

Alvirne High School
Student/Parent Handbook
2019/2020



Alvirne High School
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Core Values and Beliefs

We are a community of thoughtful, articulate, and skilled learners, who seek to gain understanding about ourselves, the world, and diverse fields of study that will sustain us throughout our lives as we strive to meet the dynamic challenges of the 21st century. In partnership with families and the Hudson community, the staff and students of Alvirne High School commit to creating a safe and positive learning environment defined by these values.

- *Character*—the combined qualities of integrity, kindness, tolerance, humility, and respect
- *Curiosity*—the life-long enjoyment of and passion for learning
- *Commitment*—the work ethic, independence, and responsibility developed by diverse and challenging programs
- *Community*—pride in our school, ourselves, and in our service to others

Consistent with our core values and beliefs, our graduates will meet the following 21st Century learning expectations:

Academic Competencies

Communicate

Students will communicate effectively using multiple forms and mediums for a variety of academic, civic, personal, career, and artistic purposes.

Inquire

Students will develop reading, research, listening, and observation skills as well as aesthetic awareness through engagement with authentic, inquiry-based experiences.

Think

Students will think critically, creatively, adaptively, and reflectively to solve problems and enhance their understanding of the world around them.

Apply Real World Skills

Students will integrate knowledge and skills with real-world applications.

Use Tools and Technology

Students will use tools and technology responsibly to enhance and express their learning.

Social and Civic Competencies

Work Together

Students will work collaboratively and form positive relationships that respect individual differences and beliefs.

Do the Right Thing

Students will demonstrate ethical conduct, responsibility for their own actions, and respect for the needs and rights of others.

Get Involved

Students will become active and informed citizens who make positive contributions to their school, local, and global communities.

Academics

Our core values of *Curiosity, Commitment, Character, and Community* are the foundation of our competency-based curriculum, designed to ensure that all students learn, practice, and achieve each of our Academic, Social, and Civic Competencies. The expansive course offerings, both through our academic programs and Career and Technical Education (CTE) Center, provide students with many opportunities to pursue their academic, professional, and personal goals.

Competencies

Competencies are the core skills and concepts that are essential to each course at Alvirne High School. In order to earn course credit, students must Meet Expectations (ME) or Exceed Expectations in all identified Competency areas. This may be accomplished by demonstrating proficiency on key, major assessments (Student Mastery Assessments or SMAs) within the Competency.

Level	Description
EE	Exceeding Expectations: Student has exceeded proficiency standards for this competency.
ME	Meeting Expectations: Student has met proficiency standards for this competency.
AE	Approaching Expectations: Student is approaching proficiency standards in this competency.
NI	Needs Improvement: Student has not yet met proficiency standards for this competency.
MNC	Missing No Credit: Sufficient evidence has not been provided to assess proficiency standards.

Important Competency Vocabulary

- Summative Mastery Assessment (SMA): SMAs are big, important assignments focused around one or more course Competencies, i.e. tests, projects, essays, presentations, etc.
- Failed Competencies (FC): Student recovers original grade upon successful remediation of all Competencies.
- Passed Competencies (PC): Student earns credit for the course, but with a zero GPA factor.
- Remediation: Academic sessions with teachers where students work to complete competencies.

Competency Remediation

Remediation opportunities are available for students who need additional time and support to meet course competencies after school and in the summer as well as some online options. Students who have FC'ed a course (earned a 60% but did not meet expectations in one or more competencies) during the academic year are eligible for credit recovery through AHS remediation programs.

Graduation Requirements

Graduation requirements will be increasing to 24 credits beginning with the class of 2021.

Content Area	2020 (current seniors)	2021 and beyond
English	4	4
Social Studies	3	3
Mathematics (including Algebra 1)	4	4
Science	3	3
Fine Arts	0.5	0.5
Health Education	0.5	0.5
ICT Literacy (if not met in middle school)	0.5	0.5
Technology	0.5	0.5
Physical Education	1	1
Electives	6	7
TOTAL	23	24

Minimum Course Load

- Minimum course load freshman, sophomore, and junior years: 6 courses.
- Minimum course load senior year: 5 courses.

Graduation Ceremony

Hudson School Board Policy states that no senior may participate in the Alvirne High School graduation ceremony unless all credits have been attained and graduation requirements met.

Early Graduation

A student may graduate prior to their eighth high school semester provided:

- All graduation requirements are completed
- An application for early graduation is completed prior to the senior year
- Parent/guardian approval is received and the student's counselor is involved

Potential early graduate must return for a minimum of five second semester classes if course failure in the first semester causes the student to fall below the graduation requirement.

Grading System

Report cards are issued after each quarterly marking period. Letter grades and other symbols are used to represent levels of academic achievement, which factor into a student's grade point average (GPA) on the official high school transcript. Honors courses are weighted an additional .3 GPA value and Advanced Placement (AP) courses are weighted an additional .6 GPA value.

Grade	Correlation	GPA Value	Honors GPA Value	AP GPA Value
A+	98-100 %	4.3	4.6	4.9
A	93-97 %	4.0	4.3	4.6
A-	90-92 %	3.7	4.0	4.3
B+	87-89 %	3.3	3.6	3.9
B	83-86 %	3.0	3.3	3.6

B-	80-82 %	2.7	3.0	3.3
C+	77-79 %	2.3	2.6	2.9
C	73-76 %	2.0	2.3	2.6
C-	70-72 %	1.7	2.0	2.3
D+	67-69 %	1.3	1.6	1.9
D	63-66 %	1.0	1.3	1.6
D-	60-62 %	0.7	1.0	1.3
F	0-59 %	0	0	0
PC	Passed Competencies	0	0	0
FC	Failed Competencies	0	0	0
I	Incomplete	0	0	0
EA	Excessive Absences	59 % calculated for term grade.		

Classes with PC grades are awarded credit with a zero GPA value. The original grade and GPA value is reinstated upon successful remediation of Failed Competencies (FC) classes.

Report Cards/Progress Reports

Report cards are issued shortly after the end of each nine-week quarter. Students will also receive progress reports at the midpoint of each quarter.

