

EPPING HIGH SCHOOL STUDENT & PARENT HANDBOOK



2018-19

THE EPPING HIGH SCHOOL COMMUNITY EDUCATES AND EMPOWERS STUDENTS WITHIN A SAFE ENVIRONMENT
TO BECOME RESPECTFUL, INVOLVED, AND KNOWLEDGEABLE 21ST CENTURY LEARNERS AND CITIZENS.

21 ACADEMY STREET
EPPING, NH 03042
(603) 679-5472
www.sau14.org

Updated July 2018

EPPING HIGH SCHOOL MISSION STATEMENT

THE EPPING HIGH SCHOOL COMMUNITY EDUCATES AND EMPOWERS STUDENTS WITHIN A SAFE ENVIRONMENT TO BECOME RESPECTFUL, INVOLVED, AND KNOWLEDGEABLE 21ST CENTURY LEARNERS AND CITIZENS.

EPPING HIGH SCHOOL GUIDING PRINCIPLES

1. Respect and encourage the right to teach and the right to learn at all times.
2. Be actively engaged in learning; ask questions, collaborate, and seek solutions.
3. Be on time to fulfill your daily commitments.
4. Be appropriate; demonstrate behavior that is considerate of the community, the school, and yourself.
5. Be truthful; communicate honestly.
6. Be respectful and accountable for your choices.

SCHOOL COMMUNITY RIGHTS AND RESPONSIBILITIES

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this, our strategy is to implement a learning community of disciplined people who are focused on high expectations for teaching and learning. We expect all of our school community, including students, to:

- Support the individual in determining his or her learning purposes and means for achieving them.
- Provide a rigorous educational program to promote success for all learners.
- Balance the educational program with real world and service learning.
- Be engaged in the learning process by setting high expectations and collaborating with others to meet those expectations.

The mission, guiding principles, and rights and responsibilities guide all members of the school community. All members of the school community have the responsibility to know and respect the rules and regulations of the school and to behave in a manner appropriate to one's self as well as other members of the school community. The school community includes students, parent/guardians, teachers, staff, administration, and community members.

Epping High School Philosophy

Every member of our school community is a member of the “*Blue Devil*” team and will be treated as such. *The Life of Blue Devil* initiative, approved by the Epping School Board, supports healthy lifestyles of all students which includes all curricular, co-curricular, and extracurricular activities offered at Epping High School. The Life of a Blue Devil program is a community based program designed to: reduce risks, create pro-social bonding, provide clear and consistent boundaries, foster healthy life skills, offer care and support, set high but realistic goals, and ultimately create a positive high school experience.

TABLE OF CONTENTS

<u>CALENDAR</u>	5
<u>ACADEMICS</u>	6
COMPETENCY-BASED GRADING.....	6
ACADEMIC ACHIEVEMENT REPORT.....	6
FORMATIVE & SUMMATIVE ASSESSMENTS.....	7
HOMEWORK.....	7
BLOCK SCHEDULE.....	7
COMPETENCY RECOVERY.....	7
STUDENT ACHIEVEMENT REPORTS AND MID-SEMESTER UPDATES.....	8
ACADEMIC ELIGIBILITY.....	8
ACADEMIC HONESTY.....	8
SEACOAST SCHOOL OF TECHNOLOGY (SST).....	9
<u>STUDENT CONDUCT</u>	9
BEHAVIORAL PHILOSOPHY.....	9
SAFE SCHOOL ZONES.....	10
MISCONDUCT AND CONSEQUENCE GUIDELINES.....	11
ASSAULT/FIGHTING.....	14
TOBACCO PRODUCTS BAN.....	14
DRUG AND ALCOHOL USE BY STUDENTS.....	15
WEAPONS.....	16
DISCRIMINATION AND HARASSMENT.....	16
LOCKERS AND PERSONAL ITEMS.....	17
CAMPUS SEARCH.....	17
PROHIBITED ITEMS.....	17
ELECTRONIC DEVICES.....	17
DRIVING ON SCHOOL DISTRICT PROPERTY.....	18
STUDENT PARKING.....	19
STUDENT DRESS CODE.....	19
PUBLIC DISPLAYS OF AFFECTION.....	19
EATING AND DRINKING IN THE CLASSROOM.....	20
STUDENT OBLIGATIONS.....	20
<u>DETENTION/REMEDICATION AND SUSPENSIONS</u>	20
TEACHER DETENTION/REMEDICATION.....	20
ADMINISTRATIVE DETENTION/REMEDICATION.....	20
SATURDAY DETENTION/REMEDICATION.....	20
SUSPENSION.....	21
<u>ATTENDANCE</u>	23
ATTENDANCE PHILOSOPHY.....	23
PARENT/GUARDIAN NOTIFICATION.....	23
SCHOOL NOTIFICATION.....	23
ABSENCES AND TARDINESS.....	23

STUDENT TARDY CONSEQUENCES GUIDELINES.....	24
TRUANCY.....	25
CUTTING CLASS.....	25
EXTENDED/DISCRETIONARY ABSENCE POLICY.....	25
ATTENDANCE AND EXTRACURRICULAR ACTIVITIES.....	25
DISMISSALS.....	26
<u>ADDITIONAL PROCEDURES</u>	26
BEFORE AND AFTER SCHOOL PROCEDURES.....	26
EPPING MIDDLE SCHOOL BUILDING.....	26
EPPING HIGH SCHOOL CAMPUS.....	26
PRIVILEGES.....	26
SENIOR PRIVILEGES.....	27
JUNIOR PRIVILEGES.....	28
VISITORS.....	28
DELAYED OPENING/EARLY RELEASE/SCHOOL CLOSING.....	28
TOURS/TRIPS SPONSORED BY TEACHERS.....	29
FIELD TRIPS.....	29
GUEST PROCEDURES FOR DANCES AND OTHER AFTER-SCHOOL EVENTS.....	30
FIRE DRILLS AND EMERGENCY EVACUATION.....	30
OFFICE TELEPHONES.....	31
RESIDENCY.....	31
POSTERS.....	31
SALES.....	31
<u>STUDENT ACTIVITIES</u>	31
PHILOSOPHY.....	31
CLUBS/ORGANIZATIONS.....	31
GRADE LEVEL/ORGANIZATION OFFICERS.....	32
STUDENTS IN GOOD STANDING.....	32
<u>EHS ATHLETICS REFERENCE / LINK</u>	33
<u>SCHOOL SERVICES</u>	33
ACCIDENT INSURANCE.....	33
CAFETERIA.....	33
GUIDANCE SERVICES.....	33
HEALTH SERVICES AND PROCEDURES.....	33
COMPUTER ACCESS AND USE.....	34
CHROMEBOOK CART LOANER PROCEDURES.....	34
MEDIA CENTER.....	35
STUDENTS WITH DISABILITIES.....	36
ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL).....	36
HOMELESS STUDENTS.....	36
BUS TRANSPORTATION.....	36
EMPLOYMENT CERTIFICATES.....	37

Disclaimer: In the event that there is a discrepancy between the Epping district policy and this manual, policy always supersedes the manual.

Epping School District

2018 - 2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	PD	PD	PD	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	ER	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	ER	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	CD	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	ER	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	ER	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	PD	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	PD	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	ER	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	PD	PD	PD	27	28	29
30						

Total Days for Students - 177
 (1003.59 Hours)
 Total Days for Teachers - 186
 (1,053.00 Hours)
 Eight Professional Development Days
 5 Early Release Days

- School Closed
- CD Conference Day
- PD Professional Development Day (no school for students)
- First and Last Days of School (additional 5 snow days as required in red)
- High School Graduation
- ER Early Release Day

Ed306.18 School Year Option B: Elementary 945 hours; Middle 990 hours; High 990 hours
 5 Weather Days, 5 Professional Development Days

School Board Approved: 3/15/2018 Revised 8/2/2018

Created using a template from Vertex42.com

ACADEMICS

Please refer to the [Epping High School Program of Studies](#) for more information about academic expectations and procedures.

Competency-Based Grading

A competency is a specific, measurable outcome related to knowledge and skills in which students demonstrate and apply mastery of learning within and across domains. Competency statements serve as overarching outcomes, under which learning targets fall. These learning targets are based on the [Common Core State Standards](#), [Next Generation Science Standards](#); [National Core Arts Standards](#), Health, Physical Education, Music, Social Studies and Technology, and are used when assessing a student's level of competence. Performance indicators are used to report a student's level of competency for each learning target. Students will continue to receive an overall course grade on their transcript and EHS will continue to calculate a GPA, have an honor roll, and recognize a graduation valedictorian/salutatorian and top ten. Competencies are included in the course syllabus that students receive for every course they take, they are on our school's website under "[curriculum](#)," and they are listed on each student's grade report.

Epping High School - Academic Achievement Report 18-20

Student Achievement Report Performance Key				Points		
STUDENT REPORT ON COMPETENCIES						
	Symbol	Meaning	Definition	Regular/ College Prep	Honors/ Dual Enrollment	Advanced Placement
Credit Earned	E	Exemplary	Student exceeds criteria for competence. Student applies all key concepts, and skills from performance indicators accurately and independently.	4.00	4.50	5.00
	MC	Meets Competence	Student demonstrates competence. Student applies key concepts and skills from performance indicators.	3.00	3.50	4.00
Credit Not Yet Earned	AC	Approaching Competence	Student demonstrates partial competence. Student does not apply key concepts and skills from performance indicators consistently.	0.00	0.00	0.00
	N	Novice	Student does not demonstrate competence.	0.00	0.00	0.00

OTHER REPORTING CODES		
IWS	Insufficient Work Submitted	Student did not submit a sufficient amount of work needed to determine competency.
MP	Modified Program	Student receives modification to the curriculum.
NA	Not Assessed	Student has not assessed this competency.

Formative and Summative Assessments

Formative Assessments are any work conducted when a student is still learning the curriculum. This may include, but is not limited to, homework, guided practice, or classwork.

Summative Assessments are any assignments/work delegated for completion once a student has received adequate instruction and practice to be responsible for a competency. This may include, but is not limited to, tests, presentations, projects, or papers. Summative assessments are designed to provide information useful in evaluating a student's achievement at the end of a sequence of instruction. This type of assessment is used to determine a student's overall course grade.

