

**NEWMARKET
JUNIOR SENIOR
HIGH SCHOOL**



**School Handbook
2018 - 2019**

NEWMARKET JUNIOR SENIOR HIGH SCHOOL

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**Newmarket School District
Mission Statement**

The Newmarket School District is committed to the highest standards of quality education. We ensure a safe and successful learning community. We embrace diversity and respond to the social, emotional, intellectual and physical needs of every child. We strive to work with the broader community to ensure that students develop lifelong skills enabling them to be contributing and productive members of society.

**Newmarket Junior-Senior High School
Mission Statement**

Our mission is to provide opportunities for students to realize their potential in a safe and tolerant environment. Our goal is to develop a solid academic foundation of basic skills, critical thinking and creativity. We commit to fostering respect, trust, self-awareness, and an appreciation of cultural, ethnic, lifestyle, and learning diversity. We accept the responsibility for preparing our students to function successfully as productive individuals and responsible citizens in a complex and technological society. To this purpose, we, the administration, staff, parents, and students, dedicate ourselves to work together to create a community of lifelong learners.

NONDISCRIMINATION (SEE POLICY [AC](#) FOR MORE INFORMATION)

It is the policy of the Newmarket School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

PRINCIPAL'S WELCOME TO NEWMARKET JUNIOR SENIOR HIGH SCHOOL

The *Student/Parent Handbook* is provided to parents and students as a resource for learning. The Newmarket Junior Senior High School faculty strives to make each student's school experience academically rigorous, highly engaging, and personally rewarding.

Every student will experience success and enjoy a quality education. In order to realize these goals, students, parents, and faculty must communicate openly and frequently. Together we will clearly define goals and expectations. We will provide continuous support and encouragement for all. It is through communication that students will develop a sense of responsibility and an ability to continually evaluate progress made toward personal fulfillment.

Success in learning, similar to success in life, does not come easily. Students must possess a desire to succeed. It is a student's responsibility to be prepared for class activities.

Students, faculty, and families must be committed to working with one another to provide a highly engaging learning environment. This means placing a high priority on school and school-related activities. Students must keep in perspective jobs, outside interests and personal goals if they are to get the most from their educational experience.

Communication, hard work, and commitment are the keys to success in any endeavor in life. It is through the proper blend of these attributes that students experience personal growth and development, as well as success. I invite every parent and student to focus on these criteria and to work with us in order to enhance the educational process at Newmarket Junior Senior High School.

Go Mules!

Christopher Mazzone, Principal

NOTE TO STUDENTS AND PARENTS

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Newmarket School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents, and, to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's Policy Manual is available on the District website at:
<http://www.newmarket.k12.nh.us/school-board/policy-manual/>.

Newmarket Junior Senior High School Core Values, Beliefs and Learning Expectations

The staff at Newmarket Jr. Sr. High School in partnership with students, family, and community, believes in providing each student with the opportunity to develop to his or her fullest potential in an academically rigorous, supportive, and safe environment.

21st Century Learning Expectations

Graduates of Newmarket Jr. Sr. High School will:

- Think creatively and critically to identify and solve a variety of complex problems
- Use technology as a tool to research, organize, evaluate and communicate information
- Work respectfully with diverse teams, share responsibility for collaborative work, and value the individual contributions made by each team member
- Communicate effectively using oral, written and interpersonal skills in a variety of forms and contexts
- Demonstrate knowledge and understanding of the complex issues that impact the global community such as economics, advances in technology and environmental issues
- Develop a realistic career plan for post-secondary education, skills training and/or entering the workforce.

**NEWMARKET JR.-SR. HIGH SCHOOL
2017-2018
DAILY CLASS AND LUNCH SCHEDULE**

Cafeteria Open to students:	7:00 am		All areas open:	7:28
A Block	7:35	To	9:00	
Snack/Advisory	9:05	To	9:30	
B Block	9:35	To	11:00	
C Block	11:05	To	1:00	
Lunch 1	11:00	To	11:30	
Lunch 2	11:45	To	12:15	
Lunch 3	12:30	To	1:00	
D Block	1:05	To	2:30 Bus dismissal	
			2:35 Walker dismissal	

EARLY RELEASE DAY SCHEDULE

Cafeteria Open to students:	7:00 am		All areas open:	7:28
A Block	7:35	To	8:25	
B Block	8:30	To	9:20	
C Block	9:25	To	10:15	
D Block	10:20	To	11:10	
Lunch	11:10	To	11:30	

DELAYED OPENING DAY SCHEDULE

Cafeteria Open to students:	9:00 am		All areas open:	9:28
A Block	9:35	To	10:30	
B Block	10:35	To	11:30	
C Block	11:35	To	1:35	
Lunch 1	11:35	To	12:05	
Lunch 2	12:20	To	12:50	
Lunch 3	1:05	To	1:35	
D Block	1:35	To	2:30 Bus dismissal	2:35 Walker
dismissal				

ATTENDANCE

The Newmarket School Board and the Newmarket Junior-Senior High School staff and administration are committed to offering the best possible education to students. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular attendance and participation in classroom experiences are an integral part of any meaningful education program. School attendance is mandated by state law, and it is the responsibility of parents and guardians to assure the punctual and regular attendance of their children. Frequent absences disrupt the continuity of the instructional process. In summary, *school staff cannot teach pupils who are not present.*

The Board considers the following to be excused absences: illness, recovery from an accident, required court attendance, medical and dental appointments, death in the immediate family, observation or celebration of a religious holiday, such other good cause as may be acceptable to the Principal or permitted by law. Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

As school attendance is essential to success in school, Newmarket Junior-Senior High School will closely monitor the amount of school time missed by students. After five (5) absences from any class, the teacher will contact parents. After five (5) absences from school, a letter of concern will be sent home by the administration. Academic credit may be denied in cases of excessive absenteeism.

ABSENCE FROM SCHOOL

The school should be notified of any anticipated absences and/or called on the morning of an absence. The main office is open from 7:00 am to 3:00 pm. You may call 292-7660 to leave a message at anytime on the answering machine. Any absence not reported by a parent or guardian will be considered truancy.

PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The missed days will be counted toward the class absence limits listed in the following paragraph. Students are expected to make up all missing work in a time frame that is established by the individual teacher.

CLASS ABSENCE LIMITS

To receive credit for a course a student must not exceed 7 class absences per semester. A class that is missed because of a school-sponsored activity (field trip, athletic activity) or a religious holiday will not be considered an absence. Absence due to long-term or chronic illness may be excluded from this total on a case by case basis.

Any student who receives a passing grade in a course but who exceeds the number of allowed absences will receive an EA (**Excessive Absence**) designation on his/her report card. The student will remain in class and attempt to fulfill the class requirements. However, no credit will be awarded toward graduation and the grade will not be considered in the computation of the student's GPA. A student who is notified of a violation of the attendance policy may request a hearing with the Attendance Committee within five school days of the issuing of the notification letter. **However, a student who has been truant from school or who has cut the class in question forfeits his/her right to an appeal.**

It is important that students and parents realize that the limits of absenteeism listed in this policy are not to be considered as approved days to be absent from class. **These days should be considered as a bank for sick or emergency days and used only when needed.** A note from the licensed provider should be obtained at the time of all appointments to document the absence for medical, psychiatric, dental or therapeutic reasons.

