

# STUDENT HANDBOOK

## 2021-2022

### Oyster River High School



55 Coe Dr.  
Durham, NH 03824

Table of Contents:

- Oyster River Philosophy ..... 6
- Oyster River Mission Statement ..... 6
- ORHS 21st Century Learning Expectations ..... 6
- Contact Information..... 7
- Schedules ..... 8
  - Oyster River High School Schedules..... 8
    - Daily Schedule ..... 8
    - 2 Hour Delay Schedules ..... 8
    - Delay Schedule ..... 8
    - Delayed Blue or White Day ..... 8
- Emergency Closing/Delay Information ..... 8
- District Calendar..... 9
- Grade Scale/Honor Roll..... 10
  - Grading..... 10
  - Honor Roll Designations:..... 10
  - Grade Reporting..... 10
  - Promotion Policy..... 10
  - Transfer of Credits ..... 11
    - VLACS Course Transfer..... 11
  - ELO- Extended Learning Opportunities at ORHS ..... 11
  - Adding Courses ..... 11
  - Withdrawing from a Course..... 11
- Graduation ..... 11
  - Early Graduation ..... 11
  - Graduation ..... 12
- Attendance..... 12
- Absence Procedure ..... 12
  - Definition of Excused Absence..... 12
  - Daily Attendance..... 12
  - Dismissal..... 13
  - Planned Extended Absences ..... 13
  - Unexcused Absences..... 13
- Excessive Absences ..... 13

Athletic/Extra-Curricular Daily Attendance ..... 13

Tardiness ..... 13

    Tardiness to school ..... 13

    Tardiness to class ..... 13

        Tardiness turns into an absence ..... 14

Excused Tardies..... 14

Cutting class/ unexcused absences/truancy..... 14

Make-up Work: ..... 14

Athletics & Co-curricular activities..... 15

Clubs & Organizations ..... 15

    Establishing a New Group: ..... 15

    Dances ..... 15

Computer and Internet Use ..... 16

Purpose ..... 16

Counseling Services..... 16

    Counseling Assignments ..... 17

    College Information ..... 17

    Records..... 17

    Working Papers..... 18

General School Information..... 18

    Announcements..... 18

    Flex Time ..... 18

    Free Block..... 18

    Fundraising..... 18

    Library ..... 18

    Resources ..... 19

    Lockers ..... 19

    Lunch..... 19

    Textbooks and Other School Property..... 19

    Visitors ..... 20

School Health Services ..... 20

Medication in school..... 21

School Nutrition Information..... 21

Notification of the Family Educational Rights and Privacy Act..... 21

Notification of Student Directory and Media Information ..... 22

    Equal Educational Opportunities ..... 22

Special Education Services ..... 23

- Establishing Criteria for Special Education Evaluations in the Oyster River Cooperative School District. .... 23
- Student Assistance Program ..... 23
- Senior Privilege Information & Guidelines..... 23
  - Rules around Senior Privilege ..... 23
  - Senior Privilege Eligibility Requirements ..... 24
- Bus Transportation..... 24
  - Bus Stops..... 24
  - On the Bus..... 24
- Parking ..... 25
  - Permit-Share (Not in effect during Covid) ..... 25
  - Parking Rules..... 25
- Parking Violations ..... 26
- Conduct/Discipline..... 26
  - Statement of Philosophy..... 26
  - Consequence Continuum..... 27
    - Teacher detention - ..... 27
    - Administrative lunch or After-school detention ..... 27
    - In-School Suspension ..... 27
    - Short-Term, Out of School Suspension ..... 27
    - Long-Term Suspension..... 27
    - Expulsion ..... 27
- Expectations for Behavior and Prohibited Forms of Conduct ..... 28
  - Bullying /Cyber Bullying ..... 28
  - Cuts/Truancy/Unexcused Absences ..... 28
  - Dress Code (Policy Under Review) ..... 28
  - Clothing and Other Items..... 28
  - Drugs and Alcohol ..... 28
 

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, or buying, manufacturing, or being under the influence of drugs, alcohol and other prohibited substances (see Policy JICH) Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions. .... 28

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 or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school. .... 29
  - Electronic Devices ..... 29
  - Harassment/Sexual Harassment..... 29
  - Inappropriate Language..... 29

