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**A MESSAGE FROM THE PRINCIPAL  
AND A FELLOW STUDENT  
FOR THE STUDENTS AND THEIR PARENTS/GUARDIANS**

Dear Students and Parents:

On behalf of the Gorham, Randolph and Shelburne School Boards, the administration, faculty, and support staff, it is my pleasure to welcome you back to school. No matter how you feel about returning to school, most agree that it is enjoyable to be back with friends again after a long summer.

Ashley Langlands wrote a wonderful essay about Gorham Middle/High School last year and there would be no better way for me to welcome you back than to share her thoughts with you.

*Gorham High School is a small school located deep in the heart of the White Mountains. Kids from grades six through twelve, from Gorham, Randolph, and Shelburne, all travel to attend this school. It doesn't matter, though, because once you walk through the doors to the school you all are alike. Each and every student hopes for each new teacher to like them, earning the lead role of the upcoming school play, making that varsity team, and to accomplish the grades that they each drive towards. It's what our teachers encourage us to do, never to give up on what we want. Some kids may think teachers are those old cranky people, but that's not true in Gorham. There are many teachers in the school who will be your friend, if you let them. They act as mentors, adults you can talk to about a problem you may be having, and be able to have total trust in them. If you don't think you are achieving in a class, talk to your teacher. Each and every teacher is willing to help you. Whether it be computers with Mr. Fini, English with Mr. Hamel, or French with Ms. Morais, they are all there to help you achieve your greatness.*

*Hence, don't forget about your active school. We have delegates forming a constitution and representing Gorham at the State House, as well as our Student Council, who try to make Gorham High an exciting school. Then there is our academic Honor Society, helping with the community, as well as being recognized as outstanding scholars. You can be a part of any of these groups; ask around and join.*

*You may think living in a small community is hard, and I'm not going to argue that fact. However, it's comforting at times, too. Having younger kids look up to you, you strive to be a better person so you are a positive role model for them. With everyone reading the local paper, you aim to show sportsmanship each time you play for that name on the front of the jersey. Making the overtime goal, the three-point shot at the buzzer, or the fly-ball catch to win the game, everyone is cheering for you on the sidelines, hoping for that glorious step towards another victorious season.*

*Then the day comes, that last game wearing your blue and white jersey, with Gorham printed across the front, that last day of sitting in the classrooms we've been reentering for the past four years. The day we've been looking towards for so long, yet our parents have dreaded. The day that we walk down the cement stairs that we sat on the first day of sixth grade. Walking past each member of our small community, the people who have watched us grow our entire lives, their eyes start to fill with tears. We approach the stage, turning our tassels, saying our last goodbyes to Gorham High. I know I can't wait to do that, too, but I know tears will fall down my face as I realize that when September comes around, I won't be walking through the doors that I now know so well. I realize that everything that I knew for so long is coming to an abrupt end. I'll leave all the teachers who wrote those excellent recommendations to get me accepted into the college I was hoping for, that dirty uniform after a victory. Yet I'm sure that I will never regret growing up in a community where everyone knew my name. So here's to you. Enjoy Gorham High! I promise you through all the ups and downs you may encounter, in the end you will be glad that you chose this wonderful and exciting school to come to.*

Thank you, Ashley. Have a great school year everyone.

Sincerely,

Keith F. Parent  
Principal

## **GORHAM MIDDLE/HIGH SCHOOL MISSION AND STATEMENT OF EXPECTATIONS**

Gorham Middle/High School's mission is to prepare all students to become independent, reflective thinkers, life-long learners and contributing members of their communities.

### **STUDENT EXPECTATIONS**

Gorham Middle/High School students will be able to:

- ◆ Access information
- ◆ Exhibit self-discipline and work ethic
- ◆ Express ideas in clear, concise, coherent writing
- ◆ Be critical readers and viewers
- ◆ Consider and explore career opportunities and set goals for life-long learning
- ◆ Produce a quality product
- ◆ Make effective oral presentations
- ◆ Work cooperatively
- ◆ Behave in ethically and morally appropriate ways

### **SCHOOL EXPECTATIONS**

Gorham Middle/High School will:

- ◆ Provide the opportunity for all learners to develop their divergent skills and interests so that they may take their places in society as productive citizens
- ◆ Celebrate successes of students
- ◆ Be proactive in communicating with parents and the community
- ◆ Create a school atmosphere which stimulates and allows for the growth of all students
- ◆ Teach the importance of community and place
- ◆ Promote an atmosphere of tolerance and mutual respect
- ◆ Teach students that there are rewards for positive contributions and appropriate consequences for improper actions
- ◆ Employ and support a diverse, competent, and professional staff dedicated to high student achievement
- ◆ Engage in continuous reflection upon and evaluation of the mission and performance of the school

## **GORHAM HIGH SCHOOL BELIEF STATEMENTS**

We believe that the mission of the high school is to provide, within a safe and nurturing environment, the opportunity for all learners to develop their divergent skills and interests.

We believe that the school has the responsibility, in conjunction with parents and the community, to provide opportunities for students to meet their physical, academic, emotional, moral, and social needs.

We believe that formal schooling is only the beginning of life-long, self-directed learning.

We believe that the community and professional staff must accept the responsibility for the creation of a school ethos, which stimulates and allows for the growth of each student.

We believe that the school and community must provide programs for students so that all may develop to their full potential and take their places in society as productive citizens. These programs must recognize the worth of the individual; must permit the exercise of responsible freedom; must promote the ideals of responsibility, leadership, and sportsmanship; must lead to a balanced pattern of successful experience; must allow time for exploration and reflection; must provide chances to examine human values; and must permit opportunities to explore cultural heritage.

We believe that students, with the support of the community, must accept the responsibility for and make the most of the opportunities provided for their success in life; and must be encouraged to make commitments, to maintain their individuality, and to seek even greater achievements.

We believe that in order to prepare students for this society, the school must teach students that there are rewards for positive contributions and appropriate consequences for improper actions.

We believe that it is the responsibility of the school and the community to react to changes in society so that students may find success in the ever-changing workplace, practice tolerance in a culturally diverse world, and promote harmony in the greater human community.

We believe that the educational community – which includes, but is not limited to, staff, administration, school board, parents, students, businesses, and the community at large – must engage in continuous reflection upon and evaluation of the mission and performance of the school.

## **GORHAM SCHOOL DISTRICT VISION**

The Gorham School District envisions a community of life-long learners having high educational and ethical standards, respect for self, others, and their environment, who are productive citizens in an evolving global society.



**STUDENT SERVICES**

Lucie Demers	School Nurse
Wendy Anderson	Life Skills Coordinator
Lisa King	Classroom Aide
Kathy Couture	Classroom Aide
Fran Wolf	Classroom Aide
Kelly Bunch	Classroom Aide
Gloria Caouette	Classroom Aide
Veronique Legendre	Classroom Aide
Jen Downs	Classroom Aide
Sheri DeBlois	Classroom Aide
David Goyette	Maintenance Supervisor
Helen Jolin	Custodian
Bill Devoid	Custodian
Richard Girouard	Café Services
Claire Santone	Café Services

**WORLD LANGUAGE**

Lisa Morais

**IMPORTANT TELEPHONE NUMBERS**

Gorham Middle/High School:	466-2776	Guidance Office:	466-3600
Office of the Superintendent:	466-3632	Nurse's Office:	466-2776
Principal's Office:	466-2051	Fax:	466-3111
Athletic Department:	466-2051	Web Page:	<a href="http://www.sau20.org">http://www.sau20.org</a>

**FLOOR PLAN**  
**1<sup>ST</sup> FLOOR**

Room 101 -	Nurse – Mrs. Demers	Room 113 -	Mrs. Benoit
Room 102 -	Mrs. Thompson	Room 114 -	Custodian
Room 103 -	Mrs. Ciacciarelli – Library	Room 114*-	Booster Club
Room 104 -	Video Conferencing	Room 115 -	Mr. Goodrich
Room 105 -	Mrs. Fontaine	Room 116 -	Weight Room
Room 106 -	Mr. Walsh – Mech. Drawing	Room 117 -	Gym / Lockers Rooms
Room 107 -	Mr. Lamarque	Room 119 -	Cafeteria / Kitchen
Room 108 -	Mr. Walsh – Shop	G =	Girl’s Restroom
Room 109 -	Mr. Hamel	B =	Boy’s Restroom
Room 110 -	Mrs. Burcalow – Chorus	* =	Elevator
	Mrs. Lavertu – Band	** =	School Store
Room 111 -	Science Lab		
Room 112 -	Mrs. Kimball – Special Ed		

**FLOOR PLAN**  
**2<sup>ND</sup> FLOOR**

Room 201 - Main Office  
Mr. Parent – Principal  
Mr. Kaczinski – Asst. Principal  
Room 202 - Mrs. Lemoine  
Room 203 - Ms. Morais  
Room 204 - Guidance Office  
Mrs. Lemoine  
Mr. Saladino  
Room 205 - Mrs. Gagnon

Room 206 - Mr. Gagnon  
Room 207 - Teachers' Room  
Room 208 - Mr. Miller  
Room 209 - Mrs. Merrill  
Room 210 - Mr. Fini  
Room 211 - Mr. Brosnan  
Room 212 - Mr. Smith  
\* = Elevator

**FLOOR PLAN**  
**3<sup>RD</sup> FLOOR**

Room 301 - Mrs. Jensen  
Room 302 - Art – Ms. Beaudoin  
Room 303 - Mrs. Hunt  
Room 304 - Mrs. Klechot  
Room 305 - Ms. Fowler  
Room 306 - Computer Room  
- Marion Hennessey Memorial  
Mini Library  
Room 307 - Mrs. Evans  
Room 308 - Ms. Horr

Room 309 - Mr. Boucher  
Room 310 - Mr. Sjostrom  
Teachers' Room/Science Lab  
Room 311 - Life Skills Lab  
G = Girl's Restroom  
B = Boy's Restroom  
\* = Elevator  
\*\* = O.T. / P.T. Office

## DAILY ROUTINE

### THE SCHOOL DAY

The Gorham High School day begins at 7:30 a.m. and ends at 2:17 p.m. There are two lunch periods for students grades 9-12. Students may bring a lunch from home or obtain their meals through Café Services. Prices are as follows:

	<u>Breakfast</u>	<u>Lunch</u> (Type A lunch)
Students	\$1.00	\$1.85
Reduced	\$ .30	\$ .40
Adults	\$1.00	\$2.25
Milk/Juice	\$ .35	\$ .35

a la carte lunches are also available

Students who have “academic/social privileges” may leave the building during the lunch period.