TARDINESS

As it is our responsibility to prepare students for full participation in society and work, we expect students to arrive promptly and ready to engage in school. Students are expected to be in class when the bell rings. Students entering the school after 7:35am must sign in with the attendance secretary in the main office immediately upon arrival.

Students will be marked absent for any class in which they are ten or more minutes late. Three tardies of less than ten minutes to a class will also constitute one class absence. In both instances, the absence mark will count toward the semester- or year-limits for academic credit. Teachers may also issue detention for excessive tardiness. Three or more tardies in an academic quarter may result in an administrative detention. Continued unexcused tardiness will be referred to administration for appropriate disciplinary action. For any student driver, driving privileges may be revoked after the fifth tardy in a quarter.

DISMISSAL DURING SCHOOL HOURS

Students needing to be dismissed during the school day must present a dated note to the office between the hours of 7:10 am and 7:35am. The home phone number should also be included on the note, signed by a parent/guardian or student of legal age stating the reason for the dismissal. Students are encouraged to obtain appointments during school vacations or after school hours.

Newmarket Jr./Sr. High School reserves the right to verify all appointments for which students are dismissed from school. Excessive absences from school may result in the loss of credit and possible disciplinary action.

If a student becomes ill while in school, the school nurse will notify the main office and the student's parent or guardian to recommend dismissal.

All students who are being dismissed are required to sign out in the front office when they leave the building and, if returning to school, upon return.

MAKE-UP WORK

Students are expected to make up all missing work in a time frame that is established by the individual teacher. If a student needs school work sent home due to a "prolonged" excused absence (in excess of 5 days), a request must be submitted in writing or by phone from the parent or guardian of the student to the Guidance Office.

SCHOOL CLOSINGS, DELAYS, AND EMERGENCY DISMISSALS

If schools are closed, delayed in opening, or dismissed early due to inclement weather or to emergencies, the announcement will be provided by the following:

WOKQ -FM 97.5

WMUR -TV -Channel 9

WERZ -FM 107.1

If the opening of school is delayed, it will be delayed for a two-hour period of time. Please make sure you have discussed with your child what to do in the event that school closes early.

The District uses the Blackboard Connect communication service utilized by the to inform students, staff, and families of any changes to the school day or of upcoming events. Please make sure that correct contact information has been provided to the school. If you have any problems receiving information from the school, please contact the Main Office.

Information can also be found on our website: <http://njshs.newmarket.k12.nh.us/>.

ACADEMIC COUNSELING INFORMATION

Students and parents/guardians are encouraged to refer to the NHS Program of Studies available on the school website for more detailed information on course offerings, prerequisites, and career pathways.

GRADUATION REQUIREMENTS

The Newmarket School Board requires that any student graduating must satisfactorily complete:

- 4 credits in English
- 4 credits in Mathematics, (1 credit must be Algebra)
- 3 credits in Science (Introduction to Physical Science; Biology; Chemistry)
- 3 credits in Social Studies
(U.S. History; Civics and Economics and one more, .5 must include geography)
- 1 credit of Physical Education
- .5 in Arts Education .5 in ICT (Information and Communication Technology)
- .5 in Health Education .25 in Career Development (Senior Seminar)
- 11.5 credits in electives

The number of credits **required** to graduate from Newmarket Jr.-Sr. High School is **28.25**. These graduation requirements should only be thought of as minimum requirements and should be carefully plotted out over a four-year period. All students in grades 9 through 12 will be required to enroll in **eight** credits of coursework annually. Students are eligible to enroll in seven credits during their Senior year. A student may participate in the graduation ceremonies if they have earned 27.25 credits and are enrolled in an approved summer course to earn their final credit.

HIGH SCHOOL GRADING PHILOSOPHY & PROCEDURES

EXAMINATIONS

Final exams or culminating activities may be administered to all students in all courses, within the last two weeks of each semester.

GRADING SYSTEM

GRADING

The following grading system is used at Newmarket Junior-Senior High School:

A+	97-100	B+	87-89	C+	77-79	D+	68-69		
A	94-96	B	84-86	C	74-76	D	66-67		
A-	90-93	B-	80-83	C-	70-73	D-	65	F	<65

Percentages are shown on report cards and high school transcripts. Report cards include the above letter grade table, and, when transcripts are sent to colleges, universities, the military and employers, a school profile is included explaining our grading system. When calculating percentages, our grading software computes to the tenths place, i.e. 91.7%. Rounding occurs to arrive at the final percentages displayed on report cards and transcripts.

****** Beginning with the class of 2022, grade point averages for all courses in calculated on a 4.0 scale. AP courses will be reported on a 4.5 scale. Students are still required to earn 28.25 credits to graduate. Also reflected for the class of 2022, students are required to achieve four credits of Math and English. Algebra I remains as a graduation requirement. Freshman Writing has been recategorized as an elective (.5 credits)**

Grade Point Average

Grade Point Average (GPA) is the average of all grades of all classes taken at Newmarket High School. It is calculated as follows:

1. A percent average is computed using this formula:

Percent x Potential Credits / Total Potential Credits

$$\frac{(\%1 \times PC1) + (\%2 \times PC2) + (\%3 \times PC3) \dots}{PC1 + PC2 + PC3 \dots}$$

% is the percent grade PC is the potential credits for the course

Example: COURSE	REPORT CARD GRADE	POTENTIAL CREDITS
Art	87%	.5
Math	75%	.5
Social Studies	88%	.5
Science	92%	.5
English	87%	.5

Computers

77%

.5

$$\frac{(87 \times .5) + (75.2 \times .5) + (87.6 \times .5) + (92.1 \times .5) + (87.4 \times .5) + (76.8 \times .5)}{.5 + .5 + .5 + .5 + .5 + .5}$$

$$\frac{43.5 + 37.6 + 43.8 + 46 + 43.7 + 38.4}{3}$$

$$\frac{253}{3}$$

equals: 84.3 = 84%

NOTE: While our report cards and transcripts display grades as whole numbers, when doing this calculation, our software uses the actual grades issued by our teachers, which are figured to the tenth, ie: 87.6%, which would appear as an 88% on report cards and transcripts.

2. The percent is converted to a **Grade Point Average (GPA)** using the following chart:

PERCENT	LETTER	GPA
96.5-100	A+	4.33
93.5-95.5	A	4.00
89.5-92.5	A-	3.67
86.5-88.5	B+	3.33
83.5-85.5	B	3.00
79.5-82.5	B-	2.67
76.5-78.5	C+	2.33
73.5-75.5	C	2.00
69.5-72.5	C-	1.67
67.5-68.5	D+	1.33
65.5-66.5	D	1.00
64.5-65.4	D-	0.67
0-64.4	F	0.00

RANK IN CLASS

Class ranking begins in grade 9. To determine rank in class, the following holds:

1. Class rank is based on the average of grades earned in English, World Languages, Mathematics, Social Studies and Science only.
2. Each class is weighted Level 4, 5, 6 or AP.
3. Report card grades are given **grade points** based upon the level of class taken.