Homework

The term homework refers to an assignment to be prepared during a period of supervised study in class, outside of class, or requires individual work in a study hall or at home. The purposes of homework is to improve the learning processes, to aide in the mastery of skills, and to create/stimulate interest on the part of the student. Homework assignments are valuable components of course curriculum and should be completed in a timely manner. Students who do not complete homework assignments may be required to attend after school tutoring or remediation as directed by teachers and administration.

Block Schedule

Epping High School classes run on a block schedule. Student schedules consist of four class blocks scheduled each day. Blocks run on an "A-day/B-day" schedule, meaning that the classes meet every other day, with the exception of block 4 which is a shorter class block that is scheduled to meet every day. A-day/B-day schedules for the year are available in the Main Office or through the PowerSchool parent portal. This schedule does not change during the school year. If school is cancelled for a day due to inclement weather, the day students return to school will be consistent with the schedule. For example, if school is cancelled on a B-day and students return the next day, they follow an A-day schedule.

A & B Days

7:23am - Warning Bell
Block 1 7:25 am - 9:00 am
Break 9:00 am - 9:11 am
Block 2 9:14 am - 10:49 am
Lunch 1 > 10:53 am - 11:24 am
Lunch 2 > 11:24 am - 11:49 am
Block 3 11:52 am - 1:27 pm
Block 4 1:32 pm - 2:25 pm

Competency Recovery

When a student fails to meet competency for any course at the close of quarter grades, credit will not be assigned. Meeting that competency then becomes the responsibility of the student, with assistance from the teacher.

- During the timeframe of a course, a student who has not met competency in a given course must develop, with assistance from the teacher, a competency re-learning plan which details what the student will do to access and relearn necessary information, how that competency will be reassessed, and the time table for completion of the process.
- If the time table for the course has ended (ie: summer vacation), the student then moves to competency recovery directed through the Alternative Program Coordinator in the guidance office. A course competency may be made up by attending Summer School, utilizing the NovaNET Program, or another competency-based extended learning opportunity at the expense of the student.

Student Achievement Reports and Mid-Semester Updates

Student Achievement Reports are issued at the end of each semester. **Mid-Semester Updates** are issued to parents and students at the midpoint of each semester. Please remember to regularly check your student's academic progress using PowerSchool's Parent Portal.

- **POLICY IKA - GRADING AND REPORTING SYSTEMS IN A COMPETENCY BASED EDUCATIONAL SETTING**

Academic Eligibility

Academics are the number one priority of all students at Epping High School. It is the expectation that all students focus on school first.

Course Grades in the Previous Marking Period are used to determine Athletic/Extracurricular Eligibility	Regain Athletic/Extracurricular Eligibility
<p>4 courses with an overall grade of MC or better in all competencies</p> <p>Incompletes are not passing grades</p>	<p>Students who have completed all of their formative work will remain eligible and be granted a two week grace period to meet all competency requirements. Once this two week period has expired, if the student still has not completed the competency requirements, they will only be allowed to practice/participate with their team/club until all competency requirements are met. Once the student completes all the competency requirements eligibility is reinstated.</p> <p>Students who have not completed all of their formative work will be given a two week grace period to meet all competency requirements. However, they will not be eligible to participate in games or events until all competency requirements have been met.</p>

Academic Honesty

At Epping High School we take pride in our work. Formative and Summative assignments must be representative of your own work. It is the student's personal responsibility to submit tests, projects and homework that are free of fraud and deception. Honest and ethical behavior is an essential component of the learning process.

Instances of academically dishonest behaviors include, but are not limited to:

1. Submitting a paper or project that is not the student's work.
2. Communicating with another student during a summative exam or formative assignment when such communication is reasonably suspicious.
3. Copying during a summative or formative exam.

4. Allowing another student to copy from one's summative or formative exam.
5. Using unauthorized notes or devices.
6. Copying another student's assignment.
7. Allowing another student to copy one's assignment.
8. Any intentional falsification or invention of data citation or other authority in an academic exercise.
9. Unauthorized collaboration.
10. Copying from a print or online source without providing proper citation.
11. Paraphrasing from a print or online source without providing proper citation.
12. Failing to cite with quotation marks the words, written or spoken, of another.
13. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, visuals, or other projects.

To help students avoid plagiarism in the writing process:

At the beginning of each course, the Language Arts teachers will provide each student, each year of high school, a unit of instruction which will define all aspects of plagiarism and its consequences.

Plagiarism First Offense*

1. The Student will receive an N with the chance to complete the assignment for a maximum grade of MC.
2. The student will receive a Saturday Detention with the new writing assessment.
3. Student/Teacher/Parent/Administrator conference.

*If the student plagiarizes in an AP course, their participation in that course will be terminated.

Plagiarism Second Offense

1. If the student plagiarizes a second time in any course for the remainder of his/her high school career, they will receive an N for that assignment.
2. The student will receive one day of In-School Suspension.
3. Student/Teacher/Parent/Administrator conference.

Seacoast School of Technology (SST)

Epping High School students have the opportunity to enroll in programs offered at the Seacoast School of Technology (SST) located in Exeter. Students who enroll in these programs are bussed to and from SST during their school day. Classes at SST are scheduled into the student's Epping High School schedule. In order to be eligible to attend SST, students must be in good academic standing and have a good attendance record. Enrollment is limited at SST and, as a result, students may be placed on a waiting list or enrollment may be denied. Because SST classes are scheduled during the regular school day, students who attend SST may not be available to also attend some classes offered at Epping High School. Students and parents/guardians are encouraged to consider potential schedule conflicts when making the decision to enroll at SST. **Students enrolled at SST may not skip classes at SST to attend special EHS assemblies or programs** without written consent from their parents, SST teachers, and the principal of SST. Approval must occur at least one week prior to the event. Approval will not be granted on the day of an assembly or program. Approval forms can found in the guidance office or on the [EHS Guidance Website](#)

STUDENT CONDUCT

Behavioral Philosophy

The Epping School District rules relative to student behaviors, consequences, and due process in the schools are adapted from the Rules of the New Hampshire State Board of Education (ED 317). These rules include purpose, definitions, standards for expulsion, disciplinary and due process procedures, reporting procedures, discipline of students with an educational disability, and records. Please click on the links below to view the complete policy documents:

- [POLICY JICDA – STUDENT BEHAVIOR & CONSEQUENCE GUIDELINES](#)
- [POLICY JICD – STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS](#)
- [POLICY JICD-R – MEMORANDUM OF UNDERSTANDING BETWEEN THE EPPING POLICE DEPARTMENT AND THE EPPING SCHOOL DISTRICT](#)

Epping High School is first and foremost an academic institution. We provide every student with the opportunity to receive the best possible education. Our school community's existence depends on the willingness of every member to follow certain rules and remain respectful at all times. To that end, we expect that each student will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond to requests from any member of the staff in a polite and respectful manner. Students, in turn, can expect to be treated with regard and respect by the faculty and staff.

It is our belief that students know what is considered appropriate behavior and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept the consequences. If an individual student's inappropriate behavior continues or escalates, the administration will increase the level of the consequence as appropriate.

Each offense that is referred to administration is reviewed with the individual student and circumstances in mind. When necessary, investigations are completed to ensure that information is accurate and to allow for the most appropriate administrative response.

Safe School Zones

The Epping School Board endorses the following principles of student conduct to comply with the Safe School Zones.

- Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

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

Due process shall be afforded to any student involved in a proceeding which may result in **suspension, exclusion, or expulsion**. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:13, IV, and in accordance with Policy JICD. In addition, the District shall comply with the provisions of the Individual with Disabilities Education Act (IDEA) when disciplining students.

It is the intention of the Epping Police Department and the Epping School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended. Communication and sharing of information is the initiation of any cooperative effort. **As required by law, it is agreed that every school employee 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 writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal who shall file it with the local law enforcement authority. Such report shall be made by the Principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing.**

Epping High School Misconduct and Consequence Guidelines

Misconduct Level	ESD Policy	Consequences for Misconduct in School	Consequences for Misconduct at Athletic/Extracurricular Activities
<p>Low Level Misconduct</p> <ul style="list-style-type: none"> • Late for class, practice, game, or event • Inappropriate dress (JICA) • Inappropriate language • Inappropriate behavior • Inappropriate use of devices (JICJ) • Inappropriate use of technology (JICL) • Inappropriate use of motor vehicle (JLIE) • Skip detention • Plagiarism 	<p>Reference general policies listed below & specific policies under misconduct</p> <ul style="list-style-type: none"> • JAJICA • JICC • JICD • JICD-R • JICDD • JIH • JIHD • JJA • JJI • JKA • JKAA • JLDB 	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> • Warning • Apology • Change/remove clothing • Surrender device • Loss of device/technology privileges • Loss of motor vehicle privileges • Loss of school privileges • Removal from class or school activity • Detention • Saturday detention • Parent contact. <p>Scheduled school consequences take precedence over athletic/extracurricular activities.</p> <p><u>No additional school consequences apply for low level misconduct at athletic/extracurricular activity.</u></p>	<p>Misconduct receives one or more of the following options as appropriate:</p> <ul style="list-style-type: none"> • Warning • Apology • Change/remove clothing • Surrender device • Loss of device/technology privileges • Loss of motor vehicle privileges • Loss of athletic or extracurricular activity participation • Removal from practice, game, or extracurricular activity • Detention • Saturday detention • Parent contact. <p><u>No additional athletic or extracurricular activity consequences apply for low level misconduct in school.</u></p>
<p>Medium Level Misconduct</p> <ul style="list-style-type: none"> • Repeat of low level misconduct • Egregious language • Egregious behavior • Egregious use of communication, music, or technology devices (JICJ JICL) • Egregious use of motor vehicle (JLIE) • Cut class • Insubordination • Repeat plagiarism 		<ul style="list-style-type: none"> • Loss of school privileges applies in all cases. • Loss of device privileges applies in all cases involving communication, music, or technology devices. • Loss of vehicle privileges applies in all cases involving motor vehicle. • Misconduct receives all of the following options. 	<ul style="list-style-type: none"> • Loss of athletic or extracurricular activity participation applies in all cases. • Loss of device privileges applies in all cases involving communication, music, or technology devices. • Loss of vehicle privileges applies in all cases involving motor vehicle. • Misconduct receives all of the following options. <ul style="list-style-type: none"> • Apology as appropriate • In-school suspension (ISS) • Parent contact and/or meeting <p><u>The following consequences also</u></p>