Course Withdrawal

- Courses dropped during the first 10 days of the start date, whether it is semester one or two, will not appear on the student's transcript.
- Courses dropped from day 11 to day 23 of the term will remain on the transcript as Withdrawn (W) with no GPA impact.
- Courses dropped after day 23 will remain on the transcript with a grade of Withdrawn Pass (WP) or Withdrawn Fail (WF), reflecting the grade at the time of the withdrawal. A WP has no impact on GPA; whereas a WF calculates as a zero GPA factor.

Incomplete Grades

A student who does not complete work in a given class within a marking period may be assigned an Incomplete (I) on the Report Card at the discretion of the teacher and the Dean of Academics. Students with Incomplete grades are responsible for communicating with their teachers to establish a plan to complete the necessary coursework. Work not completed within the established time frame will be given a grade of zero unless there are extenuating circumstances.

Honor Roll

Honor Roll is determined at the end of each quarterly marking period using the following standards:

- High Honors with Distinction: 3.7 GPA (no grade below a C)
- High Honors: 3.3 GPA (no grade below a C)
- Honors: 3.0 GPA (no grade below a C)

Students must be enrolled in five courses with no Incomplete (I) grades to be eligible for Honor Roll status.

Class Rank

Class rank is determined through the cumulative average of final grades (calculated to the hundredth place) for all credits earned and reflects weighting for both Honors and AP courses. A student's class rank appears on the official transcript and is available to colleges and other post-secondary institutions upon release by the student or the student's parent/guardian. Class rank for graduating seniors is determined after seven semesters of high

school study at the conclusion of the first semester of the school year. The class Valedictorian, Salutatorian, and Class Essayist are named at this time.

Honors Graduates

Seniors earning a 3.0 career grade point average will be recognized as Honors Graduates as determined after seven semesters of high school study. Seniors achieving this distinction will be recognized in the graduation program and with an honor stole. The weighted grade point average is calculated to the hundredths place, with no rounding up or rounding down. A student, therefore, achieving a cumulative 2.99 GPA does not qualify for Honors Graduate recognition.

NH Scholars

Alvirne High School is a partner school in New Hampshire Scholars Initiative, an effort by area business and school volunteers to encourage and motivate all high school students to complete a defined, rigorous academic course of study that prepares them for successful transition to college or university coursework or vocational and technical training necessary to enter today's competitive job market. Research shows a strong positive correlation between the academic rigor of a student's high school course of study and the completion of a postsecondary program of study, be it a 2-year or 4-year or certificate program as well as success in the workplace. Students may also specialize their program of studies with an emphasis in Science and Technology (STEM), the Arts, or both (STEAM). Students who complete the requirements to be a NH Scholar will receive special designation on their high school diploma and transcript, as well as a medal and recognition at graduation. Interested students should develop a NH Scholars plan with their school counselor.

[NH Scholars Requirements](#) **[Pathways Form](#)**

Advanced Placement (AP) Courses

Alvirne High School offers a wide variety of Advanced Placement programs for students who seek to challenge themselves with accelerated coursework. Students who enroll in an Advanced Placement course at Alvirne High School are required to take the corresponding Advanced Placement examination, which will be paid for by the district. Students choosing to take additional AP examinations are required to pay for those administrations.

College Courses

Students may transfer credits from colleges and universities to meet high school graduation requirements with prior approval. While grades for these courses will appear on the high school transcript, they will not be factored into a student's grade point average (GPA). Students are subject to college policy and entrance requirements and are responsible for any fee and tuition costs.

Summer, Evening, and Online Courses

Students must receive prior permission from the Dean of Academics to apply a course not taken at Alvirne High School to fulfill a graduation requirement.

Cheating/Plagiarism

In keeping with our core value of *Character*, students are expected to behave with honesty and integrity in the completion of their academic work. Cheating is representing someone else's work as your own or allowing others to represent your work as their own. Plagiarism is a form of cheating that is defined as taking words, information, or ideas from another source without giving credit or providing proper documentation. Cheating and plagiarism undermine our learning community and will not be tolerated.

Examples of cheating include but are not limited to:

- Submitting another's work as one's own
- Giving/receiving test, quiz, or homework answers (working together without teacher permission)
- Using/ supplying "cheat sheets," texts, etc. on an assessment or inappropriately gaining prior knowledge of assessment questions
- Copying work or allowing someone else to copy your work
- Cutting and pasting from the internet or using direct quotations without proper documentation
- Rephrasing the ideas of another without indicating the source
- Using a translator for assignments in world language classes without teacher approval
- Using summaries (Cliff/Sparknotes) in place of reading the text
- Submitting internet work as one's own

The penalty for cheating or plagiarism is a zero on the assignment and administrative discipline at the discretion of the Dean of Academics. Incidents of this nature may also result in exclusion from school honor societies including the National Honor Society or other honor recognitions.

Study Halls

Study halls are an opportunity for students to read and complete homework in a quiet atmosphere. Students should come to study hall each day prepared to work or with a pass from another teacher or to the library. Expectations for behavior are the same as in any other classroom. Sleeping is not allowed and student use of electronic devices is at the discretion of the teacher. The teacher assigned to the study hall is there as a resource to help students with their work.

Attendance

Good attendance and punctuality support student engagement and success in school. Our attendance policies are intended to foster our core values of *Commitment*, teaching students "work ethic, independence, and responsibility" needed to reach their potential in high school and beyond.

The following guidelines should not be interpreted to mean that students have allowable "cuts" or days off from school. To the contrary, these guidelines state that the school will accept no more than six absences in any class per quarter with the expectation that all absences are for legitimate reasons.

Attendance Failures

- Students have a limit of six undocumented absences per quarter for each course.
- More than six absences in a quarter result in an Excessive Absence (EA) failure for the term.
- An EA quarter grade on the report card is calculated as 59% toward the corresponding term grade for the course. The term GPA affects school privileges such as athletic and co-curricular eligibility, parking, and honors attendance.
- Every 3 days per quarter a student is tardy/dismissed from class will equal ½ class period of absence.
- Students will have ten school days to appeal an EA grade from the day the report card was issued. Such appeals should be directed to an assistant principal.

Notified Absence (AN)

Notified Absences, including dismissals and tardies, have been reported to the attendance office (886-1260 ext.3) by a parent or guardian. Students may not call themselves in. Notified Absences count toward the six day term absence limit. Students with Notified Absences are responsible for making up all missed work for full credit.