Grade points are assigned according to the following scale:

Level	L4	L5	L6	AP	L4	L5	L6	AP
-------	----	----	----	----	----	----	----	----

A+	4.33	5.33	6.33	7.33	C+	2.33	3.33	4.33	5.33
A	4.0	5.0	6.0	7.0	C	2.0	3.0	4.0	5.0
A-	3.67	4.67	5.67	6.67	C-	1.67	2.67	3.67	4.67
B+	3.33	4.33	5.33	6.33	D+	1.33	2.33	3.33	4.33
B	3.0	4.0	5.0	6.0	D	1.0	2.0	3.0	4.0
B-	2.67	3.67	4.67	5.67	D-	.67	1.67	2.67	3.67
					F	0	0	0	0

4. Class rank is dynamic, in that it can change each semester. Each grading period is weighted for **potential credit** as follows:

Quarter 1	50%	(.50)	Quarter 3	50%	(.50)
Quarter 2	50%	(.50)	Quarter 4	50%	(.50)
Semester 1 Grade	100%	(1.00)	Semester 2 Grade	100%	(1.00)

5. Class rank is determined by the following formula:

Grade Points x Potential Credits / Total Potential Credits

$$\frac{(GP1 \times PC1) + (GP2 \times PC2) + (GP3 \times PC3) \dots}{PC1 + PC2 + PC3 \dots}$$

GP is grade points earned. PC is the potential credits for the course

Example: To determine rank at the end of Semester 1:

Class	Grade	Grade Points	Potential Credits
English L3	87 B+	3.33	.5
Math L4	95 A	5.00	.5
Social Studies L4	78 C+	3.33	.5
World Language L4	91 A-	4.67	.5
Science L4	81 B-	3.67	.5
Social Studies L5	87 B+	5.33	.5

$$\frac{(3.33 \times .5) + (5.00 \times .5) + (3.33 \times .5) + (4.67 \times .5) + (3.67 \times .5) + (5.33 \times .5)}{.5 + .5 + .5 + .5 + .5 + .5}$$

$$\frac{1.66 + 2.5 + 1.66 + 2.33 + 1.83 + 2.66}{3}$$

$$\frac{12.64}{3} \text{ equals: } 4.21$$

Class Rank Mark

6. The highest number will be ranked first in the class, etc.

ACADEMIC PERIODS

The school year is divided into four quarters, or marking periods. The closing dates for the four quarters are, respectively, November 9, January 25, April 5, and June 19 (or the last day of school).

INTERIM PROGRESS REPORTING

Student grades will be available through Infinite Campus daily. October 4, December 14, February 22, and May 17 are the mid quarter dates. It is the student and parents responsibility to review interim progress with their child. Parents are encouraged to call the school guidance office to obtain a current login for Infinite Campus. Any questions or concerns about a class or grade should be directed to the classroom teacher.

HONOR ROLL

The students of Newmarket Jr. /Sr. High School are recognized for their individual academic achievement. The recognition categories are as follows:

Highest Honors: 94% Average, No grade lower than an A- (90%)

High Honors: 90% Average, No grade lower than a B (84%)

Honors: 84% Average, No grade lower than a C+ (77%)

REPEATING COURSES

Students who fail a course with a final average of "F" (50%-64%) may repeat the course in a certified summer school with the approval of the administration. The student needs to earn a C or better in order to receive credit for summer make-up work. If a student repeats a course in a summer school other than Newmarket, the chairperson of the Department reserves the right to administer an assessment to the student before the final credit is granted.

ADD/DROP PROCEDURES

Requests to change a schedule must be initiated through the Guidance Office. Students wishing to add or drop a course may see the guidance secretary to schedule an appointment. All schedule changes must be approved by the teacher, the department chair, the parents, guidance counselor and the principal. Add/Drop ends two weeks after the first day of the quarter.

- Courses dropped prior to the end of the first marking period will not be recorded on the report card.

- Courses dropped after the end of the first marking period will be recorded as "WP" (withdrawn/passing) or "WF" (withdrawn/failing). This will not affect the student's grade point average or honor roll eligibility.
- Drops that occur after the December or April vacations will result in the assigning of a final grade of "F". The "F" will be posted on the report card and will be applied to the grade point average

OTHER CREDIT OPPORTUNITIES

COMMUNITY OUTREACH AND SERVICE PROGRAM

The administration and staff of Newmarket Junior-Senior High School are committed to the benefits of community outreach and service projects. These are projects that require the student to go out into one's community to implement, enhance and assist with a service project that improves the quality of life and provides assistance to others. This is a learning experience that cannot be duplicated in the classroom.

The staff of Newmarket Junior-Senior High School acknowledges that students should be recognized for their work and efforts in providing these service projects; in an effort to provide this recognition, we have initiated a process that will allow students to request course credit for approved outreach and service projects. The staff of NJSHS may also formally supervise student efforts related to service projects by validating or officially recognizing student participation through the use of letters of recognition on school letterhead which can then be included in the student's college application portfolio.

Individual students who are requesting course credit for their service project(s) must have the projects approved and monitored on a regular basis. Course credit will be awarded using the following guidelines:

- a. 180 hours of service is equal to one credit.
- b. 90 hours of service is equal to one-half credit.
- c. 45 hours of service is equal to one-quarter credit.

CREDIT FOR HIGH SCHOOL COURSES TAKEN IN JUNIOR HIGH SCHOOL

Any high school course successfully passed by a student in the junior high school shall be placed on that student's high school transcript, listing final average, and credit earned. It will be noted that the course was taken before high school entrance. Prior approval from the school counselor and principal is required.

* The grades earned **will not** be counted when calculating the cumulative scholastic average each year of high school.

* Credits earned will count toward the total needed for graduation.

EARNING COLLEGE CREDITS WHILE AT NJSHS

There are three methods students can earn college credits while attending Newmarket Junior-Senior High School:

1. At the end of their junior year, qualified students (typically in the top 10-20% of the class) can apply to take classes at the University of New Hampshire or Great Bay Community College either during the summer prior to their senior year or during their senior year. Tuition and transportation are the responsibility of the student. Any UNH class taken in the school year can count towards the grade 12 minimum of 6 classes per semester. Any college credits earned will not count towards graduation. College classes and grades will be displayed on the transcript but will not count towards cumulative GPA or class rank.
2. Students can take Running Start courses as part of their career and technical education at the Seacoast School of Technology in Exeter. Running Start is a program that offers college credit while taking a high school course that meets college requirements at Great Bay Community College or other state community colleges. Tuition for these courses is \$100.00.
3. Students can enroll in eStart online courses offered by the NH community college system. More information can be obtained at: <http://www.ccsnh.edu/estart/>.