		<ul style="list-style-type: none"> • Apology as appropriate • In-school suspension (ISS) • Parent contact and/or meeting 	<p><u>apply for students issued an ISS for misconduct in school and/or at athletic/extracurricular activities.</u></p> <p>Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</p> <ul style="list-style-type: none"> • 1st ISS incident - 1 game ineligibility for each ISS day • 2nd ISS incident – 2 game ineligibility for each ISS day • 3rd ISS incident – athletic eligibility revoked for the remainder of the school year • No practice, game, or event on day of ISS • May practice once ISS is completed • Missed games/events on day of misconduct and ISS days count toward ineligibility total • The next scheduled game(s)/event(s) following the ISS will be used to complete the total game/event ineligibility count. Student must attend game/event with team/group, but is not permitted to participate.
<p>High Level Misconduct</p> <ul style="list-style-type: none"> • Repeat of medium level misconduct • Leave school without permission • Habitual failure to follow school rules <p>Severe Level Misconduct</p> <ul style="list-style-type: none"> • Discriminating/harassing (JBA JBAA) • Assault (JICD-RR) • Fighting (JICD-RR) • Threatening (JICD-RR) • Theft (JICD-RR) • Vandalism (JICD-RR) • Arson and/or false fire alarms (JICD-RR) • Gang activity (JICF) • Hazing (JICFA) • Tobacco products (JICG) • Alcohol, drug, and other illegal substances (JICH) 		<ul style="list-style-type: none"> • Loss of school privileges applies in all cases. • Loss of device privileges applies in all cases involving communication, music, or technology devices. • Loss of vehicle privileges applies in all cases involving motor vehicle. • Misconduct receives all of the following options. <ul style="list-style-type: none"> • Apology as appropriate • Out-of-school suspension (OSS) • Parent contact and meeting 	<ul style="list-style-type: none"> • Loss of school privileges applies in all cases. • Loss of device privileges applies in all cases involving communication, music, or technology devices. • Loss of vehicle privileges applies in all cases involving motor vehicle. • Misconduct receives all of the following options. <ul style="list-style-type: none"> • Apology as appropriate • Out-of-school suspension (OSS) • Parent contact and meeting • Parent meeting prior to return <p>Following options may also apply:</p> <ul style="list-style-type: none"> • Counseling prior to return • Course prior to return • Plan prior to return • Special assignment • Restitution • Probation • Expulsion.

<ul style="list-style-type: none"> • Weapon (JICI) • Bullying (JICK) 		<ul style="list-style-type: none"> • Parent meeting prior to return <p>Following options may also apply:</p> <ul style="list-style-type: none"> • Counseling prior to return • Course prior to return • Plan prior to return • Special assignment • Restitution • Probation • Expulsion. 	<p><u>The following consequences also apply for students issued an OSS for misconduct in school and/or at athletic/extracurricular activities.</u> Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed.</p> <p><u>≤ 5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> • 1st OSS incident - 2 game ineligibility for each OSS day • 2nd OSS incident – athletic eligibility revoked for the remainder of the school year • No practice, game, or event on day of OSS • No practice until total game/event ineligibility has been completed • Missed games/events on day of misconduct and OSS days count toward ineligibility total • The next scheduled game(s)/event(s) following the OSS will be used to complete the total game/event ineligibility count. Student cannot attend game/event with team/group. <p><u>>5 days out-of-school suspension (OSS)</u></p> <ul style="list-style-type: none"> • 1st OSS incident - athletic eligibility revoked for a full school year (177 school days) from the date of the incident (if OSS due to substance abuse incident student may apply for a reinstatement of eligibility after 60 school days if he/she has successfully completed a readmission contract which includes attendance of a substance abuse program) • 2nd OSS incident for substance abuse – athletic eligibility revoked for a full school year (177 school days) from the date of the incident
School Bus (JICC)		<ul style="list-style-type: none"> • 1st offense – letter of warning • 2nd offense –detention 	<ul style="list-style-type: none"> • 1st offense – letter of warning • 2nd offense –detention • 3rd offense – privileges revoked

		<ul style="list-style-type: none"> • 3rd offense – privileges revoked • Severity of offense may waive 1st and/or 2nd offense 	<ul style="list-style-type: none"> • Severity of offense may waive 1st and/or 2nd offense
--	--	--	--

1. **Inappropriate misconduct** is behavior that does not meet conduct outlined in school rules, regulations, and district policy.
2. **Egregious misconduct** is behavior that is blatant and conspicuously bad or offensive. It is clearly inconsistent with what is right or proper and displays contempt for school rules and regulations (e.g. forgery).
3. The school district reserves the right to advance the misconduct or offense level due to severity of student behavior.
4. Coaches and Advisors reserve the right to determine participation based on student’s preparation and/or conditioning.
5. School Principal and Athletic Director may grant exceptions.
6. Failure to serve detention will result in advanced consequences as shown in the following order.
 - a. **Detention** – Consequences proceed to Saturday detention for skipped detention.
 - b. **Saturday detention** – Student will serve the next scheduled Saturday detention following a day of skipped detention. Consequences proceed to In-School Suspension for skipped Saturday detention and the student will still be accountable for serving their missed Saturday detention.
 - c. **Out-of-school suspension** – Out-of-School Suspension will be served on the next school day following a second skipped Saturday detention and the student will still be accountable for serving their missed Saturday detention. A parent meeting is required for a student to return to school in this situation.
7. Habitual failure to follow school rules will result in advanced consequences up to and including expulsion.
8. Pre-season Infractions: A pre-season conditioning program is recommended to maintain the health and safety of student athletes. After the assignment of consequences, student athletes may participate in pre-season with the understanding that scrimmages do not constitute games. Consequences assigned during pre-season will be enforced at the start of the regular season.

Assault / Fighting

Assault is a criminal activity. The Epping High School community has a zero tolerance stance on assault and/or fighting. Students who engage in such activity, regardless of how the conflict originated, will be subject to disciplinary action which may include but is not limited to, suspension and a referral to the Epping Police Department. As is always true, physical violence is not the correct and lasting way to solve conflict.

Tobacco Products Ban

Use of tobacco products is strictly prohibited in/on all school facilities and/or grounds. No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District. Per policy JJA, students who participate in school sponsored events and activities are prohibited from possession of tobacco products on and off school grounds, 24 hours a day. No visitor shall at any time use tobacco products in any facility or anywhere on school grounds maintained by the District. 'Tobacco products' means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes (e-cigarettes, vaporizers, or vape pens), products containing tobacco, and tobacco in any form. 'Facility' is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, storage areas, and athletic fields.

No student shall purchase, attempt to purchase, possess, or use any tobacco product and/or device in any facility or anywhere on school grounds maintained by the District. Enforcement of this prohibition shall initially rest with School Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Any student who violates this policy shall be suspended from school for a period of not less than five (5) school days and additional disciplinary consequences may also apply for student participation in co-curricular, extracurricular, and athletic activities per School Board policy. Student and parents/ may be required to attend a disciplinary hearing of the School Principal, Superintendent of Schools, and/or School Board.

The Principal will hold a conference with the student and parents/guardians as soon as possible and prior to school reentry. Prior to being readmitted, a student may be required to enroll in or complete a course of counseling on substance abuse.

- **POLICY JICG - TOBACCO PRODUCTS AND DEVICES PROHIBITED**

Drug and Alcohol Use by Students (Drug Free Zone)

The Epping School Board is concerned with the health, welfare, and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property or in any district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c) or RSA 318-B, Controlled Drug Act.

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents/guardians will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Superintendent and other proper authorities.

DRUGS - If a student appears to be under drug influence, administration will have the student evaluated and may search the student's person and belongings. The parent/guardian will be notified by school authorities to come for the student and remove him/her to his/her home or to medical facilities. In severe cases, if the parents will not come to the school, school administration is authorized to call an ambulance to remove the student and send them to the hospital. Parents/guardians will be notified of this action and will be responsible for the incurred expenses. In a case of clear possession, the police will be called immediately. After the event, a conference with school officials should be held as soon as possible to discuss re-entry to school and possible treatment options.

Any student observed possessing, using, or under the influence of any illegal drugs or substances, and/or possessing illegal drug or substance paraphernalia shall be immediately brought to the administration. Administration shall call the police in every instance where drugs or paraphernalia are discovered. Any substance observed shall be immediately seized by administration and immediately turned over to the police. No school employee has the lawful authority to destroy any seized substance.

Upon reasonable evidence of possession, use, or under the influence of any illegal drugs or substances, and/or possessing illegal drug or substance paraphernalia by any student on District property, **the student will be suspended from school for a period of not less than ten (10) days per occurrence. The parent/guardian shall be notified of this action. A conference with the parents/guardians, student and Principal should be held as soon as possible and prior to school attendance. Prior to being readmitted to the school, a student may be required to enroll in or complete a course of counseling regarding substance abuse.**

Please refer to the *Health Services and Procedures* section in this handbook for important information regarding over-the-counter and prescription medication. **Students are not permitted to have**

possession of prescription and over-the-counter medications.

ALCOHOL - Alcoholic beverages will not be permitted on school property at any time. Per policy JJA, students who participate in activities shall not use, have in their possession, transfer, or be in the presence of alcohol or prohibited drugs, real or counterfeit, or drug paraphernalia. This policy applies to all participants and applies on or off school grounds, 24 hours a day. Parents/guardians will be notified of this action. The police shall be called at the discretion of the Principal. **Any student in possession of or under the influence of alcohol will be immediately suspended from school for a period of not less than ten (10) days per occurrence. A conference with the parents/guardians, student and Principal should be held as soon as possible. Prior to being readmitted to the school, a student may be required to enroll in or complete a course of counseling regarding substance abuse.**

DRUG-FREE ZONE – Per RSA 193-B:2, it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, disperse, or compound, any controlled drug or its analog, within a drug-free school zone at any time of the year.

The drug-free zone is an area which extends 1,000 feet surrounding the property of the Epping Schools, and within or immediately adjacent to school buses per RSA 193-B III. Any violation of this policy subjects the offender to severe penalties under the law.

- **POLICY JICH – DRUG FREE ZONE - STUDENT DRUG AND ALCOHOL USE PROHIBITED**

Please visit our website www.sau14.org for a complete Epping School District Policy regarding drugs and alcohol.