### BELL SCHEDULE

7:15	Teachers' Day Begins
7:30*	First Bell
7:35-9:05	Block 1 (attendance to office)
9:05-9:15	Break
9:16-10:46	Block 2
10:46-11:12	Lunch A
11:15-12:45	Block 3A
10:49-12:19	Block 3B
12:19-12:45	Lunch B
12:47-2:17	Block 4 (attendance to office)
2:30	Teachers' Day Ends

\* Students report to office for excuses/early dismissal slips or go directly to Block 1 class.

### MID-MORNING BREAK

During the mid-morning break, all students must go to the cafeteria or designated area. No students are allowed in classrooms except under the direct supervision of a teacher. No student may leave campus. With the ending of the break, all are to report to the next class.

### CAFETERIA AND LIBRARY

The cafeteria opens for breakfast and snacks at 7:00 a.m. The school library opens at 7:30 a.m.

The mission of the library media program is to ensure that students and staff have access to and are effective users of ideas and information.

#### Goals:

- ◆ To provide access to information resources supportive of the Gorham Middle/High School curriculum.
- ◆ To promote literacy and the enjoyment of reading, viewing, and listening for students of all ages.

- ◆ To provide leadership and expertise in the use of information and instructional technologies.
- ◆ To participate in networks that enhance access to resources located outside the school.

### **DISMISSAL AND AFTER-SCHOOL ACTIVITIES**

Our school day officially ends at 2:17 p.m. Students should not expect to remain at school after this time unless they are participating in a supervised activity such as team practices, yearbook, drama or detention. Each activity must be confined to the appropriate area of the school (classrooms for meetings, gym for athletics, etc.). It is not safe for students to roam throughout the building without supervision either before or after school.

Students will not be dismissed early without a signed parent's note, which must be presented in the office before the start of the day. The parental request must state the reason for the student's dismissal.

Students dismissed for illness must first be seen by the school nurse who is authorized to dismiss any student. If the nurse is not in attendance, the student must report to the Principal's office. The parent/guardian will be notified of the illness so that they will arrange transportation for the student.

Under no circumstances is a student to be dismissed into the hands of anyone other than the parents, unless properly authorized.

**Leaving school grounds during the school day without teacher, parental and administrative approval will result in a school suspension.**

### **SIGN OUT BOOK**

Any student leaving school property must sign the register located in the reception area. No student may leave school without the expressed permission of his/her teacher, parent, and a school administrator.

### **FAMILY VACATION**

If your family is fortunate enough to be planning an extended vacation that will occur while school is in session, you should understand the following:

Classroom instruction from the teacher will be missed and teachers cannot teach lessons over again upon the child's return.

Materials will not be sent with you on your vacation if they are not yet prepared for the students who will be here. Students should plan on making up work when they return.

We have a form that your student may bring to teachers. This form gives teachers the opportunity to comment on how they wish to handle your student's absence from class. The teachers will save materials for you to complete upon your return, but the responsibility for getting and completing these assignments will rest with you and your student, not the teachers.

The faculty does understand the value of family vacation, but cannot help wishing that they occur when school is not in session. There is no substitute for in-class instruction.

## IMPORTANT DATES

### AUGUST

31 1st Day of School

### SEPTEMBER

15 School Picture Day  
16-17 Homecoming

### OCTOBER

3 Q1 Progress Reports  
7 No School—Teacher In-Service  
8 SAT I/SAT II Test Date  
10 Columbus Day

### NOVEMBER

4 End of Q1 Marking Period  
5 SAT Date  
11 Veterans' Day  
14 American Education Week  
16 Q1 Report Cards  
17 Middle High School Parent Conferences  
24-25 Thanksgiving Break  
25 Alumni Basketball Games  
30 ASVAB Tests

### DECEMBER

3 SAT Date  
8 No School—In-service Day  
14 Q2 Progress Reports  
13, 20 Band/Chorus Concerts  
23-1/2 Christmas Vacation

### JANUARY

14 Semi Formal  
16 Civil Rights Day  
20,23 Mid Year Exams  
23 End of Q2 Marking Period  
28 SAT Date

### FEBRUARY

3 Q2 Report Cards  
3,4 Jazz All-State  
11 Solo & Ensemble Festival  
22 GMHS Progress Reports  
27-3/3 Winter Vacation

### MARCH

6-10 Winter Carnival Week  
14 Town Meeting  
15 School Meeting  
16 Early Release-Parent/Teacher Conferences  
20 Spring Sports Begin

### APRIL

1 SAT Date  
4 End of Q3 Marking Period  
6,7,8 All-State Chorus  
14 Q3 Report Cards  
24-28 Spring Vacation

### MAY

1-12 NHEIAP Testing-Grade 10  
12 Q4 Progress Reports  
13 Prom  
18 Senior Project Presentation Night  
23 Band/Chorus Concert  
Honor Society Induction  
29 Memorial Day

### JUNE

3 SAT I/SAT II Test Date  
4 Baccalaureate  
5 Spring Sports Awards Night  
9 Class Day/Graduation  
14 Grade 8 Promotion Night  
15 Awards Assembly/Last Day of School  
Q4 Report Cards (to be mailed)

Please Note: These dates are subject to change.

## STUDENT SERVICES

### GUIDANCE

The Gorham school system provides guidance services for all students from kindergarten through grade 12.

The guidance services of the high school offer pupils assistance in making appropriate choices of an academic, vocational, or personal nature. With this objective in mind, the Guidance Department maintains individual cumulative record folders containing such items as biographical data, health records, grades, test scores, etc.; assists the faculty in administering a comprehensive testing program; provides sources of information on schools, occupations, financial aid, and military services; assists students in selecting courses, occupations, and further education relative to their abilities and interests; counsels students individually and in groups concerning personal, academic, or vocational difficulties.

The Guidance Department cooperates with parents, teachers, and local community agencies to provide an appropriate education for each child. Referral services are also provided to the proper agencies when further assistance is deemed necessary.

Students who are planning to attend college should plan their program carefully and seek the aid of guidance personnel. No capable student should look upon further education after high school graduation as an impossibility as there are various kinds of financial aid available such as scholarships or tuition grants, loans, and work-study programs.

Parents are encouraged to make an appointment with the guidance counselor to discuss any issues surrounding their child's performance in school or preparations for post-secondary school life.

### HEALTH

#### Accidents and Illness:

A school nurse is on duty at Gorham High School. If an accident or sudden illness occurs, first aid will be administered and the parents/guardians will be notified. Appropriate action, as needs dictate, will be taken at the parents' discretion. A student absent from school because of any contagious disease must obtain permission to return to school from their physician.

No student is to be released from school, in the event of illness or accident, unless authorized to do so by a parent or other responsible relative.

#### Non-Emergency Situations:

Should a student require the nurse's attention, a teacher must give the student a pass to see the nurse. In areas not specifically covered by a classroom teacher, the person in authority must issue the pass. No admission will be allowed without a valid pass. Students returning to class must have a return pass signed by the nurse with the time of departure indicated.

#### Emergency Situations:

Should an emergency situation arise, the student is taken directly to the nurse's office. In this situation, the injured student must be accompanied by the person in charge or by a student designated by the person in charge.

Students requiring medical attention when the nurse is not present should come to the main office. No student is to be in the nurse's office without the expressed permission of the nurse or the ad-

ministration. Students found in the nurse's office without permission will be considered to be skipping class.

#### Medication:

The statutory requirements governing the practice of nursing limit the duties of a nurse with regard to medication to "carrying out of treatments and medications as prescribed by licensed physicians." (Nurse Practice Act, Chapter 285, New Hampshire, 1947)

The Gorham School Board Policy regarding medication is as follows:

"Whenever it becomes necessary for a student to take a prescribed (by a physician) medication during the school day, the following guidelines should be followed:

Medication may be administered by the school nurse under written orders of a physician. Written permission by the physician must be obtained before medication can be administered. It is the responsibility of either the physician or the parent to inform the school nurse in writing as to the necessity for the medication at school and under what circumstances such medication may be administered.

In the absence of the school nurse, the building principal and/or his designee may assist the student in the taking of oral medications only.

Medication should be delivered in its original container properly labeled with the student's name, the physician's name, the date of the original prescription, name and strength of medication and directions for taking by the student. The medication should be delivered by the parent/guardian directly to the school nurse, principal, or teacher in grades kindergarten through twelve (or age 18)." Over-the-counter medication must be in its original container and requires a written request from the parent/guardian indicating permission to administer.

#### Physicals:

Annual physicals will be given to all students in grades seven and ten at their expense. All new students are required to have physicals prior to or upon entrance. The physical is a screening physical including a hematocrit (finger blood test), urinalysis, weight, height, blood pressure, and pulse. Students may have a physical by a physician of their choice in lieu of the school physical. A report by the examiner is to be forwarded to the school. These physical examinations are mandated by state law for school attendance.

A medical examination is required before a student may participate in any athletic activity. The examination shall have taken place within one (1) year of the activity.

#### **LAW MANDATES RELEASE OF STUDENT NAMES TO THE MILITARY**

In the ***No Child Left Behind Act of 2002***, there is a provision that requires public secondary schools to release student directory information to military recruiters. Parents wishing to keep their son's/daughter's personal information private must actively opt-out of the information release by a deadline early in the school year. To opt-out, please call the Guidance Office at 466-3600 and speak with Mrs. Theriault.