Documented Absence (AD)

Documented Absences do not count toward the six day term absence limit. These include but are not limited to:

- Illness or appointments with doctor's documentation.
- Family emergencies
- Bereavement
- Religious holidays
- Court orders
- School-related field trips and activities
- College visits (capped at 2 per year unless permission is given by the principal for additional visits)
- In-school and out-of-school suspensions

Parents/Guardians requesting a Documented Absence should contact an assistant principal around the date of absence.

Suspended Truant Absence (ST)

If a student has been assigned to in-school suspension, and they do not attend and without parent permission, the absence will be designated as suspended truant (ST). These absences will count toward the 6 day term absence limit, and missing work/assignments are accepted only with teacher approval.

Truant Absence (TA)

Truant Absences have not been reported to the attendance office and count toward the six day term absence limit. Students are responsible for all missed work with teacher late penalties applying consistent with teacher classroom policy.

Class/Study Hall Cuts

Students are required to be present for all scheduled classes and study halls during the school day. Class cuts are counted as Truant Absences and count toward the six day term absence limit. Cutting classes or study halls will result in the following consequences:

- First infraction: 1 hours of detention
- Second infraction: 2 hours of detention
- 3-5 infractions: 3 hours of detention each

6+ infractions: 1 day ISS for each (EA grade for 7 undocumented absences in a quarter)

Tardy to School

Students arriving to first period class after 7:25 am are deemed tardy to school. Oversleeping, missing the bus, or unreliable transportation do not excuse tardiness to school.

- Students arriving tardy to school before 7:45 am go directly to class, and the teacher will record the tardy to school.
- Students arriving after 7:45 am must sign in with the attendant at the main entrance at the Steckevicz doors, even if the student is on time for later classes.

Tardy to School/Class Consequences

Students are expected to be in class on time with the following consequence for undocumented tardiness:

- First tardy per quarter: Teacher Warning
- Second tardy per quarter: Teacher Detention
- 3-5 tardies: 1 hour for each violation
- 6-8 tardies: 2 hours for each violation
- 9-10 tardies: 3 hours for each violation

- Eleven + tardies per quarter: In-school Suspension (ISS)

Note: Excessive tardiness to school may also result in loss of student privileges including parking, early release, and late arrival.

Make-up Work

- Students are responsible for all classwork and homework missed during an absence.
- Students have two days to make up work for each day of absence. A student should speak with the individual teacher or school counselor regarding extensions for extenuating circumstances.
- Work assigned before the absence is due immediately upon return to school.
- Students on school field trips are responsible for missed work and are not entitled to extensions on due dates. Students should inform their teachers of an absence for a field trip or other school activity prior to the absence.

Homework Request

Parents may phone the Dean of Academics or School Counseling Office to request homework for an absent student allowing for a 24-hour turn-around time. Parents and students are also encouraged to contact teachers directly through email with questions about missed classwork.

Dismissal from School

No student is to leave the building without being properly dismissed. Students who need to be dismissed from school must present a note from a parent/guardian to the main entrance attendant or main office as they arrive at school. A telephone number where a parent may be reached must be included on the note. In cases of emergencies or unusual situations, the school nurse will notify an administrator and the parents/guardians. Leaving the school building without following proper procedure will result in disciplinary action, and notes presented after the fact will not be accepted.

Appointments

Doctor's appointments and other appointments should be scheduled, whenever possible, at times other than during the school day. Documentation for such visits should be submitted upon the student's return to school.

Late Arrival and Early Release

Late Arrival is a privilege available to juniors and seniors, allowing students who do not have an assigned first-period class to arrive at school in time to attend their first scheduled class. The following procedures apply:

- Students must have a Late Arrival form signed by a parent/guardian on file each semester.
- Students report to the cafeteria after signing in and wait for the bell ending first period.

Early release is a privilege available to juniors and seniors, allowing students to leave school at the completion of their last scheduled class. The following procedures apply:

- Students must have a signed Early Release form on file each semester.
- Students must leave the building after their last scheduled class within a reasonable time.
- Students who need to remain on campus must report to cafe study and follow all study hall rules.

Age of Majority

Consistent with federal requirements under 34 CFR § 99.5, when students reach the age of majority the rights and responsibilities that had been previously assigned to parents transfer to the student. This means that upon reaching the age of 18, students will become responsible to sign consent forms for school events, permission slips and other documents. Alvirne High School will no longer be able to accept consent documents or formal

requests from a person other than the 18-year-old student.

School Withdrawal

Any student who is eighteen years of age or older wishing to withdraw must bring in a written note from parents. This procedure will be followed in all cases except for students eighteen years or older living independently. Students withdrawing or transferring from school must obtain a *Withdrawal from School Form* from the School Counseling Office which outlines the following procedure:

- Return any course books or materials to teachers who will sign the withdrawal form.
- Return library books and have the school library/media specialist sign the withdrawal form.
- Have the form signed by an Assistant Principal and school nurse.
- Return the *Withdrawal from School Form* to the School Counseling Office.

Honors Attendance

Seniors on the Honor Roll and Juniors on the High Honor Roll will be eligible for a free period rather than an assigned study hall. Students will have access to the café, school store, the library, and to teachers for make-up work and extra help without a teacher pass. Students may request to remain in a structured study hall. Students who want Honors Attendance should fill out the form available in the Student Management Office (room 102).

The Juniors Honors Attendance form can also be found by [clicking this link](#).

The Senior Honors Attendance form can be found by [clicking this link](#).

College Visits

Juniors and seniors are allowed two documented absences for college visits per year, and additional days may be authorized by the building principal. A *College Visitation Form* must be obtained from the School Counseling Office prior to the visit, completed by the visited institution, and returned to the main office.

Vacations

Vacations during the school year are discouraged and count towards quarterly absence limitations, even with parent notification.

Field Trips

A parent or guardian must sign a permission slip before the student will be permitted to participate in school-sponsored field trips. Approved field trips are Documented Absences and do not count toward the six-day Excess Absence limit.