Weapons

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

Any student possessing a weapon shall be brought immediately to the Principal and the weapon shall be immediately seized. The Principal shall request a police response in every situation. **Students found in possession of a weapon will be suspended for a minimum of ten (10) days per occurrence and may be subject to additional suspension or expulsion.** The parent(s)/guardian(s) of the student shall be notified. A conference between the parent(s)/guardian(s), student, and Principal shall be held as soon as possible and prior to returning to school.

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

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

- **POLICY JICI – WEAPONS ON SCHOOL PROPERTY PROHIBITED**

Discrimination and Harassment

Discrimination and harassment of any kind will not be tolerated at EHS. Incidents of discrimination or harassment should be immediately reported to Administration or another appropriate authority.

Sexual Harassment and Bullying are defined by Epping School Board Policy. Incidents of sexual harassment, bullying, and discrimination should be reported immediately to the Principal or designee. The incident will be investigated and responded to per the Epping School Board Policy. Upon reasonable evidence that the offense has occurred and has been perpetrated by a student(s),

the student(s) will be subject to disciplinary action including, but not limited to suspension and or expulsion. In addition to disciplinary actions taken by the school, criminal penalties may result from violations of this policy.

- **JICK – PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING PROHIBITED)**

Lockers and Personal Items

Students are assigned one locker for convenient storage. Students are cautioned that failure to use the locker to store personal items does increase the risk of theft, especially within locker rooms. Students are responsible for their own possessions. Any valuables brought to school are subject to a number of risks; therefore it is recommended that students not bring personal property to school. While school personnel will take all reasonable steps to help students recover lost or stolen personal items, students and parents are reminded that the school district does not insure student property and that the school is not responsible for any damage, theft, or loss of personal items.

Students must not store items on top of their locker. Items left on top of lockers will be periodically removed by custodial staff and disposed of in the appropriate manner.

The lockers are school property and remain under control of the school at all times and proper authorities may open lockers if it is believed that the welfare, safety or health of the student body is threatened. Students are responsible for whatever is contained in lockers assigned to them by the school. School authorities may conduct inspections of lockers at any time with or without students being present. **The school retains access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks and any unauthorized locks may be removed without notice and destroyed.**

A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student is responsible for the control, appearance and condition of the locker. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside.

Campus Search

The Administration may conduct searches of property on the EHS campus, including but not limited to; lockers, backpacks, clothing, and vehicles. Parents/guardians will be informed of these searches. Searches are conducted in order to ensure the safety of EHS staff and students. The Superintendent or his/her designee may authorize the Epping Police Department to utilize a Police Canine Team to conduct searches of the EHS campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

Prohibited Items

Epping High School prohibits students from possessing on school property or at school-sanctioned events any items that are deemed by administration to be inherently dangerous or potentially harmful. Also prohibited are items that create a nuisance or are disruptive to the school environment. Such items will be confiscated by the school and returned only to a parent/guardian. Failure to comply with a teacher or administrator request will result in disciplinary action.

Electronic Devices

Electronic devices, including cell phones, may be brought to school; however, use of these devices is restricted as outlined below. Epping High School is not responsible for the theft or loss of any electronic devices. Students and parents are encouraged to consider the risk involved in bringing valuable items to school.

Students must comply with the following expectations regarding the use of electronic devices. Failure to comply with these expectations **will result in the device being confiscated** by a teacher or administrator and/or loss of privilege to use electronic devices at school.

- All electronic devices, including **cell phones** and **headphones**, must be put away and not visible during class periods.
- Teachers may supervise the use of electronic devices as long as they have relevant and

purposeful instructional criteria that a teacher can provide and support through their curriculum and or lesson plans.

- Cell phone use is prohibited during all blocks of the instructional day.
- The use of electronic devices, including cell phones, is not permitted in locker rooms and bathrooms.
- Ringers on cell phones should be turned off or set to silent mode at all times.
- Electronic devices may be used without authorization only during break, lunch block, and before and after school hours. This use is a privilege and under the jurisdiction of staff, faculty, and administration.
- Headphones and devices that play music must be played (when permitted) at an appropriate volume. Only the individual wearing the headphones should be able to hear the music being played.
- The use of photo and video recording devices without permission from the subject is a violation of privacy and is not permitted.
- Students serving school issued consequences such as, but not limited to, detention, Saturday Detention and In-School Suspension may not use electronic devices throughout the duration of the assigned consequence.

Understanding time and place is a very important skill to learn as a young adult. Using cell phones at the appropriate time and places will result in continued use. If for any reason it is deemed by a professional member of the school staff that cell phone use is inappropriate, the device will be turned over to the school professional upon request and it will be turned into the main office.

1. First Offense: Warning and confiscation of the device for the remainder of the school day.
2. Second Offense: The device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the Principal's or designee's office. Students and parents are required to sign the school's device policy at the time of pick up.
3. Third Offense: The device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the Principal's or designee's office. At the Principal's or designee's discretion, the student may receive a more progressive disciplinary consequence.
4. Additional Offense: Any further violations of this policy will result in the student's loss of possession of the device for the remainder of the school year.

The contents of an electronic communication device may be searched to determine ownership or to identify emergency contacts. Upon reasonable suspicion that a school rule or the law has been violated through the use of such a device, an administrator may also search for evidence of suspected wrongdoing. Students are required to hand over their communication device in accessible, working order to school administration. Any refusal on the part of a student to comply with a request to surrender the device may result in disciplinary action.

- **POLICY JICJ - MUSIC AND COMMUNICATION DEVICES**

Driving on School District Property

It is important that all drivers abide by the following regulations in order to ensure the safety of pedestrians and other drivers:

- On the school grounds, a speed limit of 5 mph must be observed.
- Vehicles must yield to pedestrians and school buses.
- All of the rules of the New Hampshire Motor Vehicle Department must be observed while driving on campus, including observance of traffic signs and school staff directing traffic.
- Failure to comply with appropriate and responsible driving expectations will result in a loss of driving and parking privileges on district property.

Student Parking

Parking is limited on the EHS campus. Junior and Senior parents will be emailed parking applications each summer. Applications should be completed and returned to the main office. Only

those students who have been granted permission to park and have been issued a parking permit are allowed to park on campus. Due to the limited number of student parking spaces available, parking permits will be issued to seniors first then juniors. Students may park only in parking spaces that have been designated for student parking. Student parking at Epping High School is considered a privilege. Parking permits are contingent upon the student's attendance record, compliance with parking/driving regulations, no outstanding obligations, and other Epping High School behavioral expectations.

- **Any car that is parked on the EHS campus (including the SAU building) without a valid parking permit, may be towed at the owner's expense.**
- Any student who does not abide by driving/parking regulations may be subject to suspension or revocation of parking privileges, reported to the Epping Police, and/or towed from the property at the owner's expense.
- Any student who exceeds 5 days absent unexcused or 10 days tardy unexcused to school during a semester will be subject to suspension or revocation of their parking permit.

Students are expected to leave their motor vehicle immediately upon arrival at school and may not return to it until the school day is completed without permission from the administration. Students must enter and exit the Epping High School building through the EHS front entrance only.

Student Dress Code

As a community we take pride in our personal appearance. We expect that all dress reflects the quality of our school and shows respect for yourself and others. Dress should not interfere with nor disrupt the educational process of our school.

- Clothing that displays or promotes illegal substances, alcohol, or a tobacco products is prohibited.
- Also prohibited are offensive symbols or language, including those that suggest intolerance or lack of respect to others on the basis of gender, race, religion or ethnic, social, or economic background.
- Undergarments must never be visible. Clothing must completely cover the undergarments. This includes bra straps and the top of underwear.
- Tops must touch the top of the clothing article that covers the lower half of the body. Midriff/belly areas must not be exposed.
- The top of the clothing covering the lower half of the body must meet the bottom of the shirt. Pants, skirts, and shorts must completely cover undergarments.
- Hats, hoods worn over the head, and sunglasses are not to be worn inside the school building.
- Footwear must be worn at all times. Footwear must be safe and appropriate. Flip Flops and slippers are not permitted.
- Appropriate footwear is required in the gymnasium (non-marking sneakers only).
- Dress code expectations apply during Halloween and Spirit Week dress up days as well. Full-face makeup and masks, mock weapons, and potentially unsafe costumes and items are not permitted.

The Administration retains the ultimate responsibility to determine whether clothing is in keeping with the dress code philosophy should an issue arise. If clothing is deemed inappropriate, the student will be asked to change. Changing one's clothes is always the first and best choice. Failure to comply with this simple request will result in disciplinary action, including but not limited to detention or suspension. Repeated violations of the dress code will result in elevated consequences.

- **POLICY JICA - STUDENT DRESS CODE**

Public Displays of Affection

All students are expected to behave appropriately at all times. Public-displays of affection/closeness are embarrassing for both students and faculty. Faculty and Administrators will remind students concerning the inappropriate behavior, at which time the behavior is expected to cease.

Eating and Drinking in the Classroom

Students are expected to comply with the expectations of the teacher with regard to food and drink in the classroom. Drinks in glass containers are **not** permitted anywhere in the building. Drinks in cans

are only allowed to be consumed within the cafeteria. Students are expected to be respectful of their environment and to clean up after themselves. No food or drink is allowed in the gymnasium or any computer lab without permission and proper supervision.

Student Obligations

Students are responsible for all books, uniforms, and other school property that is issued to them. All students are responsible for covering their books throughout the year. Students are required to pay for the replacement of lost or damaged books and other property. A student who fails to return a book or other school property and does not pay for replacement of that book or property will not be issued a parking permit, diploma, and/or transcripts.

DETENTION/REMEDICATION AND SUSPENSIONS

Teacher Detention/Remediation

A detention may be assigned by a classroom teacher, counselor, or any other faculty member.

- Teachers may assign after school detention/remediation to students who do not meet academic or behavioral expectations.
- Teachers will give 24 hour notice to students and notify parents/guardians prior to the detention/remediation by contacting the parent or guardian by email or telephone.
- If the behavior continues to be an issue or if the student fails to serve a Teacher Detention, the student will be referred to Administration for action.

Administrative Detention/Remediation

Detention/remediation may be assigned to students by Administration for offenses that rise above the level of teacher intervention, repeated offenses and/or failure to serve detention assigned by a teacher.

- Students are given a referral and parents are notified by telephone and/or email.
- Administrative detention/remediation is held after school from 2:30 pm to 3:30 pm mostly on Mondays, Wednesdays, and Fridays.
- Students are not permitted to use cell phones or other electronic devices during detention.
- Students should bring academic work to complete during their detention/remediation.
- Any student who does not comply with expectations will be asked to leave detention/remediation resulting in further disciplinary action.