Plagiarism/Academic Integrity (Policy Under Review).....	29
Plagiarism .....	29
Cheating .....	30
Consequences .....	30
Smoking/Vaping .....	30
Weapons in School.....	30
Discipline Continuum .....	31
Level 1 .....	31
Level 2 .....	32
Level 3 .....	32
Level 4 .....	34

# Oyster River:

Working to Engage Every Learner

## Oyster River Philosophy

The philosophy at Oyster River High School is that students will be challenged to meet high expectations within a context of caring. Faculty members make demands of students at the same time they are supportive and encouraging. The Board policy of individualized instruction is taken very seriously. All students are challenged to meet their potential in heterogeneously grouped classes. The result of this approach to education is that students excel in basic skills while they also develop the life skills of discipline and teamwork. ORHS graduates have received a great deal of practice in thinking as well as in reading, writing, speaking, and listening. They leave the school well prepared for further training and for full participation in the world of work.

## Oyster River Mission Statement

Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society, and our world.

In order to prepare ORHS students for full participation in society and the world of work, we are committed to emphasizing the following 21<sup>st</sup> Century Learning Expectations throughout our students' high school experience.

## ORHS 21st Century Learning Expectations

1. Knowledgeable Person
  - a. Possesses content knowledge obtained through a variety of educational experiences.
  - b. Connects and relates content knowledge in new contexts.
  - c. Recognizes one's own strengths and weaknesses.
2. Skilled Information Processor
  - a. Gathers information and evaluates its validity.
  - b. Effectively translates issues and situations into manageable tasks that have a clear purpose.
  - c. Applies a variety of strategies to organize and interpret information.
3. Critical and Creative Thinker
  - a. Actively engages in innovative and analytical thinking for a variety of purposes.
  - b. Constructively questions assumptions and preconceptions.
  - c. Expresses an independent and informed perspective.
4. Self-Directed Learner

- a. Comes to school prepared to learn.
  - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions.
  - c. Utilizes available resources for academic and non-academic success.
  - d. Takes initiative to complete tasks, meet deadlines, and achieve goals.
5. Responsible Citizen
- a. Seeks opportunities to participate positively and productively in our local and global communities.
  - b. Demonstrates ethical behavior and encourages others to do so as well.
  - c. Demonstrates awareness of and values personal and community health and wellness.
  - d. Demonstrates ethical and balanced use of technology.
6. Effective Communicator
- a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres.
  - b. Uses evidence logically and ethically to support claims.
  - c. Advocates effectively for one's own personal and academic needs.
  - d. Communicates with purpose, courtesy, and respect.
7. Collaborative Worker
- a. Values others' ideas and contributions.
  - b. Works cooperatively to achieve group goals.
  - c. Fulfills individual responsibilities for the betterment of the group.

Notice to Students and Parents:

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents, and to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's policy manual is available on the District website: <http://www.orcsd.org/school-board-67744/policies>

## Contact Information

Oyster River High School	868-2375
School Nurse	868-2375 x 6005
Athletic Department	868-2375 x 6007
ORHS Fax	868-1355
ORCSD Transportation	868-5100 x 2601
SAU office	868-5100

# Schedules

## Oyster River High School Schedules

### Daily Schedule

#### BLUE

#### WHITE

#### BOBCAT

A	8:00-9:25	B	8:00-9:25	A	8:00-8:45
Advisory/Flex	9:30-10:50	D	9:30-10:50	B	8:50-9:35
C	10:55-1:25	E	10:55-1:25	C	9:40-10:25
F	1:30-2:50	G	1:30-2:50	D	10:30-11:15
*in a four day week, there is no Bobcat Day.				E	11:15-1:10
				F	1:15-2:00
				G	2:05-2:50

The "Get Ready" bell rings at 7:55. The school day officially begins at 8:00am and ends at 2:50pm.

The schedule will follow: Blue/White/Blue/White/ Bobcat

Students can come into the building beginning at 7:30 am.

Students may be in the building after school if they are a part of adult supervised activities.