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

No student may receive a diploma from Gorham High School without having completed the following requirements. The student is required to have the following courses to graduate:

- ◆ English, 5 credits (students must take and pass: 1 credit in “Reading & Writing,” 1 credit in “American Literature,” 1 credit in “British Literature,” 1 credit in “World Literature,” 1/2 credit in “Senior Paper/Public Speaking,” and 1/2 credit in “Senior Project”)
- ◆ Mathematics, 4 credits (1 credit of “Algebra” is required)
- ◆ Science, 2 credits (1 credit in “Biology,” and 1 credit in “Physical Science”)
- ◆ Social Studies, 3 credits (1 credit in “U.S. History,” 1 credit in “World History,” 1/2 credit in “Economics,” and 1/2 credit in “N.H. Studies”)
- ◆ Foreign Language, 1 credit (“French I” – grade 9)
- ◆ Keyboarding/Computer Literacy, 1-1/2 credits (1 credit in “Keyboarding/Computer Literacy,” and 1 additional 1/2 credit course)
- ◆ Physical Education, 1 credit
- ◆ Health, 1/2 credit
- ◆ Arts, 1/2 credit (credit could be obtained from band, chorus, or an art class)
- ◆ Electives, 8-1/2 credits

A student who fails to acquire 27 passing credits or who fails a required course, will not be allowed to graduate with his/her class in June. This student will not be allowed to participate in the graduation ceremony. Diplomas will be presented to a failing senior upon successful completion of one of the alternatives provided by our Policy for Non-Graduates.

In other matters regarding graduation, the administration reserves the right to review individual cases.

Seniors must pass both a Senior Research Paper and a Senior Project in order to graduate. (School Board Approved 1998)

### EARLY GRADUATION

Students are expected to take a normal course load and encouraged to spend four years in meeting the graduation requirements for Gorham High School. However, if early graduation is desired the following requirements are **mandatory**:

- ◆ Meet all Gorham High School’s requirements.
- ◆ Submit to the Principal a written request from the parents and the student by the beginning of the student’s senior year. This letter should be addressed to the School Board and should state the student’s current plans and the reasons for this request. A personal interview is also required with both the Principal and the Guidance Director.
- ◆ Please be descriptive when stating the reasons you wish to graduate early. Each request will be considered on its own merit.
- ◆ All students must attend school at least seven (7) semesters.
- ◆ Credit from correspondence, trade school, night school, junior college, etc. cannot be used for early graduation.
- ◆ Students must inform the Principal by November 15th if they desire to take part in the graduation exercises at the end of the regular school year. Students will have the options to attend commencement exercises in the year they graduate, but will not have the option of returning to another commencement.

- ◆ If a student is pursuing a college education during the second part of their senior year, a letter of acceptance must be sent to the School Board as well as a plan of what will be accomplished during this time.
- ◆ Once a decision has been made, you will be notified in writing.

### **SUMMER SCHOOL**

For each subject failed, a student will be permitted to attend a certified summer school program provided he/she has at least a 60 average and has earned a minimum of 65 in one of the four quarters or the final exam grade. The summer school grade will replace the lowest of the previously earned grades. The required passing grade will remain the same. **NOTE:** Any failed course must be remediated during the summer session immediately following the year of failure in order to earn credit for that course.

### **ACADEMIC REQUIREMENTS**

All students must carry four (4) credits of course work each marking period with exceptions by administrative approval.

### **COURSE CHANGES**

Students will be given their course selection where possible. However, sometimes, extenuating circumstances dictate that a course should be added/dropped. The student, parent, teacher or guidance counselor may initiate these requests. Please understand, however, that Gorham High School does not encourage students to change courses, except when a course is judged to be inappropriate in terms of achievement level or skills needed. In order to control both the quantity of drop/adds and their legitimacy, all changes must take place within two (2) weeks of the beginning of that course. After that, a parent-teacher-student-guidance counselor conference must be arranged before dropping/adding a course is allowed. Special permission may be granted to add/drop a course by the Principal and/or the Guidance Counselor in cooperation with the teacher in extreme and unique cases.

### **RANKING PERIODS 2005-2006**

#### **SEMESTER 1**

First Quarter	August 31 – November 4
Second Quarter	November 7 – January 23

#### **SEMESTER 2**

Third Quarter	January 24 – April 4
Fourth Quarter	April 5 – June 15

Report cards are issued four (4) times during the school year. Marking periods are nine (9) weeks in length. Report cards are issued to the pupils on the Friday following the close of each marking period.

### **GRADING SYSTEM**

A = 90-100	P = Passing
B = 80-89	F = Failure
C = 70-79	INC = Incomplete
D = 65-69	
Below 65 is a failure	

Progress reports and commendations will be given at mid-term:

Quarter 1	October 3
Quarter 2	December 14
Quarter 3	February 22
Quarter 4	May 12

### **INCOMPLETES**

A student receiving an incomplete on the report card will have two (2) weeks from the beginning of the next marking period to make up the missing work unless prior arrangements for an extension have been made with the teacher. If the makeup work is not submitted, the teacher will compute a grade based on the assignments completed at that time.

### **HONOR CERTIFICATES**

Honor certificates are awarded each marking period to students with an academic average of 85 or above and students must be enrolled in a minimum of three (3) courses each marking period. Any student who receives a grade below 80 during a marking period will not be eligible for honor roll recognition for that quarter. Students will also be awarded high honor certificates if their grades average 93 or above with no grade below 90 during the marking period.

To avoid any confusion and/or misconceptions regarding the policy for determining honors for graduation, the minimum weighted grade required will be:

90+ weighted	=	Honors
95+ weighted	=	High Honors
100+ weighted	=	Highest Honors

The official list to determine the graduating class Valedictorian, Salutatorian, and honor students will be calculated at the end of the third quarter of that graduating year.

The calculations will be based on the following:

CP courses will carry a 1.05 multiplier  
ACP courses will carry a 1.10 multiplier  
AP courses will carry a 1.15 multiplier

All other courses will use unweighted grade.

### **PROMOTION**

All students will be required to do the minimum amount of work for each course offered. Effort may be a determining factor in the grade, but a minimum standard of work is the first essential. The passing grade for each subject is 65.

A student is promoted to each successive grade solely on the basis of scholastic credits earned:

To Grade 10 – 6.5 credits  
To Grade 11 – 13 credits  
To Grade 12 – 19.5 credits

Additionally, each promotion requires successful completion of one (1) English class per year. These criteria of grade status govern all determinations of eligibility for, access to, participation, or inclusion in class-designated activities (e.g., yearbook, Winter Carnival, Junior Prom, etc.).

## **TRANSFER INFORMATION**

The New Hampshire Code of Administrative Rules (Ed 306.23) requires that each student earn at least 19-3/4 credits in order to receive a high school diploma. Ed 306.23 further requires that each credit shall represent between 135 hours and 150 hours of instructional time. The Gorham School Board requires these subjects and credits (at a minimum) for graduation from Gorham High School:

- ◆ English, 5 credits (students must take and pass: 1 credit in “Reading & Writing,” 1 credit in “American Literature,” 1 credit in “British Literature,” 1 credit in “World Literature,” 1/2 credit in “Senior Paper/Public Speaking,” 1/2 credit in “Senior Project” )
- ◆ Mathematics, 4 credits (1 credit of “Algebra” is required)
- ◆ Science, 2 credits (1 credit in “Biology,” and 1 credit in “Physical Science”)
- ◆ Social Studies, 3 credits (1 credit in “U.S. History,” 1 credit in “World History,” 1/2 credit in “Economics,” and 1/2 credit in “N.H. Studies”)
- ◆ Foreign Language, 1 credit (“French I” – grade 9)
- ◆ Keyboarding/Computer Literacy, 1-1/2 credits (1 credit in “Keyboarding/Computer Literacy,” and 1 additional 1/2 credit course)
- ◆ Physical Education, 1 credit
- ◆ Health, 1/2 credit
- ◆ Arts, 1/2 credit (credit could be obtained from band, chorus, or an art class)
- ◆ Electives, 8-1/2 credits

The transcripts or portfolios of students entering Gorham High School from other institutions and from home study will be reviewed and evaluated by the Principal and Director of Guidance to determine compliance with the above requirements in terms of time/credit and subject/content. In cases where either or both the credit and content elements are in question, Gorham High School will require that the final exam for the course in question be taken and the minimum passing grade of 65 be obtained before credit is granted. Assignment to each grade will be determined by the same rules that apply to all Gorham High School students:

To Grade 10 – 6.5 credits  
To Grade 11 – 13 credits  
To Grade 12 – 19.5 credits

## **INDEPENDENT STUDY**

Independent Study is a program in which students have the opportunity to pursue areas of special ability and interest. It can also be used to make it possible for students to receive credit in subjects that are impossible to schedule.

The guidelines for Independent Study are as follows:

- ◆ Students may be assigned to Independent Study in only one (1) course during a given period of time.
- ◆ Department Head(s) must be involved in the selection and progress of students and programs and in the overall progress of both.
- ◆ A written agreement must be drawn between the teacher and each selected student. One (1) copy will be kept on file by the teacher; the original will be given to the student.
- ◆ The student must meet regularly (3 times per week) with the teacher involved.
- ◆ The student must provide a product (verbal or written) of the Independent Study Program.

## **WORK STUDY/SCHOOL-TO-CAREER**

A cooperative Work Study/School-to-Career Program is available to students wherein they have the opportunity to coordinate school studies with work experience.

The purpose of the Work Study/School-to-Career Program is to provide students with the opportunity to have on-the-job experiences and to have skills learned at work evaluated. Applications for the Work Study/School-to-Career program must be completed through Guidance.

A student may earn up to one (1) credit toward graduation if the student follows the guidelines and meets the requirements.

### **The Student Agrees:**

To follow the Guidelines and Policies regarding the Work Study/School-to-Career experience.

### **The School Agrees:**

- 1) To coordinate the student's work study/school-to-career experience.
- 2) To provide the academic component for evaluation of work performed in accordance with the Carnegie Unit.

## **COURSE DESCRIPTIONS**

Parents/guardians and students will receive—in each class in which a student is enrolled—a Course Description, which will include, but is not limited to:

- ◆ Academic discipline.
- ◆ Course title and level (ACP, CP, TCP).
- ◆ Duration of course (quarter, semester, full year).
- ◆ A brief description/outline of the course content.
- ◆ Materials needed for course (notebook, journal, pencils, compass, calculator, etc.).
- ◆ Reading (text or list of books).
- ◆ Writing (types and frequency of writing).
- ◆ Homework expectations and due dates on all major assignments, papers, group work, etc.
- ◆ Classroom activities.
- ◆ Methods of assessment (frequency of tests, projects, turn-around time for the return of papers and quizzes/tests, etc.).
- ◆ Grading criteria (for example: percentage for tests, papers, quizzes, projects, behavior, attendance, final exam, etc.).
- ◆ Briefly stated expectations/outcomes for the course (what a student will know and be able to do at the completion of the course of study). Examples: 1) Students will be able to read actively and critically for a variety of purposes; 2) Students will be able to write using standard English for a variety of purposes and audiences; and 3) Students will demonstrate the ability to reason effectively and to solve problems.