Failure to attend an assigned detention will result in further action including, but not limited to, additional detentions, Saturday detention, suspension, and/or loss of privileges.

Saturday Detention/Remediation

Saturday detentions/remediations take place between 8:00am and 11:00am. All Saturday detentions/remediations are assigned to students by an Administrator. Students are given at least a 24-hour notice with a referral for parent/guardian signature and parents/guardians are notified by telephone.

- Saturday detention/remediation begins at 8:00 am and ends at 11:00 am.
- Students will not be allowed to enter detention/remediation after 8:15am.
- Students are to report to the High School Main Office.
- Students who arrive late to Saturday detention/remediation may be required to serve additional time in afterschool or Saturday detention.
- All student handbook regulations are to be strictly followed during detention/remediation.
- Students are expected to be engaged and bring academic materials to support learning for the three (3) hours they are in detention.

If school is closed on the preceding Friday due to inclement weather or another emergency, Saturday detention will be canceled and rescheduled for another date. If there is a need to cancel Saturday Detention on a Saturday morning due to inclement weather or another emergency, a message will be available on the EHS telephone announcements (679-5472).

In-School and Out-of-School Suspension

Suspension is assigned to students by an Administrator. This consequence for serious misbehavior includes exclusion from all classes and all school sponsored events on the day(s) of the suspension. Suspension is designated as the result of chronic and/or serious misconduct including, but not limited to, offenses such as truancy, fighting, assault, threats, and bullying. Suspensions can range from 1-10 days as designated by the Building Level Administrator.

Out-of-School Suspension

Students receiving an Out-of-School suspension are not allowed on campus for any reason while on suspension. They are expected to keep up with missed classwork and will be responsible for any missing work upon their return. OSS days will be counted as excused absences.

In-School Suspension

Students receiving In-School Suspension must report to the EHS main office to check-in. The goal of the Suspension Program is to provide students with the opportunity to use their time productively while they are suspended. Students who have been assigned suspension may be referred to the Superintendent of Schools, resulting in further disciplinary action including referral to the Epping School Board. For complete School Board Policy contact SAU 14.

- Suspension guidelines are available to students and parents/guardian upon their request.
- In-School Suspension begins at 7:25 am and ends at 2:25 pm.
- Students must report to the In-School Suspension Program by 7:25 am. Students who report late to suspension may be required to make up the time that they missed and/or may be assigned another day of suspension.
- After students sign in at the main office they are required to turn in their cell phones and electronic devices to be stored for the day in the main office.
- Students who are suspended (either ISS or OSS) may not participate in any school sponsored activities or events on the day of their suspension, including athletics, dances, concerts and field trips. Students are not eligible to participate in or attend activities for the duration of their suspension and until they have returned to school. For example, if a suspension is on a Friday, students are not eligible to participate in or attend activities until they have attended a day of school (i.e. Monday). Please see "Attendance and Extracurricular Activities" in the attendance section for details.

The following consequences also apply for students issued an ISS for misconduct in school and/or at athletic/extracurricular activities. Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed:

- ❑ 1st ISS incident - 1 game ineligibility for each ISS day
- ❑ 2nd ISS incident - 2 game ineligibility for each ISS day
- ❑ 3rd ISS incident - athletic eligibility revoked for the remainder of the school year

Note: No practice, game, or event on the day of ISS. Students may practice once the ISS is completed. Missed games/events on day of misconduct and ISS days count towards the ineligibility total. The next scheduled game(s)/event(s) following the ISS will be used to complete the total game/event ineligibility count. Students must attend game/events with the team/group, but are not permitted to participate.

Out-of-School Suspension

Students receiving an Out-of-School suspension are not allowed on campus for any reason while on suspension. They are expected to keep up with missed classwork and will be responsible for any missing work upon their return. OSS days will be counted as unexcused absences.

Any student whose total number of days suspended reaches 5 days over the course of the school year will be referred to the Pupil Assistance Team.

Suspensions for 10 Days or Less:

- No student will be suspended, unless and until the student has been informed as to the reasons for the proposed suspension.
- After discussing the incident with the student, the school Administrator may suspend the student for not more than 10 days if the Administrator reasonably believes such suspension to

- be proper.
- Upon suspension, the parents/guardians shall be notified prior to the beginning of the Suspension.

The following consequences also apply for students issued an OSS for misconduct in school and/or at athletic/extracurricular activities. Ineligibility begins the day of misconduct and ends the day all ineligible games/events have been completed:

≤ 5 days out -of -school suspension (OSS)

1st OSS incident – 2 game ineligibility for each OSS day

2nd OSS incident – athletic eligibility revoked for the remainder of the school year

>5 days out -of -school suspension (OSS)

1st OSS incident – athletic eligibility revoked for a full school year (177 school days) from the date of the incident (if OSS due to substance abuse incident student may apply for a reinstatement of eligibility after 60 school days if he/she has successfully completed a readmission contract which includes attendance of a substance abuse program)

2nd OSS incident for substance abuse – athletic eligibility revoked for a full school year (177 school days) from the date of the incident

Note: No practice, game, or event on day of OSS No practice until total game/event ineligibility has been completed Missed games/events on day of misconduct and OSS days count toward ineligibility total The next scheduled game(s)/event(s) following the OSS will be used to complete the total game/event ineligibility count. Student cannot attend game/event with team/group.

Suspensions for Over 10 Days:

When suspensions of over 10 days are being considered, the case will be referred to the Superintendent who will:

- Inform the student and at least one parent/guardian either in person or by mail of the charges and of the nature of the evidence against the student.
- The student and at least one parent/guardian shall be offered a formal hearing after sufficient time to prepare a defense or reply, at which hearing—evidence in support of the charge shall be presented by school officials and the student or parent/guardian shall have ample opportunity to present any defense or reply. Such a hearing may be held in public if the student so requests. The student may retain a legal counsel at his/her own expense to represent him/her at such hearing. The student or his/her counsel may cross-examine any witnesses who have testified against the student.
- Any Suspension or Expulsion imposed on a student must be based upon a fair consideration of substantial evidence.
- The acts of the student must be such that they represent a proper reason for Suspension or Expulsion.
- Appeals from decisions made on behalf of the Epping School District may be made in accordance with the NH Revised Statutes Annotated.

POLICY JICD – STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

Attendance

Attendance Philosophy

The philosophy of Epping High School is that regular school attendance and participation in classroom experiences are an integral part of a meaningful educational program. School attendance is mandated by state law, and it is the responsibility of parents or guardians to ensure the punctual and regular attendance of their children. Our purpose in implementing the following procedures is to maintain a high rate of daily attendance, minimize day-to-day disruptions in the instructional process, and maximize the time students are engaged in learning.

Parent/Guardian Notification

In an effort to keep parents/guardians informed, a courtesy call will be made to notify parents/guardians when their student is absent from his or her first class and a call has not been received notifying Epping High School of the absence. Letters that notify parents of the number of days students have been absent are periodically mailed home. Absences from each class are also documented on PowerSchool. Parents/guardians who have questions regarding their child's attendance and/or the attendance policy should contact the Assistant Principal.

School Notification

Parents/guardians are asked to call the school to report a student's absence within two school days (two school days means the first day of absence or the following school day) of the absence. If a student is going to be late to school for any reason, the parent/guardian should contact the school that morning. Tardiness will only be excused for legitimate reasons (see justifiable excuses below) and with administrative approval. "Excused" tardiness will not be applied retroactively. Students should always provide documentation (i.e. note from a doctor or documentation of a college visit) to the main office when they are absent or late to school. This documentation should include the date of the absence and the reason for the absence. This documentation may be helpful in particular when a student's absences or tardies become excessive. Documented absences and tardies do not count toward the total number allowed by the Attendance Policy.

Absences and Tardiness

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences or tardies when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence or tardy. The Epping School Board considers the following to be justifiable excuses for an absence or tardy:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Religious instruction
- Family vacations and educational activities away from home
- Such other good cause as may be acceptable to the Principal or permitted by law

In the event of an illness, parents must contact the school within two days to inform the Principal of the student's illness and absence. (Two school days means the first day of the absence and the following school day.) For other excused absences, parents must provide written notice that states one of the above reasons for the absence. In some situations the Principal may require additional documentation to support the written notice such as doctor's notes, court papers, or college visit confirmations. Any absence that has not been excused for any of the above reasons will be considered an unexcused absence.

Excused Absence or Tardy - The student is absent or late to school. There has been communication between the parent/guardian and Epping High School or documentation has been provided regarding the absence or tardy.

Unexcused Absence or Tardy - The student is absent or late to school and no communication or documentation has been provided.

If parents wish for their child to be absent for a reason not listed above they must contact the Principal for a determination of excused or unexcused. The Principal's decision shall be final.

Students will be required to make up any work in a timely fashion equal to the approximate time out of class.

Students who do not attend school for any reason--absent or suspended will not be allowed to participate in after school activities on the day of absence unless previous arrangements and approval for the absence were made through the Principal's office.

Student Tardy Consequences Guidelines

Tardiness is defined as being late for class or school. Students have a responsibility to be present and on time. Students who are not in school by 8:00 AM will not be allowed to be an active participant in extracurricular activities on the day of the absence unless previous arrangements and approval for the absence were made through the Principal or designee. Exceptions may be authorized by the School Principal or his/her designee.

Days per Semester	School Consequences if Tardy < 35 minutes *
Day 1	Parent contact via phone or email; warning
Day 2	Parent contact via phone or email; break detention
Day 3	Parent contact via phone or email; break detention
Day 4	Parent contact via phone or email; break detention; letter home
Day 5	Parent contact via phone or email; lunch detention
Day 6	Parent contact via phone or email; lunch detention
Day 7	Parent contact via phone or email; lunch detention; letter home; parent meeting
Day 8	Parent contact via phone or email; break and lunch detention
Day 9	Parent contact via phone or email; break and lunch detention
Day 10	Parent contact via phone or email; break and lunch detention; letter home
Day 11 or more	Parent contact via phone or email; break and lunch detention; parking privilege suspended one week or cell phone privilege suspended one week

* Students over 35 minutes late to school unexcused are considered truant.