Student Management

Our core values of *Character* and *Community* are the principles that guide our standards for student conduct at Alvirne High School. We are committed to supporting the emotional well-being and growth of every student by maintaining expectations and structures that foster the development of responsibility, self-management skills, and consideration of the rights of others. Thus, our highest priority as a school community is to provide a safe, secure, and respectful environment, where students have the opportunity to learn and teachers have the opportunity to teach--an environment free of drugs, intimidation, fear, or violence of any kind.

Trust and communication between students and staff and between home and school are essential to the achievement of these goals. It is the responsibility of teachers and administrators to implement school

discipline policies with fairness and consistency as well as understanding and compassion. In addition, students are afforded due process in all school disciplinary matters, and parents receive notification of discipline infractions involving administrative consequences. Criminal offenses are reported to the Hudson Police Department. In an effort to clarify Alvirne High School's rules and expectations, we have divided various misbehaviors and rule violations—and their consequences—into an easy to understand chart at the end of this handbook.

Teacher Detention

Teachers can assign detention to be served before or after school at their discretion for minor classroom offenses such as occasional tardiness, missing homework, lack of preparedness for class, or talking out of turn. Students will be provided 24-hour notice prior to serving the detention and be released by 3:15 pm in order to take the late bus. Teacher detentions are not included in a student's cumulative discipline record; however, missed teacher detentions and/or repeated misconduct will be referred for administrative discipline.

While serving Teacher Detention, students must report to the teacher's classroom at the end of the school day. Depending on the teacher and the conditions of that day's attendance, the student may be completing missed assignments or other academic tasks as assigned. When students leave their assigned detention area, they are to report to the Steckevicz entrance and remain there until they catch the late bus or are picked up.

Administrative Detention

Disciplines involving administrative detentions are retained in the school discipline files. Detentions are held on Mondays, Tuesdays, and Thursdays. While serving Administrative Detention, students report to the Student Management Office at the end of the school day. The teacher monitor will take them to a designated classroom for quiet academic work. Students should bring enough work or silent reading to occupy the designated detention period. When students leave their assigned detention area, they are to report to the Steckevicz entrance and remain there until they catch the late bus or are picked up.

Note: Phones and other electronic devices are not permitted during detention periods. School phones are available if needed.

Missed Detentions

Missing a teacher or administrative detention may occur on occasion for unavoidable reasons such as illness, academic obligations, or family emergency. If this occurs, the student should communicate with the teacher or administrator, and the detention may be assigned to another day. Failure to attend an administrative detention may result in one day of In-School Suspension (ISS).

In-School Suspension (ISS)

In-School Suspension (ISS) is assigned for more serious or multiple discipline infractions. Students can be assigned a maximum of three In-School Suspensions per quarter, with a duration of no more than 10 days for each infraction. Following the third assignment, students will be assigned an Out-of-School Suspension (OSS) for infractions for the remainder of the quarter. While serving an In-School Suspension, students will report to the ISS room and work on assignments given to them by their classroom teachers or administration. Use of phones and other electronic devices is not permitted.

Out-of-School Suspension (OSS)

Students who commit severe violations of school safety are suspended from school and are not permitted on school grounds. If school is cancelled for any reason, the suspension will be extended to the next school day.

Suspension from School and Athletics/Participation in Co-Curricular Activities

Students who receive either ISS or OSS are also suspended from participating in athletic practices and games, and participation in any co-curricular activities during or after school. This suspension will last from the date of suspension through its duration. **In addition, students who are removed from class--regardless of whether they are later suspended--will *not* participate in athletics or other co-curricular activities for the remainder of that day.**

Make-up work after an OSS

Students receive full credit for work completed during an OSS. Out-Of-School Suspension days are not counted towards the six-day limit for an Excessive Absence (EA) grade. Students should coordinate missing work with individual teachers. If a student has received an OSS for multiple days, parents should follow the Homework Request policy listed in this handbook.

Suspension and Expulsion of Students (RSA 193:13)

- The Superintendent or chief administering officer, or a representative designated in writing, is authorized to suspend students from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal such suspension to the local school board. Suspension to continue beyond 20 school days must be approved by the local school board.
- Any student may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193D: or for possession of a pellet or BB gun or rifle and the student shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
- Any student who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
- The local school board shall adopt a policy allowing the Superintendent or chief administering officer to modify expulsion requirements set forth in paragraphs II and III on a case-by-case basis.
- Any student expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled student from providing educational services to such student in an alternative setting.
- A student expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in NH for the period of the expulsion.

Bullying and/or Cyberbullying

Bullying or cyberbullying is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- Physically harms a student or damages the student's property
- Causes emotional distress to a student
- Interferes with a student's educational opportunities

- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school.

The Hudson School Board is committed to providing a safe and secure environment in which all members of the school community are treated with respect. Any insults, taunts, negative comments, verbal challenges, and physical challenges that are likely to intimidate others or provoke a violent or disorderly response will not be tolerated. This includes communications that occur through electronic media, whether at Alvirne High School or in the community at large. Such offenses will be dealt with in accordance with school and district policy and may result in disciplinary action including but not limited to detention, suspension and restriction from participation in school activities. This policy is intended to comply with RSA 193-F, which specifically identifies bullying as a form of student harassment. Conduct constituting bullying or cyberbullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F.

Reporting Bullying or Cyberbullying

Any school employee, or employee of a company under contract with a school in the district or the district itself, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying, as defined above, shall report that incident to the Principal or his/her designee, who shall in turn send a copy of the initial report to the superintendent of schools within twenty-four (24) hours. This report shall be investigated by the Principal or his/her designee. Within five (5) working days, or as soon thereafter as is reasonably possible, a final report in writing detailing the status of the incident shall be submitted to the Superintendent of Schools. If an investigation concludes that a student has engaged in bullying/ cyber bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying/cyber bullying behavior. Any such disciplinary action shall be taken in accordance with the applicable Hudson School Board Policy and legal requirements.

Fighting

Fighting for any reason will not be tolerated. Students involved in fights (including being a spectator) will be subject to suspension or expulsion from school. Students are encouraged to resolve disputes by talking the problem out or by seeking a disinterested third party (teacher, administrator, or counselor) to resolve the dispute.

Profanity

Students using profanity toward a staff member will be assigned 1-5 days Out-Of-School Suspension depending on the severity of the infraction as well as the frequency of the student misconduct.