## **STUDENT MISCELLANEOUS**

### **ACCIDENT INSURANCE**

The Gorham School District makes available a group insurance policy for all school pupils. For a small fee, a student is insured during school hours, to and from school, and during school sponsored events. A 24-hour protection plan is also available. All students participating in interscholastic sports shall be required to purchase the group insurance made available to them through the school or to provide proof of coverage under a comparable insurance policy.

### **ACTIVITIES**

Gorham High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA). As a member, it competes in soccer, field hockey, alpine and nordic skiing, basketball, cheerleading, softball, and baseball.

The following are activities which are also sponsored by our school: National Honor Society, Student Council, Drama, Cabaret, F.B.L.A., S.A.D.D., Youth and Government, Amigos and several other organizations as well.

Gorham High School considers attendance and academics to be a priority for all our students who participate in our activities programs.

### **AGE OF MAJORITY**

Gorham High School recognizes the transition to adult status of a student who becomes 18 years of age during his/her high school years. But 18 year old students are subject to the same regulations and school rules as all other students. Only in cases where the student maintains documented economic independence (housing, food, clothing, etc.) is the student excused from some rules requiring parental awareness and may write his/her own notes.

### **ANNOUNCEMENTS**

Those who wish to have daily announcements read to the student body and staff are asked to submit them in writing to the main office by the end of the day before they are to be publicized. Student announcements need to be co-signed by the principal or assistant principal. Announcements will be posted in the main office area, all teachers will have them, and copies will be available at lunch.

### **ATHLETIC PROGRAM**

Any eligible student may try out for the various athletic teams. Our goal is to give every student an opportunity to participate. We engage in competition from the seventh grade through grade twelve.

Students are also encouraged to participate as managers. These positions are considered an integral part of athletics.

All athletes are financially responsible for any lost or damaged equipment for which they are assigned.

Students involved in athletics and various school activities need the encouragement and support of their parents/guardians. We hope that parents/guardians become involved in the activities of their children.

All athletes are required to receive a physical examination by a medical doctor prior to participating in the athletic program and have on file a "Student Participation and Parental Approval" form (blue card).

### **BUS SCHEDULE**

Bus routes and schedules will be published in The Berlin Reporter and The Berlin Daily Sun prior to the opening of school.

### **CHANGE OF ADDRESS**

Any student who changes his/her address or telephone number during the school year shall notify the main office immediately. This will enable the school to keep accurate records.

### **DELAYED OPENING**

In very rare cases when road conditions warrant, the opening of school may be delayed. The delay means that school would open at 9:00 a.m. If this were to occur, an announcement would be made over local radio stations by 6:00 a.m.

### **DISMISSAL DURING THE SCHOOL DAY**

**No student is to leave school property without permission from the office. This is a suspension offense. No student may be dismissed from school without the permission of his/her parent/guardian.**

If a student is to be dismissed, a written request from the parent/guardian must be brought to the main office of the Principal for approval prior to the time of dismissal. The parental request must state the reason for the student's dismissal.

Students dismissed for illness must first be seen by the school nurse, who is authorized to dismiss any student. If the nurse is not in attendance, the student must report to the Principal's office. The parent/guardian will be notified of the illness so that they will arrange transportation for the student.

Under no circumstances is a student to be dismissed into the hands of anyone other than the parents, unless properly authorized.

### **DRESS INFORMATION**

The school, in its effort to provide a clean, wholesome, educational atmosphere, reserves the right to expect students to meet minimum standards of dress, which includes personal appearance. It is also important that students know the general standards of dress and appearance expected of them. We do not wish to dictate styles to individuals, but it is necessary that students' apparel and grooming be neat, clean, appropriate, and not interfere with instruction. Therefore, these regulations must be kept in mind:

- ◆ All clothing must be clean, neat and acceptable by school standards.
- ◆ Wearing apparel will not be allowed if it is inherently dangerous or poses a threat to the student or others (baggy clothing, jewelry).
- ◆ Outerwear must always cover underwear – skirts, dresses and shorts shall be at least fingertip length. Halter tops, tube tops, single straps, and spaghetti straps are not to be worn. Blouse tops must have at least a 2-3 inch strap.
- ◆ All tops must cover the midriff area.
- ◆ Clothing which promotes questionable messages will not be permitted. There will be no clothing allowed that advertises alcohol, tobacco or other drugs. Clothing with obscene words, vulgar graphics

or is profane, lewd, intimidating or demeaning to others will not be allowed in our school.

- ◆ No footwear is to be worn which could be destructive to or deface school property.
- ◆ No hats, visors, bandanas or head coverings of any kind are to be worn in school during school hours except with a written medical directive.
- ◆ All outside clothing should be removed and placed in your lockers upon arrival.
- ◆ No sunglasses are to be worn in school.

Students who do not comply with these expected dress standards will be subject to disciplinary action which may include being sent home.

### **ELECTRONIC DEVICES**

Unauthorized radios, beepers, pagers, electronic games and tape recorders are not permitted in school. Any electronic device that could or does interfere with our school's learning environment will be confiscated by an administrator. The administration will return the device at the end of the school day and notify the parents. The second offense will result in losing the device for the remainder of the school year.

We do realize that students will often listen to their walkmans/discmans while being transported to and from school, on athletic trips, on field trips, etc. However, should any of these devices interfere with the learning environment or the safety of others, they will be confiscated by an administrator as well.

Cell phones are permitted at Gorham Middle/High School; however, all must be turned off from 7:30 a.m. to 2:17 p.m.

### **ELEVATOR POLICY**

Only people needing elevator assistance shall be allowed to use the elevator.

### **EMERGENCY DRILL**

When the alarm rings or directions are given over the intercom to evacuate the building, it is your duty to follow, without question, the directions of your teacher or the administration. The directions for leaving the building are posted in all classrooms. You should exit the building quickly and quietly with your teacher. You should treat every emergency drill as though there were an actual emergency.

### **FIELD TRIPS**

Field trips are taken to enrich learning experiences. As such, they are considered a part of the course. Students going on field trips must supply, prior to the scheduled trip date, a permission slip/medical release form signed by their parent/guardian and are subject to school rules and regulations while on the field trip. Students, likewise, are required to bring a written excuse from their parents/guardians if for good reason they wish to be excused from attendance. Attendance on scheduled field trips is required. Students failing to attend a required field trip must come to school that day.

### **FUNDRAISING**

The Gorham School Board policy limits fundraising activities. All fundraising activities requests must be approved by the principal before any fundraising plans are made.

### **HAZING**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a

school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purpose of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. (Adopted: May 3, 2000)

### **HOMEWORK POLICY**

It has been the practice of Gorham High School that every student will be assigned homework on a regular basis. Homework is defined as class-related work completed outside of the classroom. The typical high school student can expect an average of 10-15 hours a week of homework.

Homework is the educationally sound practice of requiring students to engage in some type of activity “at home,” the intent of which is universally focused on internalization of a process or a skill. Practicing, reviewing, checking, locating, assessing, reflecting, and so forth require a student to complete an activity in order to retain, transfer, and/or apply the content of that operation to some related event. (Nelson-Nasca, Donald. “Teaching Students to be Active Learners: The Principal’s Role.” NASSP Bulletin. September, 1993)

Homework responsibilities are as follows:

#### **Student Responsibilities:**

- ◆ Make sure they understand homework assignments and due dates. All homework must be passed in on time.
- ◆ Complete all homework assignments to the best of their ability.
- ◆ To obtain and complete missed assignments.
- ◆ To schedule time for homework which is compatible.

#### **Parent Responsibilities:**

- ◆ Provide and support an environment conducive to the student’s successful completion of homework assignments.
- ◆ To encourage a positive attitude towards homework.
- ◆ To communicate concern and questions regarding homework or missed assignments to teachers.
- ◆ To obtain missed assignments when necessary.

#### **Teacher Responsibilities:**

- ◆ To inform students and parents of both course and homework expectations.
- ◆ To provide purposeful, relevant, and clear assignments.
- ◆ To assign homework according to the age, maturity level, individual needs and interests of the students.

- ◆ To promptly correct all homework assignments and to return written work to the students.

It is the expectation of the administration and the faculty of Gorham High School that students will do their homework. Failure to do so will negatively affect a student's grade.

If a student is unable—because of sickness or some other reason—to attend school, he/she may obtain assignments by: 1) communicating with a friend; 2) having a friend pick up materials; or 3) having a parent/guardian pick up assignments at the reception area after calling ahead (before 8:00 a.m.) to request this service.

### **JOB PERMITS**

Permission to work is required in the State of New Hampshire until the age of 16. Any questions regarding working papers should be addressed to the secretary in the main office. Remember, permission can be revoked if work interferes with your schooling in any way.

### **LOCKERS**

Students are issued lockers and are reminded that they are for coats, books, lunches and school materials. They are not to be used for storage of items forbidden by school rules or by the law. Valuables, such as money, jewelry, personal listening devices, sports equipment and expensive clothes should never be kept in your locker. If you need to store something too large or too valuable for your locker, please ask someone in the office to hold it for you.

**Remember, Gorham High School accepts no responsibility for the loss or theft of any personal items brought to school.** You are encouraged to lock your locker, be cautious in storing your possessions and use discretion in revealing your locker combination. The school reserves the right to search a student's locker at any time, if it is felt necessary to maintain the integrity of the school environment or to protect other students.

No private locks are allowed on school lockers. If entry is desired to such a locker, the unauthorized lock will be cut.

All items must be able to fit in the student's locker. **No one will be allowed to store/leave anything on the hallway floors.** That is dangerous and against State of New Hampshire fire regulations.

Gym and athletic lockers will be assigned by the Physical Education Department and are subject to the same rules/regulations as above.

### **LOCKER SEARCHES**

Administrators may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in our school or the school environment, a student's locker may be searched without prior warning.