### 2 Hour Delay Schedules

#### Delay Schedule

#### Delayed Blue or White Day

#### Delayed Bobcat Day

A / B	10:00-10:55	A	10:00- 10:30
Advisory/ D	11:00-11:55	B	10:34- 11:04
C/ E	12:00-1:50	C	11:08-11:38
F/G	1:55-2:50	E	11:42-1:08
		D	1:12-1:42
		F	1:46-2:16
		G	2:20-2:50

### Emergency Closing/Delay Information

WMUR Channel 9

WTSN 1279 AM

WOKQ 97.5

School Website: <http://www.orcsd.org/school/orhs>

All closing and delays are communicated via the School Messenger email system. Please make sure that correct contact information has been provided to the school. If there are any problems with receiving information from the school, please contact the Counseling Department: 868-2375 ext. 6032



# District Calendar

## OYSTER RIVER COOPERATIVE SCHOOL DISTRICT SCHOOL CALENDAR

2021-2022  
School Board Approved – December 16, 2020

Deliberative Session: February 8, 2022\*  
Voting Day: March 8, 2022\*  
\*Subject to Change

AUGUST/ SEPTEMBER 2021					
M	T	W	Th	F	
				TW	TW
▲	31	1	2	X	
X	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

S(22)  
T(24)

  

OCTOBER 2021					
M	T	W	Th	F	
					1
4	5	6	7	TW	
X	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

S(19)  
T(20)

  

NOVEMBER 2021					
M	T	W	Th	F	
1	2	3	*4	TW	
8	9	10	X	12	
15	16	17	18	19	
22	23	X	X	X	
29	30				

S(17)  
T(18)

  

DECEMBER 2021					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	X	X	
X	X	X	X	X	

S(16)  
T(16)

  

JANUARY 2022					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
X	18	19	20	21	
TW	25	*26	27	28	
31					

S(19)  
T(20)

8/26 & 8/27 ... Teacher Workshop Days  
8/30..... 1st Day for All Students  
8/31 ..... 1st Day Preschool  
9/3 ..... No School Day  
9/6..... Labor Day Observance  
10/8..... Teacher Workshop -  
(Parent/Teacher Conference Gr K-4)  
10/11..... /Indigenous Peoples  
/Columbus Day  
11/5 ..... Teacher Workshop  
11/11..... Veterans' Day Observed  
11/24 - 11/26... Thanksgiving Recess  
12/23 - 1/2..... Holiday Recess  
1/17..... Martin Luther King Day  
1/24 ..... Teacher Workshop  
2/21 - 2/25 ..... Winter Recess  
3/18..... Teacher Workshop  
4/25 - 4/29..... Spring Recess  
5/27 ..... Teacher Workshop  
5/30..... Memorial Day  
TBD..... ORHS Graduation  
6/23..... With 5 Built In - Snow Days

Δ First Day of School for Students  
Δ Last Day of School - **Early Dismissal**  
(unless more than 5 make-up days are required)  
TW Teacher District Workshop Days  
(no school for students)  
X School Closed – Holiday/Vacation/No School Day  
\* End of Quarter  
SD Snow Days (5 Built in)  
Anticipated last day for students is 6/23. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

FEBRUARY 2022					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
X	X	X	X	X	
28					

S(15)  
T(15)

MARCH 2022					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	TW	
21	22	23	24	25	
28	29	30	31		

S(22)  
T(23)

APRIL 2022					
M	T	W	Th	F	
					1
4	5	6	*7	8	
11	12	13	14	15	
18	19	20	21	22	
X	X	X	X	X	

S(16)  
T(16)

MAY 2022					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	TW	
X	31				

S(20)  
T(21)

JUNE 2022					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	SD	
SD	SD	SD	SD/▲		

S(12)  
T(12)

178 Student Days

185 Teacher Days

# Academics

## Grade Scale/Honor Roll

Quality points are used to determine a student's grade point average (GPA). GPA is used to determine honor roll status.

The final grade for all courses will be truncated. ORHS does not round the grade up to the next whole number.

Students earning a "D" or "F" in any subject will not be eligible for Honor Roll regardless of their GPA.

## Grading

Grade	Grade Point	Percentage Range
A+	4.33	98-100
A	4	93-97
A-	3.67	90-92
B+	3.33	87-89
B	3	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2	73-76
C-	1.67	70-72
D+	1.33	69
D	1	66-68
D-	0.67	65
F	0	64-UNDER

## Honor Roll Designations:

Honors GPA = 3.00 to 3.32

High Honors GPA = 3.33 to 3.82

Highest Honors GPA = 3.83-4.33

## Grade Reporting

Grades are reported quarterly to provide information regarding a student's academic progress via the PowerSchool Parent/Student portal. Progress grades are reported mid-way through each quarter in PowerSchool.