DISTANCE LEARNING ALTERNATIVES

Students can access educational opportunities on-line, through our school-sponsored Virtual High School (VHS) or through other accredited online programs, or via the Virtual Learning Academy Charter School (VLACS).

Virtual High School courses are eligible for elective credit. With department chair permission, students may use a VHS course as credit towards unspecified course requirements, i.e. one credit of social studies or math. With department chair and administrative permission, students may use a VHS course to make up credit for a required course that has been failed, i.e. "Perspectives in Health" could replace a failed health course.

In order to be used for credit, other accredited courses must be approved in advance by the guidance department. Major examinations, i.e. mid-term and final exams, must be taken at Newmarket High School, proctored by a guidance counselor or teacher. Course fees are the responsibility of the student/parent(s).

Courses taken through VLACS, New Hampshire's online high school, must be pre-approved by Guidance and the principal.

No more than two distance learning courses may be taken per semester.

HOMEWORK

Purpose: Homework assignments are an extension of learning that takes place in the classroom and focus on the development of **skills**, accumulation of **knowledge** and deepening of **understanding**. **Homework will count no more than five percent of a student's grade.**

RESPONSIBILITIES

STUDENTS

1. Students are expected to make sure they understand homework assignments and due dates.
2. Students are expected to put forth their best efforts in completing their homework assignments.

3. Students are expected to submit their homework on time.
4. Students are responsible for obtaining and making up missed assignments.
5. Students should schedule time for homework that is compatible with family and/or after school activities.
6. Students should record homework assignments daily.
7. Students are reminded that directly copying homework from either electronic or print references is plagiarism, and will subject them to punishment/discipline.

PARENTS

1. Parents should provide and support an environment that is conducive to the child's successful completion of homework assignments.
2. Parents should encourage a positive attitude in their children towards homework.
3. Parents should try to provide adequate resources for their children.
4. Parents should provide adequate study time for their children to do the assigned homework.
5. Parents should communicate concerns or questions regarding homework policies, assignments or expectations to teachers.

Open Campus Privileges (Students who qualify may sign out of the building for lunch / free blocks)

1. ELIGIBILITY

- Must be scheduled for enough credits to meet graduation requirements
- Must pass all courses with a C- or better during the preceding marking quarter.
- Any senior in receipt of an incomplete grade for more than two weeks into the new marking period will lose senior privilege status until the next quarter grades are issued.
- Must not receive an Extended Day Detention, Suspension, or Out-of-School Suspension as a result of a violation of the Newmarket Jr.-Sr. High Code of Conduct during the previous quarter.
- For the first quarter of the senior year, privileges will be granted based upon credit calculations at the conclusion of the regular junior year and upon the student's grades for fourth quarter of the junior year. Summer school courses will not be considered.

2. CAMPUS RESPONSIBILITIES

A. Eligible seniors must:

- Sign in and out of the building using the security system in the main office.
- Leave school grounds within **5 minutes** during free periods if they secure parental permission which is in writing and notarized. (Forms may be picked up in the main office).

B. Eligible seniors must not wander the hallways or disturb classes.

3. LOSS OF PRIVILEGES

- A. Loss of senior privileges can occur for any one of a number of reasons and will remain in effect until the end of the quarter from the date of the loss. Loss can occur for the following reasons:**

- Administrative action as a result of infraction of school rules. Any infractions, which result in any out of school suspension, will revoke senior privileges immediately for the remainder of the quarter and the following quarter.
- Three tardies in a quarter.
- Parental request.
- Failure to meet eligibility or campus responsibilities requirements.

4. POLICIES

- A. Administration reserves the right to revoke any or all of the above privileges on an individual or group basis.
- B. Administration also reserves the right to alter these privileges as the need/situation dictates.
- C. A “Senior Privilege Form” needs to be completed and on file in the office prior to use of privileges.

MINIMUM ACADEMIC REQUIREMENTS

Junior High School

Demonstrate competency in the standards established and adopted by Newmarket Junior High School.

High School

Grade 9	6	total credits
Grade 10	12	total credits
Grade 11	20	total credits
Graduation	28.25	total credits

Students not meeting the above expectations may be considered for retention. Notification to parents shall be made and a meeting will be held with the student, parents/guardians, guidance counselor, administration, teacher(s), and other appropriate parties as needed.

SCHOOL COUNSELING SERVICES

The School Counseling Department seeks to provide support for students in the areas of academic, career, and social/emotional development utilizing a comprehensive counseling program.

Your counselors at Newmarket Jr./Sr. High School feel that counseling is the key to the guidance service they offer. Counseling is a type of helping relationship in which counselor and student communicate about feelings, attitudes, plans, and ultimately about decisions. The counselor is in a position to act as a listening board, offering alternatives and information so that the student may more fully develop self-understanding and capacity for self-direction.

Teachers are in an ideal position to be aware of students in need of counseling and refer them to the guidance personnel. When a student demonstrates the inability to be a good school citizen or other signs of poor adjustment, he/she may be helped by the counseling process. The guidance personnel also refer to outside agencies if the student's needs cannot be met within the school structure. Parental permission may be requested.

Students are encouraged to make use of guidance services by making their own appointments with a guidance counselor. Be sure to let someone know if you need to talk with a counselor immediately.

Other information available in the guidance library is a comprehensive collection of school, college, vocational, and educational materials. Group guidance and counseling sessions will be conducted as needed to best serve the interest of the greatest number of students.

Special Education Services

Federal law guarantees all students the right to a free and appropriate public education and require that the Newmarket School District evaluate children with disabilities who are in need of special education and related services. The legislation further states that every child is entitled to an education regardless of disability and stipulates that students with disabilities are to be educated with non-educationally disabled students in the least restrictive educational environment.

Special education services are available to all students who qualify. If you have questions about whether your child may eligible for such services, please contact the Special Education Coordinator or your child's teacher. (See School Board policy [IHBA.](#))

STUDENT ACTIVITIES

ASSEMBLIES, CONCERTS, PLAYS

During the school year there will be a number of school-wide performances. Student attendance at these school functions is a privilege, not a right. Students should display respectful audience behavior.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are activities sponsored by the school which do not carry academic credit for graduation. Extracurricular activities include: athletics, intramurals, clubs, etc.

The Board supports the concept that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege – not a right. The activity program shall not only provide opportunity for developing leadership ability, but it shall stimulate active participation of all students in appropriate school organizations and community activities.

Students are encouraged to become involved in school activities organizations. Students may initiate a school activity by securing an advisor and applying to the school administration for consideration.

Eligibility:

Students at the Newmarket Jr./Sr. High School will be expected to maintain the following standard to be eligible for extracurricular activities: maintain at least a C- average in four courses.

Eligibility for all extracurricular activities, including athletics, shall also be in accordance with NHIAA Policies established for extracurricular activities student participation, with the exception of required minimum grades.

Students involved in all extra-curricular activities must be in their first block class by 8:30 am and remain in school the entire day in order to participate on that day. Exceptions to this policy may be granted by the school administration.

The principal reserves the right to remove any student from a club or team who commits a serious violation of school policy or who in any way brings discredit upon our school.