1. An excused tardy will not count towards the Student Tardy and Consequences Guidelines.
2. Exceptions may be authorized by the School Principal or designee.
3. Failure to serve school consequences will result in advanced consequences.

Students will be issued a pass to class from the main office or a teacher if they are tardy. School starts at 7:25 am each day and students are expected to be in their first block class by that time. Students who arrive to school and/or class after 7:25 am must report to the Main Office to be issued a pass to class before reporting to class. Students are expected to be in their classrooms when the bell rings at the start of each class block. Teachers will assign teacher detentions to students who are tardy to class and do not have a pass.

Students who leave school without parent/guardian permission and/or without signing out through the Main Office will be suspended from school.

TRUANCY

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Students who are absent from school or class without permission from a parent/guardian are considered truant. [RSA 189:35-A](#) defines truancy as an unexcused absence from school or class and defines habitual truancy as 10 half days of unexcused absence during a school year. Students who are habitually truant or excessively absent may be subject to consequences and interventions including, but not limited to, parent/student meetings with Administration, suspension and court involvement. (See School Board policy JH)

Days per Semester	School Consequences if Truant *
Day 1	Parent contact via phone or email; warning
Day 2	Parent contact via phone or email; warning; letter home with a copy of New Hampshire's RSA 193:1-7 school attendance laws
Day 3	Parent contact via phone or email; Saturday remediation; parent meeting to develop an attendance plan
Day 4	Parent contact via phone or email; Saturday remediation
Day 5	Parent contact via phone or email; Saturday remediation; certified letter home; police notification; parent meeting to inform about Special Education notification/testing [^]
Day 6 or more	Parent contact via phone or email; Saturday remediation

* Truancy calculator:

Student arrival to school unexcused between 8:01 AM - 9:45 AM = .25 day

Student arrival to school unexcused between 9:46 AM - 12:15 PM = .5 day

Student arrival to school unexcused after 12:15 PM = 1 day

[^] If no disability is identified the school will pursue a Child in Need of Services (CHINS) petition.

Cutting Class

Students are expected to attend all classes in their entirety. Students who are not present for their entire class or for a significant portion of class without permission from the teacher or administration are considered truant from class. The consequence for cutting class may be, but is not limited to a Saturday Remediation/ In-School Suspension.

Extended/Discretionary Absence Policy

Students are encouraged to make early arrangements for assignments and assessments with teachers prior to being out for extended periods of time. It is the student's responsibility to be current in curricular topics and activities upon return to classes after an extended discretionary absence.

Please note that teachers are not required to design a separate program and will not be able to recreate classroom activities for students who are absent for reasons other than illness or emergency.

Attendance and Extracurricular Activities

Students who are tardy or absent from school as defined above will not be allowed to participate in or attend school activities on the day of the absence, including practice sessions, school performances or school-sponsored events—unless an exception is made by Administration. If a student is absent on a Friday or the day before a day(s) when there is no school, students are not eligible to attend or participate in an activity until they have been in attendance for a day of school. This includes excused absences, unexcused absences, and suspensions from school.

Dismissals

It is expected that students remain in school for their entire scheduled day. Outside appointments such as doctors and dentist appointments as well as family emergencies must be documented with official verification to the school. When a student needs to be dismissed during the school day, the student must go through the Main Office. **A note/email from a parent/guardian must be provided to the office first thing in the morning documenting the time and date of the dismissal and/or the parent/guardian should come into the Main Office and request that their child be dismissed. Phone calls will not be accepted as an appropriate means to dismiss a student.** Parent/guardians must sign their child out of school in the Main Office. Parents/guardians should NOT dismiss their student on a regular or routine basis. The administration reserves the right to question the frequency of undocumented dismissals. Student attendance is required by law and their schedules are intended to benefit their academic growth. Parents/guardians will be required to show identification when dismissing their child. This helps Epping High School to ensure student safety and welfare.

Note: Early dismissal on the day of the prom may not occur prior to 12:00 PM unless a student has earned lunch or open campus privileges.

- [POLICY JH – ATTENDANCE – ABSENTEEISM, TARDINESS, AND TRUANCY](#)
- [POLICY JHA – ATTENDANCE & CONSEQUENCE GUIDELINES](#)

ADDITIONAL PROCEDURES

Before and After School Procedures

The Epping High School building opens to students at 7:10 am. Once on school grounds, students must not leave during the school day without proper dismissal. Students who do leave without permission shall be considered truant and will be subject to appropriate consequences. Immediately after the close of school, students are expected to leave the building and grounds. Students who are not under the direct supervision of a teacher or EHS staff member must leave the building by 2:45 pm. Students who are receiving assistance from a teacher, involved in a co-curricular activity, or serving detention may remain in the building until that activity is completed.

Epping Middle School Building

Epping High School and Epping Middle School share several common areas including the cafeteria. Epping High School and Epping Middle School do have separate classroom and instructional spaces. Epping High School students must not enter Epping Middle School hallways, instructional spaces, or other areas specifically designated for Epping Middle School students, including the cafeteria during Middle School lunches and the Middle School hallways during school dismissal at 2:25 PM. Entering Epping Middle School without permission may result in administrative action and consequences.

Epping High School Campus

Epping High School is not an open campus. Students are expected to be in the school building from 7:25 am until 2:25 pm. Students are not allowed to leave the school building at any time during the school day, including during their lunch block, unless authorized by Administration (see Privileges). Any student who needs to leave the building for any reason must obtain permission from an Administrator or follow the dismissal procedures and sign out through the Main Office. Leaving the building without permission is a serious offense. Students who leave without permission are considered truant. This behavior will typically result in parent contact, police contact, and/or suspension.

Privileges

Epping High School administration and faculty believe students benefit from increased opportunity for self-direction as they mature. Consistent with this belief, our students' eligibility for privileges increases as they progress through their high school years. Privileges are earned after an official Mid-Semester Update and after the Student Achievement Report at the end of each semester. Privileges may be rescinded at any time by the parent/guardian or by the school authorities if the student experiences academic, attendance, or behavioral difficulties or for failure to follow the school rules. All privileges may be suspended by the administration for safety/security reasons. The following privilege options are available to eligible students:

Open Campus for Seniors: “Open Campus” is the ability for seniors to come and go freely during the operational hours of the school day.

Delayed Arrival: Juniors and Seniors may arrive to school in time for second block if they are assigned a 1st block study hall. Students are required to sign in through the main office.

Early Dismissal: Juniors and Seniors may leave school after 3rd block if they are assigned a 4th block study hall. Students are required to sign out through the main office.

Open Campus Lunch Privilege: Juniors and Seniors may leave school for lunch. Students are required to sign in and out through the main office. Students are not permitted to order food to be delivered or leave campus and bring commercially purchased food back to be consumed in the cafeteria.

Senior Privileges

This system is a two tiered system that allows students to enjoy privileges based on academic, attendance, and behavioral criteria. “Open Campus” is the ability for seniors to come and go freely during the operational hours of the school day. The following criteria will be used to determine Tier 1 and Tier 2 privileges for seniors:

Tier #1 Requirements:

- Complete privilege application and submit to Guidance Office
- Does not have AC or N's in any competencies
- Attendance is in good standing
- On track to graduate
- No behavioral issues – ISS & or Office Referrals
- Does not have outstanding obligations
- Adheres to the district attendance and tardy policies

Privileges:

- “Open Campus”

Tier #2 Requirements:

- Complete privilege application and submit to Guidance Office
- Does not have N's in any competencies.
- Attendance is in good standing
- On track to graduate
- No behavioral issues – ISS & or Office Referrals
- Does not have outstanding obligations
- Adheres to the district attendance and tardy policies

Privileges:

- Late arrival for 1st block study halls
- Early dismissal from 4th block study halls
- The ability to sign out during lunch

Junior Privileges

This system is a two tiered system that allows students to be able to show effort and progress and be rewarded as such.

Tier #1 Requirements:

- Complete privilege application and submit to Guidance Office
- Does not have AC or N's in any competencies
- Attendance is in good standing
- On track to graduate
- No behavioral issues – ISS & or office referrals
- Does not have outstanding obligations

Privileges:

- Late arrival for 1st block study halls
- Early dismissal from 4th block study halls
- The ability to sign out during lunch

Tier #2 Requirements:

- Complete privilege application and submit to Guidance Office
- Does not have Ns in any competencies.
- Attendance is in good standing
- On track to graduate
- No behavioral issues – ISS & or office referrals
- Does not have outstanding obligations

Privileges:

- The ability to sign out during lunch

Note: Students receiving an AC on any competency will be granted a 2 week grace period to complete a reassessment/relearning plan. The administration reserves the right to review, reinstate, or suspend privileges at any point in the school year.

Visitors

School policy is to accept only those visitors who have legitimate business at the school. Parents/guardians are always welcome to visit. It is advisable to call ahead for an appointment with the administrator, teacher, or counselor with whom you wish to meet. Students wishing to bring a guest to school must make the request at least two weeks in advance. A letter is needed from the visiting student's school indicating that the school is not in session; a letter from the visiting student's parent/guardian; and the host student's parent/guardian– all giving permission for the visit to take place. The Administration reserves the right to deny visitation. Students with children are not allowed to bring them to school unless appropriate arrangements have been made.

All visitors must check in with the EHS Main Office. Visitors will be asked to sign in and wear a visitor name tag. Visitors will also be issued a visitor parking pass that must be displayed in the front windshield of their car. Visitor parking spaces are in front of the EHS Main Entrance. Visitors are asked to park only in those spaces designated for visitor parking.

Delayed Opening/Early Release/School Closing

School closing and delay are broadcast on the radio and television stations listed below. Occasionally, school will be delayed two hours until roads are cleared. This information will be broadcast on:

WMUR TV Channel 9 or www.wmur.com

WOKQ 97.5FM or www.wokq.com

In addition to broadcasting school closing or delayed opening information, Epping High School uses a telephone notification system to notify parents/guardians of important information. This automated system will send a message to the telephone number(s) that has been provided to the school.

**Delayed Opening
A & B Days**

Block 2 9:25 am - 10:45 am
Lunch 1 10:45 am - 11:05 am
Lunch 2 11:05 am - 11:25 am
Block 1* 11:25 am - 12:30 pm
Block 3 12:30 pm - 1:35 pm
Block 4 1:35 pm - 2:25 pm

* PM SST students are dismissed at 11:55 to catch their bus.