Smoking

New Hampshire State law prohibits:

- Possession of any tobacco products and smoking by persons under the age of eighteen (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, vaporizers or similar products).
- Smoking in school buildings or on school property

School policy reflects these laws with the goal of making Alvirne High School a healthy environment for both students and staff. Students are prohibited from smoking on school property and at any school-related event that takes place off school property, regardless of their age. *The use of/possession of an E-Smoking/Vaporizing device is included in this policy.* Any student in violation of the smoking policy will be disciplined in the following manner:

- Possession or use of any tobacco products:
 - First Offense: Three days of out-of-school suspension.

- Second Offense: Four days of out-of-school suspension.
- Subsequent Offense: Five days of out-of-school suspension.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of eighteen will be reported to the Hudson Police Department. Under R.S.A. 169-B:32 the student will be issued a district court complaint by the Hudson Police Department.

Drug and Alcohol Use

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once. In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action. All drug and alcohol related violations will result in police notification.

Possession and/or Use of Drugs or Alcohol:

- 1st Offense: Ten days Out-of-school Suspension
- 2nd Offense: Ten days Out-of-school Suspension with recommendation to the Superintendent of Schools for additional disciplinary action. This additional action could be a recommendation to the Hudson School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Selling, Transferring or Distributing Alcohol or Drugs:

Ten days Out-of-School Suspension with recommendation to the Superintendent of Schools to take additional disciplinary action. This additional action could be a recommendation to the Hudson School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Unauthorized Attendance (RSA 193:15)

If any student, after notice, shall attend or visit a school which he or she has no right to attend, or shall interrupt or disturb the same, shall for the first offense be guilty of a violation and for any subsequent offense be guilty of a misdemeanor. Notification of R.S.A. 193:15 is posted at entrances to Alvirne High School. Students on suspension from school or absent from school on a given day are not to be on school property for any reason, at any time of day, unless given explicit permission by the administration.

Possession of Weapons

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America's Schools Act of 1994, "any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A 'weapon' means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any 'weapon' which will or is designed to or may readily be converted to expel a projectile by the action of an explosive' (Title 18), or any destructive device, including 'any explosive', incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

Possession of Dangerous Objects/Other Weapons

The possession of a dangerous object in the school building or on school property and school buses and including school functions is prohibited and will result in suspension, police intervention, and possible

expulsion from school. Dangerous objects include but are not limited to knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section. All students are permitted to turn in “dangerous objects/other weapons” which may have been accidentally brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of “other weapons,” and will result in serious consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer “it was only a toy.”

Off Limit Areas

Students are not allowed in the hallways, bathrooms, or outdoors during class or study hall periods unless issued a pass from a staff member. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as are the gymnasium, weight loft, and stage without supervision. Students in any unauthorized area will face disciplinary action. Students who need to go to their parked cars must receive permission from an assistant principal.

During construction, students are not allowed in work zones.

Elevator Policy

Elevators are off limits to students at all times. The school nurse may issue an elevator pass to any student who needs access. Students using the elevator without permission will receive disciplinary action.

Pass System

Students who are in the corridors at times other than the passing time between periods must have a pass issued by a staff member. Students are required to report to assigned classes and study halls on time. Students requesting permission to leave a study must present a pass from the staff member they wish to see. Wandering the building, visiting the cafe, or going to the school store is an abuse of trust and may result in loss of privilege and/or disciplinary action.

Safety Drills

All students must be aware of the posted instructions found in each classroom and are to exit the building in an orderly and efficient manner. The first day of each semester teachers will instruct students on the evacuation plan for that classroom. Students who do not leave the building or do not otherwise follow evacuation procedures will be subject to administrative discipline.

Dress Code

Students are expected to dress appropriately at school and in a way that does not disrupt the learning environment. Students not in compliance with the dress code will be asked to correct the violation or face disciplinary consequences. Violations include, but are not limited to, clothing or jewelry that depicts, promotes, or expresses:

- Violence or weapons
- Profanity
- Drugs, alcohol, and/or tobacco use
- Sexual innuendos
- Intolerance or a lack of respect to others
- Gang affiliation

Also prohibited:

- Garments that are sheer or expose undergarments
- Garments that expose the torso, breasts, or bare midriffs
- Skirt/short lengths above the index finger when arms are extended
- Pants with holes unless covered by a longer garment

Garments and/or accessories must also meet safety standards for a specific class or activity. Individual classroom teachers will address these requirements.

Public Display of Affection

Students are expected to conduct themselves in a respectful manner at all times in school.

Computer Misuse

Students using school computers for purposes other than school-related assignments will lose their computer privileges, per the school [computer use agreement contract](#). Altering computer programs, desktop setup, equipment, or other student files is vandalism which will result in disciplinary action and reimbursement for damages. The computer use agreement is signed once as a student enters the school but is in effect throughout their complete school experience.

Electronic Device Policy

To support the learning process and avoid disruption, electronic devices including cell phones, iPods, MP3 players, and tablets are permitted in school within the following parameters:

- Electronic devices including phones are not to be used or visible in hallways or library during the school day.
- Phones and other electronic devices are allowed in the classroom for educational purposes only with teacher permission. Texting in classes or classroom-based study halls is not allowed.
- Phones and other electronic devices are permitted in the cafeteria during study halls and lunch periods.
- Phones are not to be used to contact students in classes.
- Phones should not be used to call or text a parent with the exception of scheduled lunch or cafeteria study time. Emergency situations should be handled in the main office, school counseling, or the nurse's office.
- Phones are not to be used to take photos of students or staff without their permission.
- Only hands-free cell phone use is allowed while driving in the school parking lot.
- Students are responsible for the security of their electronic devices.

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

- 1st offense --Administrative warning
- Second offense--1 hour administrative detention
- Subsequent offenses--3 hour administrative detention.

Student Resources and Services

School Counseling

The School Counseling Department is an important resource that works together with students, parents, and school staff to help students build a solid foundation in high school for their future. School counselors help students to better understand themselves, to recognize their interests and talents, and to design their high school careers around their academic, career, and personal goals. Each student entering Alvirne is assigned a

counselor and will work with that counselor during his or her four-year career in high school. We encourage students to see their counselor often to obtain information concerning two and four year colleges, technical and vocational schools, job-seeking strategies, course selection, career planning, and for answers to any other questions or concerns they may have about planning from school to career. A four-year academic plan and a focus on school to career transition are established in grade nine.