EXTRA CURRICULAR ACTIVITIES (Subject to change):

Drama	High School Math Team	Junior High Math Team
Yearbook	National Honor Society	Interact Club
Project Search	Chorus	Roots and Shoots
Spanish Club	Student Council	Band
Ping-Pong	Ceramics	
Outing Club	Book Readers Club	
Cheerleading	Student Council	

DANCE REGULATIONS

The following rules apply for all Newmarket Jr./Sr. High School dances held on or off school district property:

1. Students must arrive to their first block class no later than 8:30am; students who are absent on the day of a dance will not be permitted to attend.
2. Newmarket Jr./Sr. High Students may bring guests to formal and semi-formal dances held on or off school property with the approval of the administration.
3. Students who leave the building during the dance without permission will not be readmitted and must leave the school premises at once. Jr. High students may not leave a dance early unless a teacher or administrator has contacted a parent.
4. Automobiles driven to the dance must be left in the school parking lot and are subject to administration/police supervision.
5. Dress for all students should be appropriate for school.
6. Admission into the dance will be permitted up to one-half hour after the dance begins.
7. High school students will not be permitted to attend the junior high dances and junior high students will not be allowed to attend high school dances.
8. High School dances will be held from 7:00 to 9:00 p.m.
9. Junior High dances will be held from 7:00 to 9:00 p.m.
10. An advisor, a minimum of five teachers and at least two additional adult chaperones will be at every dance.

ATHLETICS

Newmarket Jr./Sr. High School has a comprehensive interscholastic athletic program. The philosophy that we strive to have as part of every program is participation, growth, and success. Participation means all athletes feel a part of the team and are given an opportunity to participate to the best of their ability. Growth means that through practice, fundamentals and skill levels are improved, and values such as sportsmanship, character, and leadership are developed. Success means that every time an athlete competes, he or she strives to do his or her best. The Newmarket Jr./Sr. High School Athletic Department offers the following activities:

High School Sports

	Season
Football	Fall
Boys' Soccer	Fall
Girls' Soccer	Fall
Golf	Fall
B/G Cross Country	Fall
Boys' Basketball	Winter
Girls' Basketball	Winter
Track	Winter
Hockey	Winter
Swimming / Diving	Winter
Track	Spring
Baseball	Spring
Softball	Spring

Junior High Sports

	Season
Boys' Soccer	Fall
Girls' Soccer	Fall
B/G Cross Country	Fall
Boys' Basketball	Winter
Girls' Basketball	Winter
Baseball	Spring
Softball	Spring

Eligibility for athletic participation is governed by NHIAA rules and eligibility and expectations for participation are further detailed in the Newmarket Athletics Handbook which is available on the school website and through the athletic office.

OTHER SERVICES

STUDENT HEALTH SERVICES

Health Services Information:

Newmarket Junior Senior High School has a full-time registered nurse on duty during the school day.

The registered school nurse will:

- Provide immediate and adequate emergency care for students and school personnel who sustain injury or illness during school hours.
- Meet the special physical health needs of students.

If the school nurse is not available at school a first aid and CPR certified person shall be available on campus.

The school nurse is responsible for handling medical situations and emergencies, for maintaining health records, and for communication with parents, medical agencies and school personnel about medical concerns. The nurse can be reached at 603-292-7960.

If you become ill at school, the nurse may dismiss you from school or may recommend you return to your classes, depending on the seriousness of your symptoms. Parents will be notified of dismissal and **MUST PROVIDE A MEANS OF GETTING YOU HOME.**

If at any time the nurse is not in the Nurse's Office, student should report immediately to the Main Office. In an emergency, the student will be transported to the hospital. The parent or guardian will be asked to meet the student there. When it is not an emergency, the parent/guardian or designated emergency contact will be responsible for driving the student home.

It is very important that emergency forms are filled out at the beginning of each school year and they be kept up to date so that you or someone else can be notified if your child is sick or injured.

Complete physicals are mandatory for students entering public school for the first time. Appointments should be made by the student's parents with their family physician, with the results sent to the school nurse.

New Hampshire Law states that all children entering school must be fully immunized. See nurse for any medical or religious exemptions.

No child should be sent to school with a contagious infection, such as strep throat, chicken pox, impetigo, conjunctivitis, etc. Consult nurse for further information. A child who has a temperature of 100° or more should not be sent to school, the temperature must be below 100° for 24 hours before returning to school. If a student is absent for three or more days, the school must be provided with a physician's note. The school has facilities for minor first aid treatment but cannot care for a child who was ill before leaving home. Parents are responsible for transportation of their child who becomes ill at school. (ref. RSAs 200:29;200:32; 200:38, 306.12. Newmarket School District policies)

MEDICATION DURING SCHOOL DAY

In order for **prescription medications** to be given at school, the following must occur:

1. Written order from the physician and written authorization from the parent/guardian.
2. Brought to school by parent/designee and kept in the office of the school nurse. **No student shall transport medications to school.**
3. Medication shall be in a pharmacy labeled container.
4. Students receiving routine medications for more than one year must have written physician and parent authorization annually. (Including inhaler, Epi-pens and insulin).
5. Inhalers, epi pens and diabetic supplies may be carried with written permission of the physician and the parent.

In order for **non-prescription medications** to be given at school, the following must occur:

1. Written parental permission must accompany all non-prescription medications brought to school by parents. **Medication should be in the original packaging.**
2. Generic Tylenol, Advil, Tums and Cortaid/Neosporin ointment are available in the health office in the case of an emergency.
3. If your child needs one of these medications more than occasionally, you the parent must supply and deliver the non-prescription medication to the Nurse's office.

LIBRARY SERVICES

1. Hours of operation are 7:35 am to 2:45 p.m. Monday through Friday.
2. Students may come to the library from study hall on individual passes signed by a teacher. Students must first report to their study hall, have attendance taken, and then sign out with their pass. They must remain in the library for the entire period.
3. Students may borrow books for a two-week period. The student may renew books upon request for an additional two-week period.
4. Students with outstanding library obligations will be required to clear those obligations before borrowing additional materials, using the library during study hall.
5. In addition to traditional lending of texts, a vast digital collection is also available to students.

SCHOOL NUTRITION SERVICES

Breakfast is served from 7:15 a.m.-7:35 a.m. each day with snack being sold at 9:05 a.m.

Prices for breakfast and snack are as follows:

\$1.50 for students \$1.75 for teachers

\$.30 for reduced breakfast

Lunch consists of two basic menus:

1. "Main lunch menu" posted monthly online and in newsletters
2. Price for lunch is as follows:
\$2.95 for students \$4.00 for teachers
\$.40 for reduced lunches
3. Milk may be purchased for \$.50

The cost of lunch weekly is \$13.50 or \$2.00 for reduced. Paying in advance is to everyone's advantage. We recommend that parents send their child to school with money or a check each Monday. Cafeteria staff will be in on Monday mornings from 7:10 am to 7:35 am, to accept payments to be placed on the student's account (swipe card).

