving vehicle will be turned over to the Hanover Police Department.

## Staff Responsibility to Assume Supervision Role

The school administration expects that all staff will assume general supervision responsibilities in classrooms, corridors, and social areas both inside and outside the school, during activities, on school bus transportation to and from field trips, and during activities away from the school. General guidelines include any situation where:

- A student might be involved in damage or destruction of property;
- A student's behavior could be reasonably interpreted to be disrespectful or bring embarrassment to another person or persons;
- An incident might be reasonably interpreted as infringing upon the integrity of Hanover High School or the Dresden School District.

The administration expects that staff will intervene as needed to:

- Counsel a student regarding his or her behavior;
- Ensure that a student who has misbehaved take steps to correct a situation which can be easily corrected;
- Report any incident to the administration at the first opportunity;
- Work closely with the administration in following up any such reports.

## Student Directory

### See DSB Policy ILD

Each fall Hanover High School publishes a student directory that contains each student's name, address, parent names and phone numbers. The directory is released to faculty, to staff and to selected community organizations affiliated with the school and which the administration considers to have legitimate educational interest in this information.

Parents or students may refuse to have their name and information in the student directory by submitting a written request to the Principal. The date this request is due is published in the "Back to School" packet mailed to parents in August.



## Student Driving and Use Of Motor Vehicles

- Only those students who are granted parking privileges and students bringing vehicles to be worked on in the Industrial Tech Area are authorized to drive on school property.
- The speed limit in the school driveway and parking lot is not to exceed 10 miles per hour.
- Squealing of tires, fast starts, students riding on the outside of cars or other potentially dangerous acts are not allowed at any time on or near school property.
- In the event of violation of any of these expectations within a given school year,
  - (a) The first complaint: The owner/driver will be warned to correct the situation and parents will be informed of the warning by letter.
  - (b) Second complaint: The student will be asked to keep the vehicle away from school property for either a specified or indefinite period of time; parents will be notified of this request in writing and advised that a subsequent violation will mean a complaint filed with the police.
  - (c) If a student persists with driving problems after steps 1 and 2, the school Administration will sign a complaint with the police to restrain the individual from driving on school property.

## Telephones

School phones are for school business use or emergency use only. There is a phone available to students in the Main office for local calls.

## Testing

### ADVANCED PLACEMENT (AP) EXAM OPTION

AP exams are accepted by some colleges for credit or to exempt a student from introductory courses. They are given in May, and students must register through the Guidance Department by the AP registration deadline, which is determined by HHS Guidance annually.

## COLLEGE ADMISSIONS TESTING INFORMATION

As part of their admission procedures many colleges require that an applicant submit scores from either the College Entrance Examination Board (CEEB)-SAT I or SAT II- or ACT Assessment. The tests most often associated with college admission are listed below.

### PSAT (Preliminary SAT)

The PSAT is a two-hour test of scholastic aptitude, given on a Saturday in early October that measures verbal and mathematical abilities. The test is designed (a) to provide students with test-taking experience in preparation for later admissions testing and (b) to serve as an initial qualifying measurement as part of the National Merit Scholarship competition. Students who wish to enter this competition must take the PSAT exam. The PSAT is designed for students in grade 11.

### SAT I (Reasoning Test)

The SAT is a four-hour test of scholastic aptitude that measures writing, verbal, and mathematical abilities. It is similar to the PSATs, but longer, and the SAT contains a writing section. It is given on seven different Saturday morning test dates throughout the academic year. Pre-registration is required at least five weeks prior to the test date. One can pre-register by mail (form available in the Guidance Office) or online at [www.collegeboard.com](http://www.collegeboard.com).

### SAT II (Subject Tests)

SAT IIs are one-hour tests in specific subject areas, and are required by some colleges for admission. They are given on the same dates as the SAT\*. Pre-registration is required at least five weeks prior to the test date. One can pre-register by mail (form available in the Guidance Office), or online at [www.collegeboard.com](http://www.collegeboard.com).

NOTE: The SAT II Tests are given on six dates during the academic year. Students may take only the SAT I or SAT II subject test(s) on a given date and should plan their admission testing with this in mind.

### ACT Assessment

The ACT is a battery of short achievement tests given during a 3 ½-hour testing period. It is given on six different Saturday mornings throughout the

year on dates that do not conflict with the SAT I and SAT II tests. Pre-registration is required at least a month in advance of the test date.

### Suggestions for Juniors and Seniors

Suggested guidelines for juniors planning to apply for college admission:

- Juniors are advised to take the PSAT exam in the fall of their junior year as this test provides excellent practice for later tests at a relatively low cost.
- Most juniors feel that this experience helps them know what to expect when taking the SAT in the senior year for record.
- Juniors taking the SAT II generally do so on the June test date.
- Students planning to apply to colleges for early decision or early admission should take the SAT in April or May of their junior year and the SAT II in June of that year.