**Early Release
A & B Days**

Block 1 7:25 am - 8:14 am
Block 2 8:17 am - 9:06 am
Block 3 9:09 am - 10:00 am
Lunch 1 10:00 am - 10:20 am
Lunch 2 10:20 am - 10:40 am
Block 4 10:43 am - 11:30 am

Tours/Trips Sponsored by Teachers

In the case of teachers acting on their own or in association with other organizations, sponsor tours and trips during the summer or school vacations, EHS does not sponsor excursions, and teachers are not acting under school district's jurisdiction. Students and parents/guardians are urged to closely scrutinize all aspects of these ventures to ensure the participant's safety and welfare.

Field Trips

Field Trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. Field trips are considered important components of our school curriculum. Student attendance on field trips is a privilege, not a right. All students are to understand that they represent Epping High School and are expected to abide by all school rules and regulations while participating on field trips. A field trip advisor may also impose other rules and regulations pertaining to field trips. The school district reserves the right to exclude students for

questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco, or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip. Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing, or harassment to the trip's advisor.

Students must travel to and from the field trip by district approved transportation. Exceptions for travel with a parent may be approved with completion of the proper paperwork prior to the day of the field trip. The district assumes no liability for students transported by parents in private vehicles. The district will only release a student to a person identified for transportation purposes on the proper paperwork.

- **Policy IJOA - STUDENT FIELD TRIPS**

Guest Procedures for Dances and Other After-School Events

Dances and other after-school events are intended to be for the enrichment and enjoyment of Epping High School students. To ensure a safe and enjoyable environment for all who attend, admittance at dances and other after-school events is limited to Epping High School students and pre-approved guests. Guests must meet the following criteria:

- Be signed up in advance of the event
- Currently attend high school or be homeschooled
- Present a letter signed by a school administrator on school letterhead attesting that the student is in good standing

Guests who do not meet the above criteria or were removed from or disruptive at prior events will not be admitted. Every effort will be made in advance of the event to notify the student if their guest will be allowed to attend. However, EHS reserves the right to turn away or remove any student and guest.

The above criteria will be waived for Junior Prom and Semi-formal dances if tickets to the events are sold in advance only and no tickets are sold at the door. For such events sponsors/advisors must maintain a guest list to include the names, school, and date of birth of all guests. Sponsors/advisors must submit the list to EHS administration for review in advance of the event.

Additional exceptions to these procedures are public performances, including but not limited to:

- athletic contests
- student plays and concerts sponsored by EHS clubs
- some Senior Week activities

In all cases, EHS administration has the right to designate to which events and to what extent guests will be permitted.

Fire Drills and Emergency Evacuation

Fire drills are held periodically throughout the school year. Students are expected to cooperate with procedures in order to maintain a safe and orderly environment. Students who do not comply with directions and procedures put others at risk and may be subject to disciplinary action.

Emergency exit maps are located in each classroom and exit plans are reviewed with students by classroom teachers. During a drill or evacuation, students must follow procedure and comply with teacher directions. Students must remain with their class and teacher throughout the entire drill. Students must also remain quiet and attentive so that they will be aware of any directions that are given by EHS staff or emergency response personnel. When students are directed to return inside the building, they should go with their class and teacher directly to the classroom they left from.

Visitors in the building at the time of an evacuation of the building are expected to follow emergency

exit procedures and remain with the EHS staff person they were with when the alarm sounded.

Office Telephones

Students have access to school office telephones in all cases of emergency or if the need for parental/guardian notification arises. Students may not use office telephones during class periods without permission from their teacher or for personal telephone calls.

Residency

Residency for the purpose of enrollment in a District school shall be defined by [RSA 193:12](#). No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident without the consent of the district or of the school board. For the purposes of this policy, the legal residence of a pupil in the case of a minor is where his/her parents reside. The Board reserves the right to request proof of residency and custody (if applicable) for students new to the District and students in District suspected of not having legal residency per state law. It is the responsibility of parents/guardians to notify the Epping High School Main Office or Guidance Office in the event of a change of student address.

- [JFA – RESIDENCY FOR ENROLLMENT](#)
- [JFA FORM - RESIDENCY VERIFICATION](#)

Posters

Students who wish to display a poster or flyer on any of the hallway bulletin boards or anywhere else around the school need administrative approval. Posters or fliers for which administrative approval has not been granted will be removed without notice.

Sales

Money may not be collected for items sold without the approval of the administration. No unauthorized solicitation by an individual, group, or staff member may take place within the school.

STUDENT ACTIVITIES

Philosophy

The purpose of Epping High School's Student Activities Program is to foster student self-esteem, self-confidence, social cooperation and leadership skills through active participation in co-curricular programs. The following clubs, organizations and athletic teams currently function at EHS:

Clubs/Organizations

Art Club
Band
Chess
Chorus
Drama Club
French Club
Gay Straight Alliance (GSA)
Granite Youth Alliance (GYA)
Improv
Jazz Ensemble
Math Team
National Honor Society
Project SEARCH
Science Club
Spanish Club
Student Government
Student Leadership Team (SALT)
Writer's Club
Yearbook

Athletic Teams and Season

Fall

Varsity Volleyball
JV Volleyball
Boys Varsity Soccer
Varsity & JV Spirit
Girls Varsity Soccer
Varsity Football
JV Football

Winter

Varsity & JV Spirit
Boys JV Basketball
Girls Varsity Basketball
Girls JV Basketball
Varsity & JV Spirit

Spring

Varsity Softball
Varsity Baseball
Varsity Track & Field

If you wish to form another group, speak to your teachers and/or the Administration for advice on how to get organized.

Grade level / Organization Officers

Eligibility for Office

Candidates must have:

- 1) at least a MC average and not have unearned competencies
- 2) attendance is in good standing
- 3) a clear discipline record that includes no suspensions of any kind during the previous 365 days

Officers not maintaining these standards may be subject to removal from office.

Removal from Office by Administration

Students will be removed from office for:

- 1) academic ineligibility
- 2) attendance is not in good standing
- 3) discipline requiring suspension

Each organization may develop additional requirements which are not listed above. These requirements will be subject to prior Administrative approval.

Position Guidelines

President: Responsible for preparing agendas for each meeting, conducting meetings using parliamentary procedure, and organizing and supervising organization activities under the direction of the Advisor.

Vice President: Assist the president and preside in the absence of the president to chair organization's standing committee.

Secretary: Printing meeting agendas and maintaining the minutes of each meeting.

Treasurer: Maintain the financial records under the supervision of the advisor and the Principal's office. The treasurer collects dues, fundraising receipts, and activity money which will be turned into the Principal's bookkeeper on a daily basis.

Election Process:

- Students seeking election must submit a Nomination Sheet with 35% of their classmate's signatures by the organization's stated deadline.
- Nominated students are required to make a campaign speech to their represented group prior to the election.
- Officers will be selected through a democratic election process using a secret ballot.
- All ballots will be counted by the organization's Advisor in the company of one pre-appointed witness.
- Procedures for filling a vacant position:
 - A) General election
 - B) Assigned by Officers and/or Advisor

Students in Good Standing

To be considered "*in good standing*," students must meet EHS academic and student conduct requirements. Students in good standing are eligible for certain privileges such as assemblies, field trips, dances, clubs, athletic and academic competitions. Participation in extracurricular activities including athletics is a privilege, not a right. To earn that privilege, students must abide by the rules and they must conduct themselves, on and off the field or in and out of the activity, as positive role models who exemplify good character.

The coach, the advisor, the athletic director, and the administration reserve the right to issue consequences for inappropriate substandard behavior of students involved in extracurricular activities including athletics.

ATHLETICS (SEE ATHLETIC HANDBOOK FOR FURTHER DETAIL)

- [EPPING HIGH SCHOOL ATHLETICS](#)

SCHOOL SERVICES

Accident Insurance

Private insurance is available to all students. Enrollment forms with details of coverage are available in the main office.

Cafeteria

The school cafeteria is an important part of the school health program. Students must come to school with funds to purchase meals or home provided meals. **Students will not be able to charge for meals or a la carte items.** Milk and other items can be purchased separately. Students are not permitted to order food to be delivered or leave campus and bring food back to be consumed in the cafeteria. Common courtesy and proper table manners are to be maintained at all times.

Student Lunch and Breakfast Pricing:

\$3.00 daily or \$15.00 weekly for the main meal
\$3.50 for the Grab and Go Salad Meal
\$3.50 for the Deli Sandwich Bar Meal
\$.40 for a reduced lunch / \$.30 for a reduced breakfast
\$1.75 for Breakfast

Meals **cannot** be charged.

Free and Reduced Lunch Forms

Applications for the Free and Reduced Lunches are available year-round in the main office or the cafeteria. This information should be returned to the cafeteria staff promptly for processing.

Breakfast Program

Students qualifying for Free and Reduced Lunches are eligible for the Breakfast Program available before school. All other students may participate as well, but must pay full price.

Guidance Services

A full range of guidance services are available to students in grades 9-12 and their parents/guardians. Students must make an appointment to see their Guidance Counselor. Individual counseling can be arranged by parents/guardians, professional staff, and students themselves. Students may receive advice on selection of courses, have their academic records reviewed, receive career information, and acquire information on colleges.

Health Services and Procedures

The Health Office's ultimate goal is to help EHS students and staff attain their optimal health, thereby increasing their successes—academically, professionally and personally. The office is staffed by a Registered Nurse and a Nurse's Assistant.

Emergency Information: Please be sure to fill out all medical information through our online data management system InfoSnap. All student data is confidential. Parents/guardians are reminded to contact the school with any changes of telephone numbers addresses or emergency contacts.

Allergies: All allergies must be made known to the Health Office. A Permission to Dispense form must be signed and medication such as Benadryl or an Epi-Pen must be brought or sent to the Health Office at the start of each school year.

Medication: No medication (prescription or over-the-counter) may be carried by students. All medication, along with a Permission to Dispense form, must be delivered by the student or parent/guardian directly to the Health Office staff or the Principal. No one else is authorized to accept medications. All students who are found to be in possession of medication will be referred to Administration and will be subject to disciplinary action.

Medication needs to be in the original container if over-the-counter (such as Midol or Excedrin), or in a properly labeled prescription container. Labels must contain the student's name, prescribing health professional's name, date of the original prescription, along with name, strength, and directions for giving the medication. All medication must have a clearly visible and current expiration date. No medication will be dispensed unless these requirements are met.