Students can expect higher levels of privacy with their personal belongings. However, purses, book bags or automobiles may be searched if school officials have individualized suspicion that the student in question has broken a law or school rule.

### **LOST AND FOUND**

Any money, pocketbooks, or other items of value, which are found, should be taken to the main office. Students who may have lost or misplaced a book, a backpack, or whatever should report the loss immediately to the main office.

### **PASSES**

A written pass signed, dated, and issued by a teacher to a student for a period of time not to exceed one (1) block must be held by any student not in his/her regular classroom. The area or teacher to which the student is to be released must be recorded on the pass (e.g., a pass to the nurse's office, a pass to the library, a pass to see the guidance counselor, etc.).

### **PRIVILEGES**

Several years ago, the Gorham School Board adopted a policy of privileges for students in the Senior High School. The program is based on seniority and positive attitude and effort on the part of the students. It has been extremely successful and we plan on continuing the seniority system of privileges program.

The plan gives more privileges to students as they progress through the school. Seniors may leave campus for lunch. Juniors may leave campus for lunch beginning the second quarter; sophomores beginning the third quarter; and freshmen beginning the fourth quarter.

Students must apply for privileges. Please refer to the Privilege Request Application Form at the end of this section.

Students are not allowed in the back parking lot unless they have a written pass from a teacher. However, students who have privileges may go to the back parking lot to access their motor vehicles at lunchtime.

### **PUBLIC DISPLAYS OF AFFECTION**

The school, school grounds, school buses or school activities are no place for public displays of affection. Students who insist on such practices will be subject to disciplinary actions.

### **SALES**

School policy is very definite regarding the collection of money from pupils in the high school. Money may not be collected or items sold without prior approval of the administration. No unauthorized solicitation sponsored by the staff or students may take place with the school.

### **SCHOOL CANCELLATIONS/DELAYED OPENINGS**

School is rarely cancelled because of bad weather; however, if it is deemed advisable to have no school due to the inclement weather or for another emergency it will be announced over WMOU (AM 12.30), WHOM (FM 94.9), and on WMUR-TV (Channel 5). In the event school is cancelled in the morning, it shall be for a full day's session. Storm information will also be posted on our website ~ [www.sau20.org](http://www.sau20.org).

Any delayed opening means school will open that day at 9:00 a.m. Students will be dismissed at the regular time when an opening is delayed.

## **STUDY HALL GUIDELINES**

- ◆ All students are expected to bring work to do and to work for the entire period.
- ◆ There is to be no talking or any other disruptive behavior.
- ◆ There is to be no card playing or playing of any other games.
- ◆ No student may sign out without a pass from another teacher. Study hall teachers may not issue passes.
- ◆ Only one student at a time may sign out to go to the bathroom.
- ◆ No food is allowed in study hall.

## **TELEPHONE USE**

A telephone is provided for student use in the cafeteria before school, during break and lunch, and after school. The office telephone is available to the students for urgent calls only and must be used in a businesslike manner after permission has been granted. School business has priority. No telephone calls may be accepted by students during school hours. Emergency messages will be relayed to students. Parents are requested to limit messages for students to essential information so that classes will be disrupted as little as possible.

## **TRANSPORTATION**

Lack of adequate parking is a serious problem at Gorham High School. We do not have enough parking spaces to meet the demands of our student body. We urge all students to use buses provided by the district, walk to school or carpool with friends.

Any student who parks their car in the student parking area must have permission from the school and a valid Gorham High School parking permit. To get permission a student must have in their possession:

- ◆ An application form with student and parent/guardian signature.
- ◆ A valid Driver's license.
- ◆ A valid Motor Vehicle Registration for the car they are registering. (Note: Students who may drive different vehicles to school must register each one.)
- ◆ The parking permit fee of five dollars (\$5.00) per school year will be charged. No permit will be issued without payment of this fee.
- ◆ Students who park on school grounds without a valid parking permit will be warned and told to move their car off school grounds. Should this happen a second time, the police will be asked to remove the car from the premises.

Other rules of interest:

- ◆ Gorham High School will not be held liable for any theft of property, vandalism or damage incurred to any vehicle or contents while parked on or removed from school property.
- ◆ After a student has arrived at school, he/she may not return to their vehicle without permission from an administrator.
- ◆ Gorham High School parking privileges may be revoked or suspended by the administration for the following reasons:
  - a) Reckless driving.
  - b) Chronic or habitual school tardiness.
  - c) Parking in the faculty parking area.
  - d) Students must park on the paved parking area.

**Remember – driving to school is a privilege that can be revoked.**

### **VISITORS**

To ensure student safety and building security, all visitors must be granted permission to be in school by a building administrator and register with the receptionist.

### **WITHDRAWAL FROM SCHOOL**

Requests for withdrawal from school must be in compliance with State and Local regulations.

Any student who desires to withdraw from school should notify the Principal/Assistant Principal and Guidance Counselor of his/her intentions. Every attempt will be made to counsel the student on this decision. No student will be allowed to withdraw from school without written authorization from his/her parent/guardian. Failure to check out of school in this way will cause records to be incomplete. A student is financially responsible for all equipment that has been issued to him/her.

## STUDENT PRIVILEGE REQUEST APPLICATION

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Please respond to the following self-evaluation statements:

**TRUE**   **FALSE**      **During the last marking period:**

\_\_\_\_    \_\_\_\_    *I have not received a detention for receiving three late slips.*

\_\_\_\_    \_\_\_\_    *I have not received a failing grade on my report card.*

\_\_\_\_    \_\_\_\_    *I have not been truant and/or suspended from school.*

\_\_\_\_    \_\_\_\_    *I have not been assigned a Saturday detention.*

\_\_\_\_    \_\_\_\_    *I have not been suspended by administration from a class for a disciplinary reason.*

If I have received "TRUE" to **ALL** of the above statements, then I will have this request form signed and return it to Mr. Kaczinski by \_\_\_\_\_.

I understand that this is a privilege, not a right, and may be revoked at any time if I fail to follow school rules. I also understand that all Student Privilege Request Application forms will be reviewed by staff and administration and only those students in good standing will receive privileges.

I understand that I must sign out before leaving the building and sign in when I return. (I will not sign for others nor let others sign for me.) Failure to do so could result in suspension of my privilege.

I understand the rules stated above and I attest that I answered the above statements honestly.

\_\_\_\_\_  
Student's Signature

If my son/daughter should receive school privileges, I give my son/daughter permission to leave the school grounds during lunch and accept full responsibility for their actions.

\_\_\_\_\_  
Parent/Guardian Signature

## CONDUCT

This Code of Conduct was developed through the combined efforts of administration, faculty, and parents. In order for this Code of Conduct to be effective, it requires the support and commitment of the entire educational community including parents, students, teachers, administrators, and school board members. By following these guidelines, our school can reach its goal of a quality educational program for all students.

### **ATTENDANCE**

State of New Hampshire Compulsory Attendance Law, Chapter 193, Section 1:

“193:1 Duty of Pupil. Every child between six and sixteen years of age shall attend the public school within the district or a public school outside the district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable. Provided that any child more than fourteen years shall not be required to attend high school if the school district where he resides does not maintain a high school. Provided further, if a child reaches his sixth birthday after September thirtieth he will not be required to attend school under the provision of this act until the following school year.”

School Board Policy regarding attendance: “Any student missing more than 25% of any given term who is not under doctor’s care and/or makes little or no attempt to make up his or her work is subject to dismissal.” (Passed by School Board 2/18/70)

### **ATTENDANCE POLICY**

Attendance will be taken at the beginning of Block 1 and Block 4.

As a course requirement for a passing grade in any marking period, each student will be required to be in attendance for at least 85% of that marking period. If such an attendance record is not maintained, a failing grade for the marking period or the school year will be given after administrative review. If absenteeism continues to the 25% level, the School Board may choose to dismiss that child as per School Board Policy.

#### Excused Absence:

Following an absence, the student must present to the main office an excuse signed by his/her parent/guardian stating the exact reason and date(s) for the absence. An excused absence will be given for the following reasons:

- ◆ Illness (and after five consecutive days, a doctor’s statement).
- ◆ Pre-planned vacation with prior approval.
- ◆ Administrative approval.

For the protection of your children, parents/guardians are requested to call the school after 7:00 a.m. if their child is going to be out of school that day.

An excused student will be allowed two (2) days for each day they have been absent to make up missed work. Any exceptions to the above policy must be reported by the student’s teacher to the building administrators. If a student receives an unexcused slip, parents/guardians will be contacted by the Assistant Principal. An attendance profile will be sent home to parents at progress report time each quarter.

### **PERSONAL DETENTION**

Discipline originates with the teacher and it shall be the responsibility of the student to comply with the requirements set by the teacher. The teacher will notify the student of the date and time he/she is to stay. Bus students will be given a 24-hour notice to allow them to arrange for transportation.

### **SATURDAY DETENTION**

- ◆ All in-house suspensions will take place on Saturday mornings from 8:00 a.m. to 12:00 p.m.
- ◆ They will be supervised by regular faculty members (who will volunteer for the duty but will receive the stipend usually given to substitutes for the full day of supervision).
- ◆ Students can expect a one-week notification of in-house detention; however, administrators can assign Saturday detention whenever egregious behavior warrants.
- ◆ A letter will be sent home informing parents/guardians of the detention. The letter will be followed by a phone call.
- ◆ If the supervisor considers the roads/weather conditions to be unsafe for travel, he/she may cancel the detention. All those scheduled should be called prior to 7:30 a.m.
- ◆ The back door, cafeteria side, will be opened by the supervisor at 7:45 a.m.
- ◆ If no students arrive, the supervisor will lock up and leave by 8:15 a.m.
- ◆ In-school rules apply as soon as students arrive in the building. Students may go to their lockers for work materials but must be in the designated area with work by 8:00 a.m.
- ◆ Students who arrive at the designated area after 8:00 a.m. will not be permitted entrance.
- ◆ Students who miss in-house detention, or are sent home because they are uncooperative, will be reassigned detention on the following Saturday and a second in-house detention will be assigned for the following week. If the student is late, uncooperative, or misses any of these two (2) detentions, he/she will be suspended from school for three (3) days.
- ◆ No talking is permitted, including supervisor/student socializing.
- ◆ Students are expected to read wholesome materials or do school work for the entire time.
- ◆ One (1) bathroom visit is allowed – supervisor will keep track of time out of the room and will add it to the four (4) hour total.
- ◆ Uncooperative students will be sent home after parents/guardians are notified and transportation, if needed, has been arranged.
- ◆ In case of emergency, the supervisor will call the Principal, the Assistant Principal, or the Gorham Truant Officer.
- ◆ The supervisor will lock doors as soon as all the students have departed.
- ◆ The supervisor will submit a list of all students who served in-house detention (or were sent home) and will submit it to the Assistant Principal by 7:30 a.m. on the next school day.