All attempts for courses taken outside of ORHS will be noted on the ORHS transcript including grades of Withdrawal or failure.

## Promotion Policy

Students are promoted by virtue of credit accumulation. Students must earn five (5) credits as a freshman to be considered a sophomore, ten (10) credits by the end of the sophomore year to be considered a junior, and earn fifteen (15) credits by the end of the junior year to be considered a senior.

## Transfer of Credits

Courses transferred into ORHS will be included in the cumulative GPA. VLACS courses are considered transfer courses. Credits are accepted from accredited high school programs. Grades transferred into ORHS will be accepted at face value from the previous institution. (I.e. A grade of “A” from another school will be included as an “A” (4.0) at ORHS.

## VLACS Course Transfer

All VLACS courses will be noted on the ORHS transcript. Completed course grades and their corresponding credits as well as grades of both withdrawal and failure.

## ELO- Extended Learning Opportunities at ORHS

Extended Learning Opportunities (ELO) are a means of acquiring knowledge and skills through instruction or study that is outside of the traditional classroom methodology and enhances student opportunity above and beyond the support and resources normally available. The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. ELO’s allow students to explore areas of interest and move forward in areas of study that may not be available in the normal classroom. In order to maximize student achievement and meet diverse pathways for learning, ELO’s are engaging and intellectual challenging, and enable students to fulfill or exceed the expectation set forth by state minimum standards and incorporate ORHS 21<sup>st</sup> Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the ELO is taken for credit, the credit shall be based on the student’s demonstration of mastery of content competencies, and High School Competency Assessments.

## Adding Courses

Course Load/Class Changes- It is recommended students take a minimum of six (6) courses based on individual students' needs. Students wishing to enroll in less than six courses meet with their school counselor to develop a plan. Students may add courses to their schedules, providing space is available, for a period of up to five (5) course periods following the start of the course.

## Withdrawing from a Course

Students that withdraw from a course within five (5) weeks of its start will receive no grade and the course will not become part of the student’s permanent record. Students who withdraw from a full-year course **after** five weeks of attending the course will receive the grade earned to date for the quarter during which the withdrawal occurred. A grade of “W” will be assigned for the remaining quarters, and a final grade of “W” will remain part of the student’s permanent transcript, as a matter of record. Students who withdraw from a semester-long course prior to the posting of Quarter one or Quarter three progress report grades will also have “W” included in their permanent transcript for the course being dropped.

Courses taken for a letter grade, Pass/Fail, and audit are all subject to the guidelines listed above. A student transcript typically reflects all academic endeavors, attempted and/or completed, throughout a high school career.

## Graduation

### Early Graduation

Provision is made for three and one half (3 ½) year graduation. Since there are very specific steps to be followed when requesting early graduation, it is a requirement that students meet with their school counselor at

least one semester before the proposed three and one half (3 ½) year graduation to develop their graduation plan. Diplomas for early graduation students are awarded at the June commencement.

**Any student who wishes to apply for early graduation must do so in writing to the building principal by June 1<sup>st</sup> of the preceding school year.**

## Graduation

School Board policy states that only those students who have successfully completed the requirements for graduation are eligible to participate in the ceremony.

# Attendance Procedures

## Attendance

Consistent class attendance is essential to the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, discussions and concepts, and are not participating in the required program. It is important to understand that excessive absences, regardless of whether or not an absence is excused, will lead to diminished performance by the student. In many cases, excessive absences may lead to course failure. Regular attendance to all classes is a requirement of ORHS students.

State law requires that student attendance be taken and recorded each school day. "Attendance" means presence in school class, and all other assigned activities. To participate in co-curricular activities, students must be present for the entire school day or on an approved field trip. Exceptions will be made by administration for verified medical appointments, etc.

Attendance is recorded in real-time on a period by period/daily basis and is accessible via the parent and student PowerSchool portal. Daily automated communication to parents will occur for all unaccounted absences.