Counselors are also available for personal counseling. Appointments may be made during study periods. In addition, counselors contact students during the school year for various checks on individual academic progress and for selection of courses for the next academic year.

Health Services

Health Services are available to all students through the nurse's office. The following are school policies regarding medication, immunizations, and physical exams:

Medications:

- All medications must be taken under the direct supervision of the school nurse.
- The nurse must have a Physician's order and parental consent form on file for each medication and inhaler.
- All medication will be kept in the original container in the nurse's office.
- State law requires that all prescription medications must be brought to school by a parent.

Students in possession of medication outside of the nurse's office will be subject to disciplinary action.

Immunizations: All students must be immunized to attend school as follows:

- TDAP, 11 years and older: A one-time dose of TDAP when more than 5 years have passed
- Polio, Grades 2-12: 3 doses, with the last dose given on or after the 4th birthday
- MMR, Grades k-12: 2 doses required, at least one on or after the first birthday
- Hepatitis b, Grades k-12: 3 doses at acceptable intervals
- Varicella: 1 dose plus a history of disease or 2 doses of vaccine
- A physician's certificate is required for verification of immunizations. A notarized physician's certificate is required for immunization exemption based on religious and medical reasons.
- Students may be prohibited from attending school for noncompliance with immunization requirements and during an outbreak of a communicable disease.
- Children must have proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test result is acceptable.
- A child may be enrolled under conditional enrollment when the parent or guardian provides: Documentation of at least one dose of required vaccine and the appointment date for the next due dose of required vaccination.

Physical Exams: Copies of yearly physical exams should be submitted to the Health Office.

Academic Support/Math Support Centers

Extra help is available to students in all subject areas throughout the school day and after school in the Academic Support Center. A schedule is posted on the school website. The Math Support Center (located within Academic Support Center) is an additional resource providing tutoring, reassessment, and remediation for math courses as well as support for students' interdisciplinary math needs. Students may request a pass from a teacher or school counselor to visit.

School Lunch Program

Healthy lunches and a la carte items are available for sale in the cafeteria during lunch periods each day. The

Hudson School District uses a computerized point of sale debit meal payment system. This system allows parents to deposit money into a child's account, and funds will automatically be deducted when cafeteria meals are purchased, using a unique 4-digit personal identification number (PIN) assigned to the child. Since this is a debit system, students must have a balance in their account to purchase lunch or a la carte items.

Free/Reduced Price Lunch: Applications for free or reduced price meals are available for any family who wish to apply. They are sent to each household at the beginning of the school year and available year-round in the Main Office, Nurse's Office, School Counseling Office, as well as from the Food Service Director. You may apply at any time and are encouraged to do so. Students requiring meal modifications must have their physician complete a Special Diet Order, which are available in the Nurse's Office, online, and from the Food Service Director.

The 2019/2020 cost for breakfast is \$2.25 and up and lunch is \$3.00.

If you have any questions, please feel free to contact the Food Service Department by email at canger@sau81.org or by calling 886-1245, Monday -Friday (9:30 am-2:30 pm).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Online payments may be made at www.K12PaymentCenter.com. You will need your student's ten-digit student ID#. It can be found at the bottom of notifications sent from the cafe or by contacting the Food Service Office via email at sjackson@sau81.org.

Library/Media Center

Students are required to sign in with their full name during the school day. Students not visiting with a scheduled class must obtain a library pass before school, after school, or between classes. Passes will not be given after the bell rings at the start of the period.

- Students must remain in the library for the entire period.
- The library/media center is a place of study, exploration, as well as classroom work; students should show respect and courtesy to all who share this space. All school rules apply in the library such as no food, or gum is allowed. *Only clear liquids are allowed.*
- Computer usage agreements must be signed to use library computers.
- Books are borrowed for two week periods and are allowed to be renewed up to 4 times.
- DVDs, videos and CDs may be borrowed for one night under a teacher's name and with a note from that teacher.
- Overdue notices are issued no more than three times after the due date. After the third notice a parent notification will be sent.
- Books that are not returned must be replaced or paid for before the end of the year. Failure to do so will

prevent students from borrowing materials the next year. Seniors must pay for lost library materials prior to graduation or they do not receive their cap and gown.

Text and Library Books

All required textbooks for Alvirne High School courses are provided on loan to students. Students are responsible for the replacement cost of books that are lost or damaged beyond reasonable wear. Questions regarding the loss or damage of textbooks should be directed to the teacher or the department head.

Bus Transportation

Bus transportation to and from school is provided to students of the Hudson School District. A late bus is also available Monday, Tuesday and Thursday, departing Alvirne at approximately 3:30 pm. The school bus is considered an extension of the classroom with the bus driver acting as the supervising adult. All school rules apply during bus rides, including:

- Students must follow the bus driver's directions and all safety rules.
- Students may only take their assigned bus.
- Students must be at the bus stop at the assigned time.
- Failure to comply with school rules may result in the suspension of bus transportation and/or other disciplinary action.

Student Parking

Students are granted the privilege to drive a motor vehicle to school provided they are issued a school parking permit. These permits may be obtained from the main office in accordance with announced dates and times. Alvirne High School reserves the right to restrict parking if the number of permits requested is greater than the number of available parking spaces.

Parking criteria is as followed:

- Students must have a 2.0 GPA or higher from the previous quarter.
- Seniors will be given first preference followed by juniors.
- Students must present a valid New Hampshire driver's license when they apply.
- Students must present the vehicle's registration when they apply. Students may register more than one car, each with its own permit affixed to the window.
- Students must pay a \$25.00 fee for the first permit. Each additional parking permit will cost \$10. A free permit will be provided in exchange for the original if a student obtains a replacement vehicle.
- Students must show proof of insurance coverage.
- Students who park without a permit will be assigned a disciplinary consequence and lose parking privileges for one quarter for each offense.
- In order to be eligible for a parking permit, all obligations from the prior school year/semester must be met. This includes but is not limited to school and library books, outstanding detention hours, and athletic uniforms.
- Parking at the Hills Garrison Elementary School or the town library is prohibited.
- Students may not visit their cars during the school day. In an emergency, permission from an assistant principal is required.