### **PARENT CONFERENCE**

Conferences between school personnel and parents/guardians in regards to disciplinary problems are encouraged. It is required that all conferences be by appointment. Appointments can be made by phoning the high school office at 466-2776.

### **HAZING**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purpose of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such a prolonged sleep deprivation, other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. (Adopted: May 3, 2000)

### **SUSPENSION**

Gorham Middle/High School imposes suspensions as a consequence for inappropriate behavior. Suspensions will be stipulated as out-of-school, depending upon the administrative decision. Suspended students are not allowed to use school transportation or to be on school property during the suspension. Students who are suspended are not permitted to attend school functions, participate in games, practices, rehearsals or performances. Further, should the suspension include a school vacation, the student will not be allowed to attend or participate in any school function, games, practices, rehearsals or performances.

A written copy of the reasons for suspension shall be included in the student/parent handbook and to the Superintendent of Schools. Please see attached RSA 193:13 for further clarification regarding suspension and expulsion.

- ◆ There will be no academic sanctions imposed on students who are suspended from school unless they fail to make up work missed during suspension.
- ◆ All students suspended from school will serve a mandatory Saturday Detention immediately following their re-admittance to school.
- ◆ Students will be able to make up their work during Saturday Detention.
- ◆ Students will be allowed to submit their work to teachers the Monday following Saturday Detention. Otherwise, they will receive no credit for the lessons missed during suspension.
- ◆ All students suspended from school must attend a mandatory pre-admittance conference with a representative of the school administration on the morning they return to school. Parental attendance (with both parents/guardians, where possible) is required.
- ◆ If a parent does not attend the pre-admittance conference, the student will remain suspended.

### **Student Violations:**

Reasons for which students may be suspended include but are not limited to:

- ◆ Possessing, using or being under the influence of alcohol or any other drug while on school property

or at any function under the jurisdiction of the school.\* Prescription/non-prescription drugs must be stored in the nurse's office.

- ◆ Smoking in school or on school grounds.
- ◆ Possessing weapons or knives. (Refer to Board Policy, Policy JICI)
- ◆ Harming, threatening or bullying another student or a staff member.
- ◆ Directing profanity to another student or a staff member.
- ◆ Failing to comply with a reasonable request.
- ◆ Initiating a bomb scare or false fire alarm.
- ◆ Defacing or damaging school property.
- ◆ Stealing.
- ◆ Bullying, harassment, and violence toward another student or staff member.
- ◆ Leaving class without permission.
- ◆ Defiance or insubordination.
- ◆ Failure to attend after-school detention when assigned.
- ◆ Leaving school during the day without parental and office authorization.
- ◆ Any act of theft, destruction or violence.
- ◆ Inappropriate Internet use or use of technology.

\* When a student is suspected of using an illegal substance, he/she will be brought to the nurse's office for an assessment. This assessment may include the taking of vital signs and either part of all of the DWI Detection and Standardized Field Sobriety Test.

Following this assessment the parent/guardian will be notified of the results. If the student is determined to be impaired, a recommendation will be made for other options, which may include further assessment, testing and/or treatment before the student may return to school.

Students and parents should be aware that school infractions which are also crimes will be reported to the Gorham Police Department. For example, according to state law (RSA 78:12-6) "No person under 18 years of age shall purchase, use, or possess tobacco products." Similarly, since Gorham High School is a designated Drug-Free Zone, any person who violates the law (RSA 318:B:26) is subject to state and local police sanctions as well as school disciplinary measures. The Safe Schools legislation which took effect in September 1994 states: **people who are found to be in possession of guns or other weapons in school or on school grounds will be expelled from school and be prosecuted on criminal charges. Gorham School District will not tolerate this behavior.**

### **MEMORANDUM OF UNDERSTANDING WITH THE GORHAM POLICE DEPARTMENT**

It is the intention of the Gorham Police Department and the Gorham School District to work in a joint cooperative effort to provide a safe and healthy school environment for the students, staff members, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zone, as amended.

The full Memorandum of Understanding is available upon request.

### **EXPULSION**

Please refer to the School Board Policy at the end of this handbook.

### **BULLYING, HARASSMENT, AND VIOLENCE**

The District will act to investigate all components, formal or informal, verbal or written, of bullying, harassment or violence and discipline any student or employee who harasses or is violent to a student or employee of the District. For complete information, please refer to the School Board Policy section of this handbook.

## **DISCIPLINARY INFORMATION**

### **Tardiness to Class /School:**

- A student will be given a detention the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> time that he/she is tardy.
- When a student accumulates six (6) tardy slips in one quarter, he/she will be given a Saturday detention.
- After a student has accumulated four (4) additional late slips, a three (3) day out-of-school suspension will be warranted.
- Continued abuse of the system will result in more severe punishment determined by the administration.

### **Skipping Class:**

A student who skips class will either receive a grade reduction of five (5) points or accept alternative punishment for the first offense.

### **Truancy:**

A student who is found to be truant will receive a five (5) point grade reduction in all classes missed.

### **Disruptive Behavior, Rudeness, Disobedience, Leaving Class Without Permission, Repeated Failure to Bring Materials to Class, Unsafe Conduct in Class, Misuse of Pass:**

First Offense	- one (1) detention
Second Offense	- two (2) detentions and parental contact
Third Offense	- one (1) Saturday detention
Fourth Offense	- three (3) day out-of-school suspension
Subsequent Offenses	- removal for term; administrative function

### **Swearing:**

Depending upon circumstances, swearing may bring a three (3) day out-of-school suspension.

### **Skipping Personal Detention:**

The teacher will notify the main office of the occurrence. This violation will then be handled in the same manner as an offense of skipping an office detention.

### **Skipping Office Detention:**

First Offense	- three (3) detentions
Second Offense	- Saturday detention
Third Offense	- three (3) day out-of-school suspension

### **Failure to Comply with Detention Rules:**

First Offense	- three (3) detentions
Second Offense	- three (3) day out-of-school suspension

### **Striking an Employee or Volunteer :**

Ten (10) day out-of-school suspension with a recommendation to the Superintendent to extend the suspension beyond ten (10) days and/or possible expulsion. Police will be contacted.

### **False Fire Alarm:**

Ten (10) day out-of-school suspension with a recommendation to the Superintendent to extend the suspension beyond ten (10) days. Police will be contacted.

### **Bullying, Harassment, and Violence:**

Depending upon the circumstances resulting from the bullying, harassment, and violence investigation, a warning, suspension or expulsion may occur.

Bomb Threat:

Ten (10) day out-of-school suspension with a recommendation to the Superintendent to extend the suspension beyond ten (10) days and/or possible expulsion. Police will be contacted. The Superintendent may recommend expulsion by the School Board.

Fighting:

Depending on circumstances, fighting may bring a three (3) to five (5) day out-of-school suspension. In the event of a fight, students are advised to move away from the area of the disturbance, tend to their own business and not interfere with administrators or teachers who are dealing with the situation. Hindering school officials and refusing to leave the scene when asked to do so are violations of this policy. Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) may subject themselves to the same or similar penalties as those who are involved in the fight. Individuals who violate this policy will be subject to some form of discipline.

Stealing:

Stealing may bring a three (3) day out-of-school suspension.

Discharging of Fireworks:

Five (5) day out-of-school suspension.

Destroying School Property:

First Offense	- restitution and may bring an out-of-school suspension
Second Offense	- out-of-school suspension

Cheating:

Zero for work; parental contact by staff member.

Plagiarism:

Plagiarism is cheating. It is literary theft. The Writing Guide published by the Gorham English Department defines plagiarism: "Essentially, plagiarism is – theft, theft of ideas, theft of phrases, theft of lyrics, theft of an aptly turned phrase. At the college or university level, plagiarism is cause for course failure and even expulsion. At Gorham High School, proven plagiarism will result in at least failure on the assignment. Plagiarism has also been cause for failure for a term."

Conduct at School Functions:

It must be remembered that the participation in school functions is a privilege, not a right. We expect students of Gorham High School to adhere to all school rules while attending any school function.

Gambling:

Gambling is not permitted. (NOTE: card playing in any form is not permitted.)

First Offense	- parental contact
Second Offense	- three (3) day out-of-school suspension

Leaving School Property Without Permission from the Main Office:

First Offense	- three (3) day out-of-school suspension
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Smoking/Tobacco Possession:

Smoking is not permitted for anyone in the school building, on school grounds, at school events home or away, or on school field trips. Students caught smoking in the building or on school property will be suspended for three (3) days.

Inappropriate Use of Technology:

Inappropriate use/handling of our computers, the internet or intranet may bring a three (3) to five (5) day out of school suspension. Police contact and if need be financial restitution to the school district may also be necessary.

Gross Misconduct:

In the case of gross misconduct, individuals who neglect or refuse to conform to reasonable school rules, engage in acts of theft, destruction or violence as defined in RSA 193:D:1, or are found in possession of instruments intended to intimidate or harm self or others will result in both disciplinary action and notification of the police. Suspension or expulsion from school could result.

**NOTE:** The administration reserves the right to take disciplinary action against any student who disturbs the educational process in any manner not referred to above. **Remember – there is no appeal process for a suspension of ten (10) days or less.**

**STUDENT DUE PROCESS RIGHTS REGARDING  
SUSPENSION AND EXPULSION  
SECTION 193:13**

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

(b) The school board or a representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of ten (10) school days. The school board's designee may be the superintendent or any other individual, but may not be the individual who suspended the pupil for the first 19 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.

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

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

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

IV. The local board shall adopt a policy which allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case by case basis.