Checks should be made payable to Newmarket School Lunch with the student's name in the memo line. There is a \$25 returned check fee. You may also pay by month or year. If you have any questions please call 292-7948.

MySchoolBucks® is our online payment service and provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check.

MySchoolBucks provides:

Convenience - Available 24/7 on the web or with the Mobile App for your iPhone, Android or Windows phone!

Control - Set low balance alerts, view account activity & recurring/automatic payments.

Flexibility - Make payments using credit/debit cards and electronic checks.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add your students using their school name and student date of birth.

A transaction fee of \$1.95 will be applied per transaction of up to \$100. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly: parentsupport@myschoolbucks.com or 1-855-832-5226

Please remember to fill out a new free/reduced application for the school year as soon as possible. They are available online [here](#) (in the Food Service section on the web site).

LUNCH CHARGING PROCEDURE:

Students are not allowed to charge milk or snack, they may only charge lunch or breakfast. Parents / guardians will be notified via email of a student's low balance.

When a student owes \$10, a letter/email or phone call will be made to the parent letting them know of the negative balance for each of the next 3 weeks. The following week a certified letter will be sent home and the Principal, Business Administrator and Guidance will be notified that the letter has been sent. The parent/guardian will also be charged for the certified letter.

CARE OF TEXTBOOKS, CHROMEBOOKS, AND OTHER SCHOOL PROPERTY

Students are directly responsible for all school property issued to them for their use. Students will be held financially accountable for any unnecessary damage that occurs to school equipment for which they are responsible. All students are issued Chromebooks. Wireless hotspots are also available upon request.

Failure to reimburse the school for the cost of loss or damage to textbooks software, hardware, or other school property may result in sanctions such as the loss of borrowing privileges or disciplinary action up to and including the opportunity to participate in commencement activities.

Emergency Plan:

Under the direction of the New Hampshire Office of Emergency Management, Newmarket Junior Senior High School has an emergency plan for various emergencies that could be encountered at school. All staff has been trained in how to respond and have your child's safety as their #1 priority.

In the event of an emergency you should:

- Be contacted by the system with instructions
- Listen to WMUR, WERZ, WOKQ for additional information
- Bring your ID, (license)
- Park where directed
- Go to student release station, and present ID
- Staff will bring your child to release area
- Leave through designated EXIT

The following is a list of the used in our school. Your child's teachers discuss each drill with their class and during the year we run practice drills. Please take the time to review this information with your child.

Emergency Procedures

EVACUATION

- Take the closest and safest way out.
- Do not stop for student belongings.
- Go to designated zone and wait further instructions.
- Check for injuries.

REVERSE EVACUATION

- Move inside as quickly as possible.
- Report to classroom.
- Wait for further instructions.

LOCKDOWN

- Students should report to the nearest classroom.
- Students should not hide alone in bathrooms.
- Stay away from all doors and windows, move students to interior walls and drop.
- BE QUIET
- Wait for further instructions.

SHELTER IN PLACE

- Students are to be cleared from the halls immediately and report to their classroom.
- If instructed: Close and tape all windows and doors and seal the gap between bottom of the door and the floor.
- Do not leave the classroom.
- Stay away from all doors and windows.

- Wait for further instructions.

DROP, COVER, & HOLD

- Drop- take cover under a nearby desk or table and face away from the windows.
- Cover- your eyes by leaning your face against your arms.
- Hold- onto the table or desk legs.

Possible evacuation sites to be determined by administration: Newmarket Elementary School, Newmarket Recreation Dept., Newmarket Town Hall, St. Mary's Church, other area schools.

INSURANCE

Since the Newmarket School District does not assume financial responsibility for accidents at school, a voluntary insurance plan is offered to parents to help protect them against medical and dental expenses that might result from possible accidents to their children. This policy is offered during the first week of school, and the policy coverage extends for the period of the school year.

LOCKERS

A student locker with a combination lock may be issued to you during the school year for your convenience. It is and remains the property of the Newmarket School District and is subject to both periodic general and individual inspections with or without notice (**Students may use only assigned lockers. Switching is not permitted without authorization.**)

No other locks are permitted. Locker clean-out will be held before major vacations and at the end of the year. Damage to lockers and/or vandalism is the user's responsibility, and the user will be fined accordingly.

The school is not responsible for lost or stolen articles. If an article is missing from your locker, please report it to the main office.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer be a full-time police officer. The officer is armed during duties at school. The major goals of the School Resource Officer is to promote student safety and well being in accordance with the Safe Schools Act.

TELEPHONES

Students are to receive permission from a teacher or office staff in order to use the phone during normal school hours. The telephone in the main office should be used during lunch or non instructional time so students are not missing classroom instruction. The teacher to whom the students is assigned must grant permission after attendance has been taken.

VISITORS

All visitors and guests to the building must report to the Main Office . For safety reasons all visitors will be issued a pass that must be worn where visible while they are in the building.

CODE OF CONDUCT

PHILOSOPHY

Each student is entitled to an atmosphere that neither disrupts nor interferes with his or her learning process. On occasion some students infringe upon the rights of others and/or do not act in accordance with school regulations and therefore require some form of discipline. The information provided in this section of the student handbook specifically addresses those forms of behavior deemed unacceptable and consequences. Discipline in all cases should be a learning experience and it is hoped therefore that any student subject to one or more of the sanctions identified below will, as a result, reconsider and reduce the reoccurrence of the offending activities. Due process will always be afforded, and the student given an opportunity to relate his/her side of the story.

Students and parents should be aware that school infractions which are also crimes will be reported to the Newmarket Police Department.

POTENTIAL CONSEQUENCES

Teacher Detention

Detention is given for infractions which detract from the learning environment or otherwise violate classroom rules/expectations. Duration is at the discretion of the teacher. Failure to attend teacher assigned detentions could lead to further disciplinary consequences. 24-hour notice of the detention will be provided. Students assigned detention should bring ample school work or reading material . Prior approval of the teacher is required in order to reschedule a detention.

Administrative Detention

Administrative detention may be assigned to students for non-classroom incidents or because of ongoing classroom behavior issues. After school administrative detentions are from 2:40 – 3:25 P.M. and extended day detentions are from 2:40 to 4:40 P.M. 24-hour notice of the detention will be provided. Students assigned detention should bring ample school work or reading material. Prior approval of an administrator is required in order to reschedule a detention.

Social Probation

A student may be denied attendance at or participation in extracurricular activities and events such as dances, field trips, assemblies, club or athletic participation.

Community Service

Students may also be assigned consequences involving some form of community service as appropriate to make amends for behaviors which violate the code of conduct such as vandalism or theft.

In-School Suspension

In-School suspension may be assigned by an administrator for behaviors which violate the code of conduct.

Out of School Suspension

Out-of-school suspension as a consequence for violations of the Code of Conduct, gross misconduct, or persistent neglect to follow the reasonable rules of the school. The student must not be on school grounds or use school transportation during the suspension period.