Students may lose their parking privileges if they drive unsafely, leave school property, or take other students off school property.

Lockers

Lockers are furnished and maintained by the School District and remain school property. Students are assigned

lockers by the school. Gym lockers are provided for student use during P.E. classes. To protect their possessions students should place their own lock on the gym locker. As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker, if necessary, to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations.

Senior Picnic Area

The picnic area located near the football field concession stand is for seniors only. The area will be open, weather and behavior permitting, during a senior's assigned lunch period. Seniors who allow underclassmen to eat in the picnic area will lose the privilege; underclassmen in the picnic area will face disciplinary consequences.

Athletic/Co-Curricular Activities

Academic Eligibility

To be eligible for participation in athletic/co-curricular activities, students must have passed four courses and maintain at least a 1.7 GPA in the marking period immediately preceding the activity. Students must also maintain the school minimum course load during the activity. Fourth quarter grades determine fall eligibility.

Attendance

Students must be in attendance at school within an hour of their school start-time to participate in an after-school athletics/co-curricular activity, including practices, games, performances, meetings, and rehearsals. Exceptions for documented absences and other extenuating circumstances must be approved by an administrator.

School Conduct

Students who are sent to the office for discipline are not eligible to participate in athletic/co-curricular activities or attend school events on that day. Students who are suspended may not participate in after-school activities until the conclusion of the suspension period.

Sportsmanship

Students are encouraged to participate in and attend school athletic events. Good sportsmanship dictates that visiting teams be treated as guests. Students attending athletic events are expected to represent themselves as they would during a school day and obey all school rules.

Insurance

Students must have accident insurance to participate in intramural or interscholastic athletics. School insurance is available to purchase for students who are not otherwise covered.

School Dances

The following rules apply to all school dances:

- Dances are for Alvirne High School students and their guests.
- Students are allowed to bring guests to a school dance with prior approval from an administrator. Guests are subject to all AHS regulations and the administration reserves the right to reject a proposed guest.
- Students must be present in school the day of the dance to attend.
- Students who receive disciplinary action including cutting classes the day of the school dance will not be permitted to attend.
- Once a student leaves the dance, he or she will not be readmitted and must leave the school grounds.
- Cars left in the school parking lot during a dance are subject to police supervision.

Hudson School District General Information and Policies

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings. The School District contracted with a licensed firm to inspect each building for asbestos containing building materials (ACBM) and to prepare an Asbestos Management Plan that identifies the location and condition of all ACBM. The U.S. Environmental Protection Agency requires that AHERA re-inspections be conducted by licensed inspectors every three (3) years to note any changes in the ACBM. Copies of the Asbestos Management Plan and re-inspection reports for the School District are on file at the Superintendent's Office and at each school office.

Drug-Free Schools

- Annual Notice: The school district shall annually distribute to each employee, student and parent a notice as required by the Drug Free Schools and Communities Act Amendments. An appropriate statement may also be included by the school district in any employment manual, student manual, or otherwise disseminated.
- Review: The school district shall conduct a periodic review of its drug and alcohol abuse prevention programs. A review shall be conducted at least biennially or more often as may be required by law or regulation. The review shall serve determine the program's effectiveness; allow for the implementation of changes to the program if they are needed; and ensure that the sanctions imposed for violating this policy of other drug or alcohol rules are consistently enforced.
- Implementation: To educate and assist employees, students, parents and others in understanding the drug and alcohol abuse policy and the goals of achieving drug free schools, the school district shall take the following actions and such others as may appear appropriate:
 1. A description of the applicable legal standards under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 2. A description of the health risk associated with the use of illicit drugs and the abuse of alcohol;
 3. A description of any drug or alcohol counseling, treatment or rehabilitation or reentry programs that are available to employees or students;
 4. A clear statement that the school district will impose sanctions on students and employees (consistent with local, state and federal law) and a description of those sanctions, up to and including expulsion of a student or termination of an employee and referral for prosecution, for violations of the standards of conduct required by this policy.
 5. The school district's drug and alcohol education and prevention program for students must be age appropriate and developmentally based. The program must address– the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Drug and Alcohol Abuse Prevention Notice to all Employees, Students and Parents

The Hudson School District places great importance on eradicating drug and alcohol abuse. The school districts' goal is to prevent alcohol abuse and maintain drug free schools and workplaces. As a part of that effort, this notice is given to employees, students, and parents. Eradication of drug and alcohol abuse is a national priority. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Acts Amendments of 1989 require educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. This legislation impacts on the district because the school districts compete for and accept federal funds and grants; therefore, the school districts will enforce and implement the policies and programs established. Copies of all drug and alcohol policies are available from the Superintendent's Office. Information is also published in student handbooks.

Health Risks Associated with Abuse

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drug and alcohol abuse jeopardizes the well-being of the individual and the community. To assist employees, students, and parents to become better aware of risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that which pertains to the effects, attitudes, motivations of drug and alcohol use, as well as how to seek help preventing or dealing with abuse. These programs are highly recommended for those who may need this help in dealing with personal substance abuse problems.

Drug and Alcohol Use Prohibited

Because of the importance that the school districts place on drug and alcohol abuse prevention, standards of conduct have been established. Copies of these standards are contained in student handbooks and are given to all employees. These rules, in general, prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs or alcohol by employees and students on property owned, leased or used by the school district or at its sponsored or supervised activities. These standards of conduct are mandatory and are a condition of your continued employment or attendance in our "schools." Employees or students who violate the standards of conduct are subject to disciplinary action. These sanctions (consistent with local, state, and federal law) include up to expulsion from school or termination of employment and referral for prosecution. Sanctions will be imposed. Depending on the type and seriousness of the violation, disciplinary action may include:

- A written reprimand to be included in the employee or student's personnel files;
- Notification of the employee or student conduct to the appropriate regulatory agencies including law enforcement agencies;
- Termination of employment and referral for prosecution;
- Suspension or expulsion from school and referral for prosecution; and
- Being required to successfully complete a drug/alcohol abuse treatment or rehabilitation program.