Dismissals: Students with fevers over 100, acute gastroenteritis, undiagnosed rashes, and contagious diseases may be sent home from school at the discretion of the Health Office.

Students feeling ill should request a pass to the Health Office. Upon arrival, their complaints are assessed and, depending upon those findings, the nurse or assistant will select one of the dismissal options. Students will not be dismissed from school without a parent/guardian or another responsible person being notified. This person must be listed on the Student Information form. Transportation is the responsibility of the parent/guardian.

Injuries: Injuries received during school hours must be reported at once to the teacher in charge of the class or activity. If necessary, the student will be sent to the Health Office. Parents/guardians will be notified of school related injuries by the Health Office staff.

Crutches/Wheelchairs: Any student needing temporary use of crutches or wheelchairs must come to the Health Office upon arrival to school to be evaluated. If possible, prior notice to the Health Office would be appreciated.

Screening: Health screenings may be requested by students, staff, or parents/guardians. Available services include: vision, hearing, blood pressure, height, weight, BMI and scoliosis.

Insurance/Medical Care: Anyone without health insurance or without a primary care provider may contact the Health Office for confidential information or referrals to community agencies that provide these free or low cost services. Our goals of optimal health and increased success may only be reached if we are able to ensure that 100% of our students are able to secure health insurance and primary health care.

Computer Access and Use

The Epping School District has made available computers and networks to students, staff and community members in order to:

- a) Support Education and research
- b) Facilitate and disseminate knowledge
- c) Encourage collaborative projects and resource sharing
- d) Foster creativity and innovation
- e) Aide technology transfer

Terms and Conditions for use of Computers and Networks: All users who wish to use the computers and computer networks must have a signed agreement on file in the Main Office. Computer access will be denied to any user who has not submitted a signed agreement.

User Code of Conduct: All users of the school district's computers and the computer/networks are expected to abide by School Board Policy and the generally accepted rules of computer/network etiquette.

Chromebook Cart Loaner Procedures

All students in the Middle and High school should have access to a Chromebook. Each student is assigned a Chromebook at the beginning of the school year. The purpose of this cart is to provide the students a daily loaner should they have forgotten their assigned student Chromebook or their Chromebook has lost a charge. In the event that a student has a problem with their Chromebook they should report this to a teacher immediately. This Chromebook will be accessible to students to sign a Chromebook out for one school day only.

Procedure

- One cart for ACER Chromebooks (Labeled EMHS Loaner cart), one cart as a Dell “charging” station (Labeled EMHS charging cart)
- The top shelf of the ACER EMHS Loaner cart will house 15 Chromebooks for HS loaning labeled 1-1 through 3-5.
- The bottom shelf of the ACER EMHS Loaner cart will house 15 Chromebooks for MS loaning labeled 4-1 through 6-5
- All ACER Chromebooks will be assigned a EMHS Media Center Bar Code Sticker

Assigning a Chromebook Loaner

- The Media Center Specialist and/or assistant will be the keep of the Chromebook Cart keys.
- Students must sign a loaner Chromebook out from either the two aforementioned people or a technology coach.
- When signing out a Chromebook, the assignee will write down the date; students name; Bar Code number; Time Out and Chromebook Number. Time In will be written in upon return.
- The assignee will also use the EMHS library software system Atrium to digitally assign the Chromebook to the student.
- The Chromebook Carts will be locked up at the end of the day.

Student Responsibility

- It is the responsibility of the student to have their Chromebook charged and ready to go at the beginning of each day. In the event that this is not the case, the following will apply.
- If there is damage to an assigned student Chromebook the student should report the damage to a teacher, admin, or a technology coach so a technology ticket can be entered and the IT department can assign a “Long Term” loaner to the student. *Daily loaners are not to be used for long term use.* When requesting a loaner Chromebook, the student assumes the same responsibility for the loaner as their assigned student Chromebook.
- The loaner Chromebooks are for the **school day only**. They should be returned before **2:15pm**. There should be no daily loaners taken home for the night.
- The student should wipe down the screen and keyboard before returning the device.
- In the event that a student does not return the loaner by the end of the day, a verbal warning will be issued and a conversation should take place with that student about responsibility and accountability.
- For habitual users further measures may need to be taken:
 - Discipline
 - No student should take a loaner more than three days in a row. Student will have to bring in their Chromebook to show it’s working before they can take another loaner out.
 - If a student does not bring back a loaner a warning is issued.
 - If a student does not bring back a loaner for several days a FYI referral will be written and delivered to the office for conference with AP.

Damages, Loss or Theft

In the event that a loaner Chromebook is damaged, lost or stolen, it is the student’s responsibility to report this immediately to the Media Center Specialist.

- [POLICY JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS](#)
- [POLICY JICL-R - ACCEPTABLE INTERNET USE PROCEDURES AND AGREEMENT - STUDENTS](#)

Media Center

The Media Center welcomes all students who wish to use it in an appropriate manner. The Media Center is a shared resource. Everyone is expected to cooperate in maintaining a pleasant, quiet, and efficient learning atmosphere. The Media Center is open during regular school hours and after school—Monday through Friday, unless scheduling necessitates its closure.

Students must obtain a pass from one of their academic teachers (i.e. not their Study Hall Teacher) in order to be admitted to the Media Center during the school day. Students are expected to present this

pass and sign in upon entering the Media Center. Students who do not have a pass will not be permitted to enter the Media Center. There is no Media Center access during advisory.

Students may borrow books for a two-week period, unless the material is restricted (e.g. reference books). Students who do not return materials on time will be denied borrowing privileges. Lost materials will be billed to the borrower at the rate it will cost to replace the materials.

Students with Disabilities

The Epping School District provides a free and appropriate education for all educationally handicapped children in accordance with [Section 504 of the Rehabilitation Act of 1973](#), the [Education for All Handicapped Children Act of 1975](#), and the [New Hampshire Standards for the Education of Handicapped Students](#).

Any student who is suspected or known to have an educational handicap should be referred to the Special Education Building Coordinator. A referral may be made by school personnel, parents/guardians, students themselves, medical personnel, or a social service agency. Additional referral information may be obtained through the Special Education Department at EHS. Any student referred to Epping school personnel will be afforded all due processes as prescribed by state and federal laws. For complete policy please contact SAU 14.

English Speakers of Other Languages (ESOL)

The Epping School District provides support for students who have limited English proficiency in accordance with state and federal laws. The law supports students with limited English proficiency with free:

- Evaluations
- Classroom support
- Direct instruction

Parents/guardians and school personnel should refer a student to the Director of Special Services (679-5126) for evaluation, support and services. For complete policy please contact SAU 14.

Homeless Students

The Epping School District provides support for students who are homeless in accordance with the [1987 McKinney-Vento Act](#). The law gives children and youth in homeless situations the right to:

- Stay in their school even if they move
- Enroll in a new school without proof of residency, immunizations, school records or other papers
- Get transportation to school
- Go to preschool programs
- Get all the school services they need
- Have disagreements with school settled quickly and go to the school they choose while disagreements are settled

Any student who is homeless should be referred to the EHS Homeless Building Coordinator for appropriate support.

- **[POLICY JFABD – ADMISSION OF HOMELESS STUDENTS](#)**

Bus Transportation

Students who ride the school bus are expected to adhere to Epping School District Policy: Student Rules and Conduct on the School Bus. Misconduct by a student on the school bus may result in disciplinary action including letters of warning, after school detention, and suspension from the bus.

Related ESD Policies:

- **[POLICY EEA – STUDENT TRANSPORTATION SERVICES](#)**
- **[POLICY EEAE – TRANSPORTATION SAFETY PROGRAM](#)**
- **[POLICY EEAG – TRANSPORTATION BY PRIVATE VEHICLE](#)**
- **[POLICY EEAGA – TRANSPORTATION BY PARENT, FAMILY MEMBER, OR STUDENT](#)**

Student Rules and Conduct on the School Bus:

- Students are expected to arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
- Students are expected to wait in a safe place, clear of traffic, until the bus stops, door is open, red flashing lights are on, and the driver has directed you to proceed.
- Students are expected to wait in an orderly line and avoid horseplay.
- Students are expected to cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
- Students are expected to go directly to an available or assigned seat when entering the bus and move in toward the window.
- Students are expected to remain seated until he or she has reached his or her designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
- -The driver is in complete charge of the bus and his/her decisions and requests must be followed.
- Students are permitted to carry only objects that can be held on his/her lap.
- Students are expected to refrain from throwing or passing objects on, from, or into buses.
- Students are expected to refrain from eating and drinking on the bus.
- Students are expected to respect the rights and safety of others.
- Students are expected to refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus that they have been assigned. (Exceptions will only be made with a note from the school Principal or designee.)
- Students are prohibited from extending head, arms, or objects out of the bus windows. Students will not be allowed to lower windows without permission of the driver.
- Only authorized riders will be permitted on the bus.
- When necessary, students will be expected to sit three passengers to a seat.
- Students are prohibited from using tobacco, alcohol, drugs, or any controlled substance. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
- Students are expected to refrain from the use of profane language, obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression on the bus.
- Students are not allowed to carry hazardous material, nuisance items, and animals onto the bus.
- Students are prohibited from hitching rides via bumper or other parts of the bus.
- Students/Parents will be held responsible for any and all damages to the bus perpetrated by the student.

Employment Certificates

Students under 16 years of age must obtain an Employment Certificate from the Guidance Office before they can work. An Employment Certificate is not needed if the student plans to work on a farm, in a person's home doing housework or babysitting, at a golf course as a caddie or doing religious work at a church.

To obtain a certificate, the student must go personally to the Guidance Office with a form from his/her potential employer to specify the type of work he/she will be doing.

The Youth Employment Law requires that a student holding an Employment Certificate must maintain a satisfactory level of academic performance, which the Epping School District has defined for this purpose as passing four academic courses in the previous marking period.

Any student wishing to appeal the satisfactory level of academic performance standard may request a hearing with the Principal to present evidence for requesting a waiver from this standard. Any student may appeal a decision by the Principal to the Superintendent, who will make the final decision to issue an Employment Certificate. The parent/guardian must present a written request to the Superintendent prior to scheduling a meeting.

The final authority in issuing an Employment Certificate must be reached within five (5) working days from submission of an application or an appeal.

Employment Certificates issued for summer employment are exempt from the above guidelines.

- **POLICY JJJ - STUDENT EMPLOYMENT**