It is the student's responsibility to make up any work missed during a suspension. Students shall be given one day to turn in missing work for each day suspended. Credit for work turned in after this time period. All absences from classes will count toward the class absence limits described in the 'Absenteeism from School' section. Parents will meet to discuss the incident and related sanctions with an administrator and counselor

Expulsion

Expulsion is a long-term exclusion from school, usually for longer than twenty days, and said student shall not attend school until restored by the Board.

The following subsections elaborate upon school rules, New Hampshire laws It should be noted that it is the prerogative of the administration to modify consequences if, in the opinion of the involved administrator, it is in the best interests of all involved parties.

AUTOMOBILES/PARKING

It is a privilege to drive an automobile, not a right. Automobiles must be operated with concern and safety for others **at all times**. All traffic must observe the one-way traffic pattern established by the school. Speed **must** be limited to 10 miles per hour on school grounds.

1. Parking spaces are limited and student parking on school grounds is by permit only. Permits will be issued to Seniors only the first week of school. All other students may complete a parking permit application form. The issuance of permits will be based on availability space, need, and seniority. The cost is \$20.00 per permit. Students issued a parking permit must display the and park in assigned areas. If a student parks in an unauthorized area or does not have a parking permit, his/her car may be towed at his/her expense.
2. Students are not allowed to sit in their automobiles during school hours. Upon arriving at school, the driver and his/her passengers must immediately leave the automobile and the parking area.
3. Automobiles should be locked to help prevent any vandalism or theft.

4. Suspension and/or revocation of automobile privileges can be revoked at the discretion of school administration.
5. Any/all cases of negligent driving will be reported to the police department.

BOMB THREATS/FALSE ALARMS

Any student responsible for a bomb threat or false alarm at the school will be suspended out-of-school and will be recommended for school expulsion. Police will be notified.

BULLYING

The Board has adopted a [Pupil Safety and Violence Prevention policy](#) (policy JICK) which prohibits bullying behaviors. Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Any student who believes he/she has been subjected to bullying should report it to a building administrator. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

BUS CONDUCT

The safety of all students while riding in school buses is a major priority. Students are expected to behave in a courteous and safety-conscious manner while on school buses. Newmarket Junior/Senior High students are required to obey the directions of the bus driver and to conduct themselves in a reasonable and orderly manner. Misconduct on the bus may result in the loss of riding privileges or other disciplinary action.

CHEATING/PLAGIARISM

Newmarket Jr.-Sr. High is charged with the responsibility to provide the best education and training to prepare students to become personally, socially, and educationally responsible citizens. Students are expected to exhibit honesty in the completion of their academic work.

In accordance with general research practice, the copying of someone's intellectual material from books, the primary or other sources without the proper citation is **prohibited**. A student wishing to use someone else's work in a paper or report shall place the work in quotation marks; include proper footnoting and bibliographic references.

Therefore:

1. Any student **found** cheating or plagiarizing will receive an academic grade of zero and will be referred to administration for consideration of further disciplinary action.

2. The teachers will notify parents of the incident.

NETWORK USE

All students must abide by the [Network Use Agreement](#) and all students must have a signed copy of the current form on file with the district in order to use district computers and networks. All students must respect teacher privacy related to computer files. Any student found accessing or changing teacher/school files or records will be subject to disciplinary action, which may include suspension or expulsion from school.

DISPLAYING AFFECTION

Inappropriate displays of affection in public are prohibited. Students are expected to use good judgment. Failure to do so may result in disciplinary action.

DRESS CODE

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school environment. Expectations of professional and semi-professional attire:

Any item of dress that presents a hazard, interferes with sound health and safety rules, is disruptive, and/or deemed inappropriate for school will not be allowed.

The suggested attire is as follows:

1. Clothing, jewelry, or accessories with print, decorations, patches, lettering, advertisements, etc., that may be considered disruptive, obscene, or distracting are not to be worn to school. This includes clothing, jewelry, or accessories that could be used as weapons. Any item having drug emblems, alcoholic beverages, tobacco products, or similar may not be worn in school.
2. Tops and dresses must cover the **entire** torso at all times, even in movement. Transparent and/or see-through material, spaghetti straps, muscle shirts, crop tops, tank tops, tube tops, and halter-tops *are not acceptable* unless covered by an outer shirt or worn over another shirt. Low cut tops shall not be allowed. (As a **general guideline**, straps on all tops should be **two** inches or more in width.)
3. The acceptable length of pants, skirts, dresses, or shorts will be determined by the following criteria: The length of each item should be acceptable for a professional environment. (As a **general guideline**, when standing with your arms by your sides, your fingertips should reach the bottom of the hem.)
4. Undergarments should not be visible.
5. Clothing must cover undergarments at all times.
6. Outdoor/Coats shall not be worn in school. They must be stored in lockers.
7. Hats or other headwear including scarves and bandanas may not be worn in school; such items may be worn to hold hair back provided it is not distracting to the learning environment.
8. Clothing with excessive rips, holes or tears will not be allowed.
9. Boots with metal cleats or soles that leave unnecessary marks on the floor will not be allowed.

10. Students attending school functions after school hours should adhere to the spirit and intent of the dress code policy. Exceptions may be made for certain activities.

10. No pajamas or slippers shall be allowed in school.

11. When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.

Administrative action may be required to remediate issues of attire. Repeated offenses may result in additional administrative consequences.

DRUG-FREE SCHOOLS

The Newmarket School Board has a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing, or being under the influence of drugs, alcohol and other prohibited substances on school property, including buses, and at school-sponsored activities and events ([Policy JICH](#)).

Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Additional sanctions may be applied to students who participate in extracurricular activities.

Drug-free school zone signs have been posted to mark boundaries of an area within 1000 feet of school property.

CELL PHONES, OTHER ELECTRONIC DEVICES

Electronic devices including personal listening devices, gaming devices, and cellular phones are not allowed to be used or visible in school during school hours (7:35am-2:35pm) without teacher permission. Violation of this policy may result in confiscation of the device and could lead to additional disciplinary consequences. Cameras and Video Players are not to be used at school unless permission is granted by a teacher or administrator.

FOOD AND BEVERAGE

No food will be allowed in classrooms or hallways. Only beverages purchased at the school, with the exception of water, will be allowed in classrooms and may be consumed at the teacher's discretion. Coffee, soda, and energy drinks are NOT allowed at school.

GUM CHEWING

Chewing gum at the High School will be at the discretion of the classroom teacher. Gum is not allowed outside the classroom. All students must recognize that inappropriate use or disposal of gum will not be tolerated at Newmarket Junior/Senior High School.

SCHOOL PROPERTY AND PERSONAL SEARCHES

School administrators have the authority based on legal precedent to, upon reasonable suspicion, search students, students' handbags, backpacks or electronic devices.

The school district retains ownership and possess control over student lockers and desks and therefore reserve the right to inspect lockers and desks at all times. The use of "sniffer" dogs, trained for the search of drugs, will be permitted as a general facility search. This search will be conducted by a qualified law enforcement officer upon request of the building principal and/or superintendent of schools.