## Absence Procedure

All absences from school require:

1. A **phone call** from the parent/guardian on the day of the absence **OR a note** from the parent or guardian within three (3) days detailing the excused absence. (see below)
  - a. 603-868-2375
  - b. EMAIL [ORHSAttendance@orcsd.org](mailto:ORHSAttendance@orcsd.org)
2. If appropriate, a note from a medical professional

## Definition of Excused Absence

- A. Personal illness: absences beyond 3 consecutive days require a note from a licensed medical professional indicating that the student is cleared to return to school.
- B. Medical/dental appointments: documentation from a physician or dentist.
- C. School sponsored activity: coach/teacher will provide rosters.
- D. Religious holiday: parent note
- E. Court appointments: w/ court documentation
- F. Family emergencies: parent note
- G. Planned absence for a persona or educational experience: pre-approved by administration. Parent note.

## Daily Attendance

If a student is marked Absent Unexcused in either Advisory on a Blue day, or D block on a White day, an automatic call will go home.

## Dismissal

A note must be turned in, or a phone call made, to the Main Office prior to the dismissal.

Phone: 603-868-235

Medical dismissals must go through the nurse's office.

Students must sign out in the Main Office before leaving campus.

## Planned Extended Absences

Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The school principal must be notified of planned absences at least two (2) weeks in advance of the first day the student is out. Forms are available on the website or in the main office. You may also email the Principal or Dean of Students asking for this extended absence to be excused.

Student may keep up with some work on Schoology. Teachers will give students anything they missed upon the students return. Students are responsible for meeting with teachers to collect missed work.

## Unexcused Absences

All absences are recorded as Unexcused absences (AU) without the proper verification as listed above.

PowerSchool will generate automated phone calls and emails daily for those students marked absent. **Students have three (3) days to resolve unexcused absences. (AU)**

## Excessive Absences

If a student exceeds five (5) absences in a quarter, a letter is sent home notifying parents. When students exceed ten (10) absences in a quarter, a letter will be sent home and a meeting with school administration will be scheduled.

After fifteen (15) cumulative days of absence in a school year, a parent meeting is required to collaboratively work with a family to have the student attend school on a regular basis. Failure for parents or a student to appear at the scheduled meeting does not preclude school administrators from implementing a plan to address the student's absence. ORCSD Policy Code JH.

## Athletic/Extra-Curricular Daily Attendance

Students must be in class by 8:25am and attend all classes on a given day to participate in practices, games, or performances held on that day. Exceptions must be approved by an administrator. For more detail, please see the Athletic Handbook.

## Tardiness

### Tardiness to school

Students are expected to be in school on time to their first class of the day. Students that accrue 4 or more unexcused tardies per quarter will receive one after school detention. Continued unexcused tardiness will result in further disciplinary action.

### Tardiness to class

Students are expected to be in class when the bell rings. There are 5 minutes of travel time between classes, so students should have no trouble being on time. Students will receive classroom consequences when they are tardy. If a student develops a pattern of tardiness, the issue will be referred to administration for appropriate disciplinary action.

Tardiness turns into an absence

If a student is 10 minutes or more late to class, the teacher is to mark the student absent. It is treated as an unexcused absence.

## Excused Tardies

An excused tardy is defined as tardiness due to legitimate reasons. The reason is verified by a parent or staff member. The following are NOT considered legitimate reasons for tardiness:

- overslept
- missed the bus/missed my ride/ride was late
- stuck in traffic/could not find parking etc.

## Cutting class/ unexcused absences/truancy

Student who cut a class, or are truant, may NOT make up missing work. This includes: tests, quizzes, labs.

Students who cut class will face disciplinary action which may include: detention, loss of parking permit and/or loss of senior privileges, etc.

**Please Note:** students who cut classes, are excessively tardy, who leave school grounds without authorization, will continue to be subject to disciplinary consequences in addition to academic penalties.

## Make-up Work:

All make-up work from Excused Absences, including tests/assessments, must be completed in a timely manner as determined by the teacher. A student should have the same amount of time to make-up work as the excused absence.

# After-School Activities

The school day ends at 2:50pm.

Students need to be involved in a supervised after-school activity to stay in the building. This can include: meetings with teachers, clubs, organizations, sports, studying in the library, Homework Den, Driver's Education, theater rehearsals, or detention.