V. Any pupil expelled by a local school board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Nothing in the section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.

VI. A pupil expelled from school in another state under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of such expulsion.

VII. For purposes of paragraphs I, II and III, school board may be either the school board or a subcommittee of the board duly authorized by the school board.

## **N.H. YOUTH ACCESS TO TOBACCO LAW (CHAPTER 338) KEY PROVISIONS**

- No person shall sell any tobacco product to a person under the age of 18. Violations of this section shall be punishable by fines not to exceed \$250 for the first offense, \$500 for the second offense and \$750 for the third and all subsequent offenses. For the fourth and subsequent offenses, the license to sell tobacco products shall be suspended or revoked.
- No person under the age of 18 shall purchase, attempt to purchase, possess, or use any tobacco product. Violations of this section shall be punishable by a fine not to exceed \$100 for each offense or completion of up to 20 hours of community service for each offense, or both. Where available, punishment may also include participation in an education program.
- Any person selling tobacco product must check a valid photographic identification card of anyone who does not appear to be at least 18 years of age who is attempting to purchase a tobacco product. Note: The FDA Regulations require photo ID checks for anyone under 27 years of age and this regulation must be complied with.
- Vending machines used to sell tobacco products must be equipped with a lock-out device designed to prevent it from being left in an unlocked condition and which will allow only a single sale when activated. Lock-out devices are not required on machines located in areas where minors are prohibited.
- Vending machines are only allowed in locations where an employee will be present to monitor the machine and determine the age of any person wishing to use the machine.
- No person shall distribute free samples of tobacco products except in areas where minors are denied access.
- Sales of single cigarettes are prohibited.
- No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility. Any person who violates this section shall be guilty of a violation and shall be punishable by a fine not to exceed \$100 for each offense.
- No person shall sell tobacco products to a minor who has a note from an adult requesting such sale.
- The N.H. Liquor Commission shall have the primary responsibility for the enforcement of this chapter.
- All fines imposed by any court and collected for the violation of the provisions of this chapter shall be paid to the state, county, or town that instituted the prosecution. All fines imposed by the Liquor Commission shall be deposited into the general fund.
- The effective date for this act shall be January 1, 1998.

## **SCHOOL BOARD POLICIES**

### **DRUG & ALCOHOL POSSESSION AND/OR USE**

Any student found to be in possession of drugs and/or alcohol will be subjected to at least a five (5) day out-of-school suspension. Further assessment, testing and/or treatment before the student may return to school may also be required.

When a student is suspected of using an illegal substance, he/she will be brought to the school nurse's office for an assessment. This assessment may include the taking of vital signs and either part or all of the D.U.I. Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school for at least five (5) days.

Following this assessment the parent(s) will be notified of the results. If the student is determined to be impaired, a recommendation will be made for other options, which may include further assessment, testing and/or treatment before the student may return to school. The Gorham Police Department may also be called.

### **BULLYING, HARASSMENT AND VIOLENCE**

#### **I. General Statement of Policy**

It is the policy of the District to maintain a learning and working environment that is free from discrimination based on race, creed, color, gender, religion, or national origin. The District prohibits any form of harassment and violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of any nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the District.

In the event administration has information of increasing concern of a student report of bullying, harassment, threats, violence or other incident deemed appropriate, they may refer these matters to the inquiry team for investigation, review or recommendation. Inquiry core group will be comprised of the Principal Vice Principal, and Guidance. Trained inquiry members besides the core group may be brought in as needed or requested by student, parent or administration.

#### **DEFINITIONS:**

#### **II. Bullying, Sexual Harassment, Sexual Violence Defined**

Gorham School Board's goal of providing a safe learning environment requires the prohibition of acts of bullying, sexual harassment and violence on school property, buses, in any district facility, as well as at functions which are affiliated with the Gorham Schools.

A. Bullying may include, but is not limited to:

1. "Physical Bullying" includes punching, poking, pushing, strangling, hair pulling, biting, exces-

sive tickling kicking, pulling clothing, stopping someone from passing through a location, hazing and stalking.

2. "Emotional Bullying" includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics, such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer or group pressure, and verbally inappropriate or demeaning language.

3. "Sexual Bullying" includes many of the above actions listed as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact, sexual assault, unwanted touching, obscene body language and verbal language, and threats.

B. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

### C. Violence

1. Physical violence includes behaviors intended to do harm to another person or as deliberate attempts to deface property. Such behaviors may include but are not limited to fighting, destruction of property, hitting, biting, and throwing objects.

2. Verbal and emotional violence include behaviors that intentionally are aimed at affronting either an individual or the school. Such behaviors may include but are not limited to swearing, name call-

ing, teasing and bullying.

### III. Reporting Procedures

Any person who believes he or she has been the victim of any harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

A. In Each School Building. The building Principal is the person responsible for receiving oral or written reports of harassment or violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent of Schools immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools.

Guidelines for disciplining students for out-of-school conduct:

a. A school has some rights to discipline a student for out-of-school conduct if the school can show that the conduct to be regulated has a direct and immediate effect on the discipline or general welfare of the school, behaviors and or conduct listed under student violations, bullying, harassment and violence.

b. This student handbook lists the behaviors that could subject a student to the discipline, suspension or expulsion, including conduct that takes place off campus or during non-school hours (see pages 32—34 and *Gorham School District Policy on Bullying, Harassment, and Violence*, for a complete list of behaviors).

c. Students may be subject to discipline, up to and including suspension and expulsion, for misconduct which is disruptive of the educational process, interferes with the work of the school, impinges on the rights of other students or school employees, or has a direct or immediate effect on the discipline or general welfare of the school, even if the conduct takes place off campus or during non-school hours.

B. District-Wide. The School Board hereby designates the Superintendent of Schools as the School District Human Rights Officer to receive reports or complaints of harassment and violence from any individual, employee or victim of harassment or violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of harassment or violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and violence and take disciplinary action when the conduct has occurred.

#### IV. Investigation and Recommendation

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging harassment or violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

In determining whether alleged conduct constitutes harassment or violence, the School District should consider the surrounding circumstances, the nature of the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment or violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged harassment or violence.

#### V. School District Action

A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

#### VI. Reprisal

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

#### VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### VIII. Harassment or Violence as Abuse

Under certain circumstances, harassment or violence may constitute abuse under New Hampshire law. In such situations, the School District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged abuse.

IX. Discipline

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end harassment and violence and prevent its recurrence.

X. By-Pass of Policy

Any individual with a harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights or Office of Civil Rights.

**SAFE SCHOOL ZONE**

I. Policy Purpose:

Each student has the right to attend the public school and its activities without fear of personal harm and violence. This policy is adopted in compliance with the federal "Gun-Free Schools Act of 1994" and Chapter 193-D of the Statutes of the State of New Hampshire (revised).

II. Safe School Zone:

- A. Acts of theft, destruction, or violence: Such acts are prohibited on school property (schools, playgrounds, fields, buses, and public/private property used for school purposes) and at school activities and are punishable by suspension/expulsion from school as well as criminal penalties. Such acts are those defined by NHRSA 193-D:1 and include, but are not limited to, homicide, assault, criminal mischief, arson, burglary, robbery, theft, and illegal sale or possession of a controlled drug.
- B. Weapons: Possession of weapons is prohibited on school property and at school activities and is punishable by suspension/expulsion from school for one (1) year as well as criminal penalties. Weapons include but are not limited to firearms, BB and pellet guns, explosive, incendiary or gas devices, knives or pikes, martial arts sticks/clubs/stars, and razors. Under NHRSA 193:13, III, "Any pupil who knowingly possesses a firearm in a safe school zone without written authorization from the Superintendent ... shall be expelled from school ..."

III. Procedures:

- A. All school employees shall report, in writing, to the principal any act of theft, destruction, or violence within twenty-four (24) hours of witnessing such an occurrence.
- B. All school employees shall report, IMMEDIATELY, to the principal any student or person in possession of a weapon on school property or at a school activity.
- C. All principals shall file all reports received of theft, destruction, or violence or of possession of a weapon to the local law enforcement authority within twenty-four (24) hours.
- D. All hearings regarding the suspension/expulsion of students under this policy will be held in accordance with the procedures adopted by the School District for "due-process" hearings.
- E. As required by Title VIII of ESEA, an annual report detailing the description of circumstances surrounding suspensions/expulsions under this policy will be filed with the New Hampshire State Department of Education.
- F. As required by NHRSA 193-D:8, student records for pupils transferring to a new school "shall include...records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone."

## **BUS BEHAVIOR/CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Strict attention to these rules will be expected of each student because the safety of passengers, the general public, and the driver is at risk when distractive and disruptive behavior occurs.

### **Safety Rules**

- Younger students shall sit in the front seats unless otherwise directed by the bus driver.
- Remain seated at all times except when leaving the bus.
- Keep arms, legs, hands, and feet out of the aisle when seated.
- Keep arms, hands, feet, and heads inside the windows.
- Keep all personal belongings out of the aisle.
- THE FOLLOWING ARE NOT ALLOWED:
  - Throwing anything inside the bus or out the windows.
  - Shouting and screaming on the bus.
  - Eating or drinking on the bus.
  - Possession of dangerous objects including knives, guns, lighters, aerosol cans.
  - Possession of controlled substances including alcohol, drugs, and tobacco.
  - Physical or verbal abuse of anyone.
  - Standing, kneeling, or moving within the bus while it is moving.
  - Leaving the bus except at the assigned stop or with special permission.

### **Consequences**

- The bus driver is responsible for correcting behavior that poses an immediate danger to passenger safety.
- At the driver's discretion, students may be assigned to a specific seat in the bus.
- After the second violation of the above rules, the driver will notify the appropriate school principal of the nature of the problems and a written warning will be sent by the school principal to the parents.
- The third violation of these rules will result in suspension from the bus for two (2) days by the school administration.
- Further violations of these rules will result in progressively longer suspensions and/or referral to the School Board for suspension for the balance of the school year.

## **BUS AUDIO/VIDEO CAMERA POLICY**

The Gorham School District views the safety and welfare of its students to be a most important aspect of its transportation program. To this end, audio/video equipment has been installed on our buses to promote desired student behavior and aid in the safe operation of the bus.