Suggested guidelines for seniors planning to apply for college admission:

- Seniors and others planning on a June graduation should complete college admission testing by the end of January. This means taking the SAT in either November or December and the SAT II in December or January.
- Students planning to apply to colleges requiring ACT exams take them in either October or November.

New Hampshire Educational Improvement and Assessment Program (NHEIAP): tests all NH sophomores in language arts, mathematics, science, and social studies, given in May.

Secondary School Admission Test (SSAT): a two-part test taken by students applying to private secondary schools.

### Textbooks and Equipment

Textbooks and equipment are signed out to students. Students must initial a form confirming that they have received the specific materials. Students are held financially responsible for returning these materials in reasonable condition. Students will be billed for lost, stolen, or damaged materials. Students who have outstanding bills will not receive report cards or their diplomas until the

bills are paid. If the book is found after the bill has been paid, then reimbursement will be made up to one year after the original payment.

### Unscheduled Time

**Definition:** *any time between 8 a.m. and 3 p.m. when a student is not scheduled for class. The first priority of unscheduled time is instructional; it is not "free time."*

1. Teachers are expected to utilize students' unscheduled time.
2. Appropriate uses of unscheduled time include studying; pursuing teacher-directed activities; eating; quiet socializing in designated indoor areas; working in resource centers or studios, and socializing outdoors in designated areas.
3. Unscheduled time is part of the school program, and students are governed by school rules wherever they are during this time.
4. The school can provide additional structure for students who do not use their unscheduled time effectively. Individual teachers may assign students to a particular resource room to provide additional structure and support. Parents can also make such arrangements through their student's Guidance Counselor.

### USE OF OUTSIDE AREAS DURING UNSCHEDULED TIME

On-campus outside areas may be used for rest, recreation and studying. Outside use, however, cannot interfere with students and staff working within the school. On-campus areas for students are listed below:

- The soccer field.
- The football field.
- The front lawn.

The following regulations govern the use of outside areas:

- In front of the school, pedestrian ways, parking lots: playing ball, Frisbee, lacrosse, skateboarding, etc. are not allowed. These activities are allowed on athletic fields not in use by the P. E. programs of HHS.

- "Hacky-sack" is permitted in front of the building so long as that activity does not interfere with pedestrians.
- Athletic equipment is off-limits.
- Fire escapes may only be used as an emergency exit.
- Automobiles, motorcycles, etc., are off-limits (i.e., no sitting on or in cars, etc.) This includes student visitors as well.
- Parking lots: should not be used for unscheduled time activities.
- Students should keep all areas free of litter, particularly the front lawn.

## Winter Storm Policies

### DELAYED OPENING

In the event of a two-hour delayed opening, everything will be moved ahead two hours. For example, a bus that would pick up a student at 7:00 will pick the student up at 9:00. School will not begin at 8:00 a.m., it will begin at 10:00. If a delay turns into a closing, an announcement will be made via Alertnow, as well as on local radio stations by 8:00. If schools must be closed during the school day, similar notice shall be given prior to dismissing students. If road conditions change after schools have opened to prevent the safe return of students by school bus, notice shall be given as such and children dismissed only at the direction of their parents or other responsible individuals. There may be days when only certain roads are closed. In these instances school will be open.

### SCHOOL CLOSING

The Superintendent may close schools or delay opening in any or all schools at his discretion for such conditions as insufficient heat, communicable diseases, civil disorder, or when weather conditions prevent the safe operation of school buses on major routes. Notice of such closing shall be given via Alertnow and through radio stations as soon after 6:30 A.M. as possible. As soon as a decision is made, the recording on the Hanover High School phone system will state if school is delayed or closed. Finally, SAU 70 has a link from the front page of the SAU 70 Web site. Click "Closings" in the left menu. Also, a message about a school will appear in red at the top of the page.

## Withdrawal From School

When a student withdraws from Hanover High School, he/she must submit a withdrawal form to the Guidance Office before leaving school. The withdrawal form is obtained in the Guidance Office.

## Work Permits

Students under 16 years of age who want to work at a money-earning job in NH must have a work permit. To obtain a work permit, a student should:

1. Have a definite job offer.
2. Be passing in all courses.
3. Be able to present an official form of identification such as a birth certificate, driver's license or form of identification with a birth date.
4. Request the work permit from the school receptionist at the Main Office during regular work hours.

## X-Periods

X -periods are scheduled for teachers to provide assistance, remediation, and enrichment for individual students. X-periods are assigned at the discretion of the teacher. The attendance policy is in effect for any class or a meeting with a teacher scheduled during the x-period.