Employees working in connection with a grant from any federal agency are required to notify the school district of any conviction for any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction. The school district must report this conviction to the granting agency and will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted. An employee who fails to timely report a conviction will be terminated from employment.

Criminal Sanctions

Not only does violation of drug and alcohol rules jeopardize employee or student status; it may also result in criminal charges under local, state, and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol. Criminal penalties are significant. Fines, imprisonment, or both may be imposed. Although the penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common. Loss of a driver or professional license also may follow. Penalties that may be imposed include fines and imprisonment as prescribed by the New Hampshire Controlled Drug Act (RSA 318:B: 26 which is incorporated herein) and the Federal Controlled Substances Act (21 U.S.C.S. section 841 et seq. which is incorporated herein).

Drug and Alcohol Abuse Counseling

Help is available for students who are alcohol or drug abusers. As part of any disciplinary action, students may be required to participate in a drug or alcohol program. Before disciplinary problems arise, individuals should consider whether help might be in order. A free and confidential conference is available from a school counselor.

Student Records

Recent State and Federal Legislation has guaranteed parents and students access to student educational record information and control over the release of this information to others. Since Federal Statutes require that the education institutes shall annually inform the parents and eligible students of the rights accorded them, this announcement serves as this year's notice to parents and students. The revised Family Rights and Privacy Acts became Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of educational records. Without the student's prior consent, no one except for the student and those authorized individuals who have a legitimate educational interest will have access to the student's educational records.

Parents/guardians may have an appointment to inspect and review their child's records. The appointment may be made in person or by telephoning your child's respective school. Upon review of the records, parents/guardians/students have the right to challenge that information if there is any reason to believe that the information contained therein is inaccurate, misleading, or inappropriate. If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If agreement is not reached, a hearing will be scheduled by the building Principal. The hearing will provide an opportunity for challenging views and reasons to be expressed. Challenging parties may bring, at individual expense, any individual who may be of assistance. Following the hearing, if an agreement is not reached, challenging parties have the right to appeal the decision to the Superintendent and subsequently, to the School Board. In the event that the appeal fails at any level of the hearing procedure, challenging parties have the right to have entered into the record the statement of the issue as perceived by those challenging it. The rights pertaining to access and challenging described herein are transferred to the student on the attainment of his/her 18th birthday or admission to an institution of postsecondary education.

Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation in officially recognized activities and sports, weight, and most recent previous educational agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except those requests received in September shall remain effective until the first day of October of the following calendar year. This information will be released only in accordance with the guidelines established by the Hudson School District. If challenging parties believe the school district is not in compliance with the law, there is the right to file a complaint with the Family Rights and Privacy Act Office, Dept. of HEW, Washington, DC 20201. A copy of the official Hudson School District Policy relative to this act is available at the Office of the Superintendent and may be obtained there. Further questions may be directed to the Office of the Superintendent of Schools, 20 Library Street, Hudson, NH 03051.

Safe School Zone Policy

It is the policy of the Hudson School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm by means of weapons or objects used as weapons. It is the policy of the Hudson School District that the provisions of RSA 193D: 2, the so-called "Safe School Zone Act", are carried out in all respects. This policy calls for severe disciplinary action to be taken that could include expulsion from school for any of the following violations:

- Homicide under RSA 630;
- (i) Any first or second degree assault under RSA 631;
- (ii) Any simple assault under RSA 631:2a.
- Any felonious or aggravated felonious sexual assault under RSA 632A;
- Criminal mischief under RSA 634:2;
- Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
- Arson under RSA 634:1;
- Burglary under RSA 635;

- Robbery under RSA 636;
- Theft under RSA 637;
- Illegal sale or possession of a controlled drug under RSA 318B;
- Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,II;
- Possession of a pellet or BB gun or rifle under RSA 193:13, III.

Sexual Harassment/Title IX Notice

This information is made available to you in compliance with Section 86.9 of the Education Amendments of 1972. Inquiries, complaints, and other communications relative to this policy or to Title IX if the Education Amendments of 1972 and other public laws or federal regulations dealing with nondiscrimination on the basis of sex should be addressed to the Superintendent's Office, Hudson, NH 03051 (603-883-7765). Areas allegedly in noncompliance with Federal Statute, board policy, or state official regulations should adhere to the following procedures:

- The grieved situation will be brought to the attention of the building principal or his representative within 30 days of the time the grievance occurred or he/she should have known of the act resulting in the grievance. If after the discussion and investigation, an agreement is not reached, a formal grievance form may be filed with the Title IX Affirmative Action Committee within 10 days of the time a decision is rendered by the building Principal. Forms for filing of grievances are available at all school offices and at the Office of the Superintendent of Schools.
- The grieved situation will be formally introduced to the committee at its next regularly scheduled meeting, unless a special meeting is deemed necessary due to unusual circumstances. Such a meeting will be scheduled at the earliest possible time.

The chairman and/or designated committee member(s), after general discussion will investigate the grieved situation and report back to the committee at the next regularly scheduled meeting or special meeting, if one is requested. In the case of more than one grievance being presented' a priority will be set by a majority vote of the members present.

The committee, will by a majority vote of the committee members present, the chairman voting, recommend to the Superintendent of Schools, one or more solutions which could bring the grieved situation into compliance with the Title IX regulation; or recommend that no grounds for grievance have been determined.

The Superintendent will respond to the grievance within 15 days of receiving the recommendation from the Title IX committee.

- The grievance may submit the grievance to the school board within 10 days of receiving an unfavorable response from the Superintendent of Schools if he/she so desires.
- In cases where the grievance includes or involves members of the Affirmative Action Grievance Committee, that member(s) will be excused from the committee until all dealings with the grievance in question have been completed and a recommendation has been directed to the Superintendent of Schools.

It is the policy of the Hudson School District that all students and employees should be able to work and study in an environment that is free of sexual harassment. For the purpose of this policy statement, sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other physical contact and expressive behavior of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or of creating an intimidating, hostile, or offensive employment or educational environment.

Statement of Nondiscrimination

SAU # 81 does not discriminate in its educational programs, activities or employment practices based on age, sex,

race, color, marital status, physical or mental disability, religion, national origin, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503, and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, and New Hampshire RSA 354-A. Information relative to special accommodations and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Hudson School District. If you need accommodations in completing this application, please contact the Hudson School District.