A warning will be posted on each bus notifying all passengers that they are subject to being recorded and video taped while on the bus. In addition, on a yearly basis, notification will be sent home to the parent(s) or guardian(s) of all students notifying them of the presence of video equipment on the buses and of this policy.

The cameras will be in use on a random basis as needed. The bus drivers may have the discretion of using the cameras when they feel it is warranted. Spare tapes will be kept on the bus at all times. Tapes will be kept in the principal's office and reused unless needed to verify a disciplinary incident. The principal and/or bus driver can issue a warning or a suspension from the bus to any student who violates the bus rules. Tapes kept for this purpose will be saved until the issue is resolved. Only the bus drivers, principals, school board members, SAU personnel (when appropriate) and the individual involved in the incident (and their parents/guardians) will be allowed to view the tape and only that part of

the tape pertinent to the issue at hand.

The following procedure shall be used regarding these cameras:

- ◆ All footage will be considered confidential and is to be viewed only on an “as needed” basis by the administration and parents to serve as an aid to determining inappropriate behavior.
- ◆ Tapes not necessary for ensuring appropriate discipline will be recycled within three (3) days.
- ◆ The driver is responsible to maintain control of the bus and will continue to intervene any time a student’s behavior threatens his or her safety and/or the safety of other students.

### **INTERNET ACCESS**

Purpose: Access to the rapidly expanding World Wide Web or Internet is an important part of personal communication and personal growth. The Gorham School District recognizes the importance of providing students with appropriate experiences in the educational use of this innovative means of communicating and learning.

Policy: The use of Internet access through the Gorham School District is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The Gorham School District reserves the right to terminate, suspend, or otherwise limit, network access at any time and to inspect or review accounts, files, and use of the District’s Internet access.

#### **Acceptable Use**

The use of the Internet account must be consistent with the educational goals and policies of the Gorham School District. The use of the networks or computing resources of other organizations is subject to the rules and regulations of those organizations. Transmission of any material in violation of the laws and regulations of local, state, or federal government is forbidden. This includes, but is not limited to, copyrighted or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

#### **Etiquette**

Students and staff are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Comply with all school rules regarding behavior and personal conduct.
- Be polite.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person’s use of the system.
- Do not reveal personal addresses or phone numbers.
- Electronic mail (E-mail) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor the use of the district’s network including all E-mail. In addition, skilled computer users can access E-mail regardless of passwords being used.
- No use of chat rooms or inappropriate web sites.
- No games.

#### **Security**

The Gorham School District cannot be held responsible for any lost resources or damages incurred through the use of its network. Users of the network agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person’s account,

files, or password. Individuals will be denied access to the network for violations of security protocols.

### Fee Service

Without the written permission of the building principal, the network may not be used to access any database, service, or download date or software which charges a fee for such service or access. Any charges incurred without written permission will be the responsibility of the user.

In order to use the Internet, all students will be required to fill out with parents and to return an "Agreement and Application for Internet Access" form.

### **COMPLAINT RESOLUTION**

It is the belief of the School Board that complaints are effectively and quickly resolved if they are directly dealt with between the individuals involved. Therefore, complaints should be discussed in a personal conference with the teacher or other staff member involved as soon as possible after the cause for the complaint.

When the nature of the complaint dictates otherwise or when it cannot be resolved between the parties, a conference should be scheduled with the building principal. If the building principal or an SAU #20 administrator is the cause of the complaint, a conference should be scheduled with the Superintendent of Schools.

It is expected that most complaints will be resolved satisfactorily through these procedures. However, in the event that a complaint is not resolved or if the complaint involves the Superintendent of Schools, a written appeal may be made to the School Board and the Board will set a date for a hearing on the complaint. The written appeal should include the rule, decision, action, or failure to act that is the source of the complaint.

Since all such hearings involve issues of a personal nature (either directly or indirectly), all hearings will be routinely in non-public session. Individuals may be represented by counsel, may present witnesses and/or documentary evidence, and cross-examine witnesses. The Board shall, within a reasonable time after the hearing is completed, give its decision in writing.

### **CIVIL RIGHTS OF STUDENTS WITH DISABILITIES**

#### Section 504

Section 504 of the Rehabilitation Act of 1973 protects the rights of persons with handicaps in programs and activities that receive federal financial assistance. Section 504 states in part, "No otherwise qualified individual with handicaps in the United States, as defined in section 706 (8) of this title, shall, solely by reason of his or her handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

For further information regarding Section 504, please contact the administration or guidance at the high school.

### **EXPULSION**

Being expelled from school is an action, which may be taken by the Superintendent and the School Board on the recommendation of the Superintendent and by the Principal. Expulsion means that the student is compelled to withdraw from school. The student, prior to the start of each school year, may request re-admittance. Whether or not the student may at a later date re-enter school is a decision

## **NOTIFICATION OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) 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 student believes is inaccurate or misleading.

Parents or eligible students may ask Gorham School District to amend a record that they believe 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 parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that 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 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 or her tasks.

A school official has legitimate educational interest if the official needs to review educational records in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4) The right to file a complaint with the U.S. 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 are:

Family Policy Compiences Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605

SCHOOL ADMINISTRATIVE UNIT #20  
GORHAM, RANDOLPH, SHELBURNE, MILAN, DUMMER, ERROL  
123 Main Street, Gorham, NH 03581  
Telephone (603)466-3632  
Fax (603)466-3870

Mr. Patrick C. Low, Ed.S.  
Superintendent

Rebecca Hebert-Sweeny  
Director of Special Services

**NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B  
THE STATUTE OF LIMITATIONS FOR  
SPECIAL EDUCATION CASES**

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a “free appropriate public education” to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A “free and appropriate education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the students’ parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make written referral requesting that the School District determine your child’s eligibility. Such referrals should be addressed to the Special Education Contact Person at your local school.

Mr. Keith Parent, Principal  
Gorham Middle/High School  
120 Main Street  
Gorham, NH 03581

Mr. Paul Bousquet, Principal  
Edward Fenn Elementary School  
169 Main Street  
Gorham, NH 03581

Ms. Kathy Urso, Principal  
Errol Consolidated School  
Route 26  
Errol, NH 03579

Mr. David Backler, Principal  
Milan Village School  
11 Bridge Street  
Milan, NH 03588

Mrs. Rebecca Hebert-Sweeny, Director of Special Services  
School Administrative Unit #20  
123 Main Street  
Gorham, NH 03581

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following that are listed in Title 20, United States Code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
2. Parents may obtain an independent educational evaluation.

3. The School District may adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the School District or the State Department of Education, to act as a surrogate for the child's parents or guardian.
4. The School District must give the child's parent or guardian prior written notice whenever the District proposes to initiate or change, or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The School District must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The School District must adopt procedures that include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the State Department of Education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to U.S. District Court or to the New Hampshire Supreme Court.

State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C:16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the State Department of Education within two (2) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the cost of a unilateral special placement shall be commenced by requesting an administrative hearing from the State Department of Education within ninety (90) days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United State Code, Section 1415(b), including notice of the time limitations in New Hampshire Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The State Department of Education shall make an available model notice of rights which school districts may use as one means of complying with this notice requirement.
3. An appeal from the State Department of Education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within one hundred twenty (120) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
4. Any action under Title 20, United States Code, Section 1415(e), seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within one hundred twenty (120) days from the receipt of the State Department of Education administrative hearing officer's decision.
5. When a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan. For additional information regarding special education and the special education laws, please contact Mrs. Rebecca Hebert-Sweeny, Director of Special Services, School Administrative Unit #20, 123 Main Street, Gorham, NH 03581, (603)466-3632.

## STUDENT ATHLETE CODE OF ETHICS

### TRUSTWORTHINESS

- ◆ Trustworthiness – Be worthy of trust in all you do.
- ◆ Integrity – Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it's unpopular or personally costly.
- ◆ Honesty – Live and compete honorably, do not lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- ◆ Reliability – Fulfill commitments; do what you say you will do; be on time to practices and games.
- ◆ Loyalty – Be loyal to your school and team; put the team above personal glory.

### RESPECT

- ◆ Respect – Treat all people with respect all the time.
- ◆ Class – Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
- ◆ Respectful Conduct – Do not engage in disrespectful conduct of any sort including, profanity, obscene gestures, offensive remarks of the sexual nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- ◆ Respect Officials – Treat contest officials with respect; do not complain about or argue with officials' calls or decisions during or after an athletic event.

### RESPONSIBILITY

- ◆ Importance of Education – Be a student first and commit to earning your degree and get the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- ◆ Role Modeling – Remember, participation in sports is a privilege not a right and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
- ◆ Self-control – Exercise self-control; do not fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
- ◆ Healthy Lifestyle – Safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
- ◆ Integrity of the Game – Protect the integrity of the game; do not gamble or associate with or deal with professional gamblers.
- ◆ Sexual Conduct – Sexual or romantic contact of any sport between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

### FAIRNESS

- ◆ Be Fair – Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

### CARING

- ◆ Concern for Others – Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
- ◆ Teammates – Help promote the well being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

### CITIZENSHIP

- ◆ Play by the Rules – Maintain a thorough knowledge of and abide by all applicable game and competition rules.

Spirit of Rules – Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## N.H.I.A.A. CODE OF ETHICS

### Definition of Sportsmanship

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others.

An awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

In order to promote desirable behavior and enhance the overall quality of secondary school athletic programs for which the NHIAA has assumed responsibility, the following Code of Ethics is in effect:

It is the duty of all concerned with secondary school athletic programs to . . .

- ◆ Cultivate awareness that participation in high school athletics is part of the total educational experience.
- ◆ Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
- ◆ Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
- ◆ Recognize that the purpose of athletics in school programs is to develop and promote the physical, mental, moral, social and emotional well-being of individual participants.
- ◆ Avoid any practice or technique, which would endanger the present or future welfare or safety of a participant.
- ◆ Avoid practices, which force students to specialize, or which restrict them from participation in a variety of athletics.
- ◆ Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school athletics.
- ◆ Encourage the development of proper health habits and vigorously discourage the use of chemicals, including alcohol and tobacco.
- ◆ Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
- ◆ Encourage everyone to judge the true success of the athletic program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.
- ◆ Treat opposing team members and officials respectfully and encourage behavior, which will create positive relationships between schools.