PERSONAL PROPERTY

The Newmarket School District cannot accept responsibility for lost items or valuables. If a student is the victim of a theft, he/she should report the theft to the office. Any student committing theft will be subject to disciplinary consequences.

If students must bring large sums of money or other items of personal value to school, they are asked to leave them in the main office for storage. This procedure is important for physical education classes, where personal items are left unattended.

DISRESPECTFUL BEHAVIORS: PROFANITY, BELLIGERENCE AND INSUBORDINATION

Students are expected to treat all teachers, staff, and other students with respect. Profanity, belligerence, and insubordination are among the most serious violations of school rules. Final determination of sanctions to be imposed will be at the discretion of the building administrator.

SCHOOL'S JURISDICTION

The school's jurisdiction is considered to extend to all school property, including the playing fields up to the parking lot of the community center, the sidewalks in front of the school, and school driveways, parking lots and on school buses. All school rules are in effect for this outlined area and at all school sponsored events on or off campus.

HARASSMENT AND SEXUAL HARASSMENT

All students should be able to work and study in an environment that is free of discrimination and harassment. Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or disability is prohibited and may constitute illegal discrimination under state and federal laws.

Any student who believes he or she has been harassed should notify a Title IX representative and may file a complaint which will be investigated.

Newmarket Junior/Senior High School defines sexual harassment as unwanted or unwelcome or unsolicited sexual behavior. Sexual harassment includes but is not limited to: sexual gestures and comments directed toward or with reference to another person; inappropriate touching, grabbing or pinching; giving or showing a person offensive sexual material; sexual gossip or remarks which affect a person's ability to function in the school environment; and any other type of unwanted sexual contact. Students who engage in harassment or retaliation for reports of sexual harassment are subject to disciplinary action up to and including expulsion. (See Board policy [AC](#) and [JBAA](#)).

SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Due to safety and liability concerns, skateboards, scooters and rollerblades may not be used or worn in school or on school property. Students who persist in using them on school grounds will be subject to disciplinary action.

SMOKING

Our policies are designed to support existing state laws on possession or use of tobacco products by minors or by anyone on school property. Smoking, including the use of matches, lighters, or other smoking paraphernalia, tobacco products, e-cigarettes, or vape pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities. Additional consequences, such as completion of an approved smoking cessation program, may be imposed at the discretion of an administrator.

LEAVING SCHOOL GROUNDS/CUTS/TRUANCY

An unauthorized absence from school or class is considered truancy. Students who cut a class or are truant may be subject to both academic and disciplinary consequences. Students may be ineligible to make up missed work for credit, including tests, quizzes, or labs.

VANDALISM

1. Any individual found to be responsible for an act of vandalism which causes damage to school property or equipment will be responsible for the costs to replace or repair said equipment or property.
2. Vandalism that takes place at any event sponsored by an organization is the responsibility of the organization and will be deducted from their profit.
3. Acts of vandalism may be reported to the police department. A student found to have committed an act of vandalism may be subject to additional disciplinary consequences including suspension and may be recommended to the School Board for expulsion.

WEAPONS AND FIREARMS

Firearms and weapons are not permitted on school property at any time.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe zone **shall be expelled and reported to law enforcement authorities.**

The Newmarket School Board may expel from school any pupil who brings or possesses a weapon on school property. A weapon is defined as any substance, object or thing that, by appearance or function, is known to be, or thought to be, capable of producing death or bodily injury; examples include but are not limited to, knives, guns, firecrackers and other potential explosives, including toy or antique weapons.

Law enforcement personnel may be exempt from this policy in accordance with state and federal law.

PARENT NOTIFICATIONS

NOTIFICATION OF STUDENT DIRECTORY INFORMATION

Newmarket School District directory information includes the following: **Student name, address, telephone number, date and place of birth, and dates of enrollment; parents'/guardians' name and address; student's grade level, enrollment status, and dates of attendance; student's photograph; student's participation in recognized school activities and sports, weight and height of athletic team members, and student's diplomas, certificates, awards, and honors received.**

Parent/guardians have until October 1 or 30 calendar days after enrollment in the district to notify the building principal in writing of specific directory information that should not be released without prior consent of the parent/guardian or student of age, except as provided by law. If no objection is received within the designated time period, the information will be classified as directory information until the beginning of the next school year.

ANNUAL AHERA NOTIFICATION TO BUILDING OCCUPANTS

The Newmarket Junior-Senior High School has been inspected for the presence of asbestos containing materials. A written plan for the management of these materials has been developed and. Policy is available for inspection at the Office of the Superintendent of Schools, 186A Main Street, Newmarket, NH during regular office hours.

ACCESS TO STUDENT RECORDS

A parent or guardian shall have access to the student's education files. However, if the student is 18 years old or older, the student may inspect his/her own records and his/her written permission shall be necessary in order for the parent or guardian to inspect them.

NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(See [Policy JRA](#))

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("eligible students") certain rights with respect to student's education records. They are:

- 1)** The right to inspect and review the student's education record within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2)** The right to request the amendment of the student's education records that the parent or eligible believes are incomplete or misleading. Parents or eligible students may ask the Newmarket School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the

decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office,
US Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

HUMAN SERVICES GUIDE

These numbers are updated regularly and are subject to change. For up-to-date information on all Human Service agencies in NH, call the NH Helpline at 1-800-852-3388.

Personal and Family Support

HUB Family Support Center	Dover	(603) 749-8800
Lamprey Health Care	Newmarket	(603) 659-3106
Seacoast Mental Health	Portsmouth	(603) 431-6703
Parent to Parent (for parents of special needs students) 1-800-698-5465		1-800-698-5465
Parents Anonymous		1-800-750-4494
Child and Family Services of NH		1-800-640-6486

Abuse or Neglect

NH Division of Children, Youth and Families		1-800-821-0326
Abuse Hotline		1-800-894-5533

Alcohol and Drug Abuse

Alcoholics Anonymous		1-800-593-3330
Al-anon/Alateen		1-603-645-9518
Narcotics Anonymous		1-888-624-3578

Family Planning/Pregnancy

Lamprey Health Care	Newmarket	(603) 659-3106
Planned Parenthood	Exeter	(603) 772-9315
Seacoast Birthright	Portsmouth	(603) 436-5558
HUB Family Support Center	Dover	(603) 749-8800

Food and Material Assistance

Community Action Program	Portsmouth	(603) 431-2911
Food-stamps Hotline		1-800-852-3383
Salvation Army	Portsmouth	(603) 436-2606

Mental Health

Seacoast Mental Health Center	Portsmouth	(603) 436-6703
Lamprey Health Care	Newmarket	(603) 659-3106

Tobacco Education

The Community Diversion Program	Greenland	(603) 430-8570
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HOTLINES

AIDS	1-800-752-2437
ALCOHOL	1-800-499-2525
CHILD ABUSE	1-800-894-5533
DOMESTIC VIOLENCE	1-866-644-3574
RAPE	1-800-336-3795
RUNAWAY	1-800-786-2929
SEXUAL ASSAULT	1-800-277-5570
SUICIDE	1-800-784-2433 or (603) 357-5505