The late bus leaves at 4:30 Monday-Thursday. Barrington students are encouraged to contact the Barrington School District regarding after school transportation.

Students that leave school grounds after the school day for non-school sponsored activities may not return to ride the late bus.

The Library/Learning Commons is open Monday- Thursday from 7:45am-4:00pm. Fridays 7:45am-3:05pm.

## Athletics & Co-curricular activities

The rules governing the participation in interscholastic athletics are outlined in the ORHS Athletics Handbook. Copies of the handbook are available in the Main office, the Athletic Director's office, and on-line.

## Clubs & Organizations

There are several clubs and Organizations students can join. The list is on the website and in Schoology for students to access.

Examples of current clubs:

Art Club	Mouth of the River
Community Service	SALT- athletic council
Drama Club	Math Team
GSA- Gay Straight Alliance	FIRST Robotics
Literary Arts Magazine	National Honor Society
French Club	School Senate
Granite State Challenge	Yearbook
Interact	Debate Team

### Establishing a New Group:

In keeping with the district's policy of individualization according to student needs and abilities, the activity program at ORHS seeks to accommodate the interests and talents of a large variety of students. New activities are introduced when student interest warrants or when faculty members recommend changes.

Students who wish to form a club or organization should follow the procedures below:

1. Draw up a proposal indicating the purpose, aims, objectives, organization and functions of the proposed group.
2. Find a faculty member willing to serve as the advisor and accept responsibility for supervising the club or organization.
3. Once approved, public announcements must be made informing students of the club or organization and its formation.
4. All students interested in joining have the right to do so.
5. Periodic meetings are to be held with the advisor in attendance and announced at least two (2) days in advance to the student body.

Participation in clubs and organizations follows the same behavioral rules as those found in the athletic handbook. Students can be suspended from co-curricular activities for poor conduct or academic performance.

### Dances

- All school rules apply (including the dress code) to all school sponsored events, on or off campus.
- All forms of dancing should be appropriate and respectful.
- Students who wish to bring a guest who does not attend ORHSS must turn in a guest registration form to the main office by 12:00pm the day prior to the dance. Forms for Prom may be due earlier.
- No outside beverage container of any kind is permitted.
- Students must arrive at the dance within one hour of the start time.
- Late arrivals will not be permitted. If you think you may be later than 1 hour, permission must be granted by the administration.
- Once a student leaves the dance, they will not be admitted back in.
- Purses, bags, backpacks, and jackets may be searched at the door.

# Technology

## Computer and Internet Use

### Purpose

ORCSD Policy JICL

Oyster River School District's computers, networks and internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Students use of school computers, networks, and internal services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The ORCSD computers remain under the control, custody, and supervision of the School District at all times. The District monitors all computers and internet activity by students. Students have no expectation of privacy in their use of District computers.

Students are allowed to use their personal computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The District utilizes filtering technology designed to block materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the internet, but parents should be aware that the ORCSD cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside the school. The District is not responsible for the accuracy or quality of information that students obtain through the internet.

It is further understood that students will not do anything that compromises or disrupts the integrity of the ORCSD network.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District's website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Network Administrator and others as they deem appropriate.

ORCSD reference: JICL-R

# Counseling Information

## Counseling Services

The Counseling Department at Oyster River seeks to provide support for students in the areas of academic, career, and social/emotional development. A comprehensive counseling program is employed. Students are exposed to career planning, college selection and beyond through the use of planning resources available in the Counseling office, as well as classroom Counseling curriculum. Counselors are available to support students,



parents, and faculty in working towards the common goal of student success. The Counseling Office assists students with both personal and social development and fosters a positive school climate. Through consultations with teachers, parents, and students, counselors are able to respond to the individual needs of each student, as well as the changing needs of the student body.

Counselors utilize a goal-oriented approach with students during the school year. Each student will develop a tentative four-year plan to individualize their learning experience and the plan is reviewed each year. Components include course selection, extracurricular interests, potential career goals, and post-secondary plans.

### Counseling Assignments

**Class of  
2022 & 2023**

**A – D**

***Mrs. Cassamas***

**E – KI**

***Mrs. Machanoff***

**KL – PL**

***Mr. Baker***

**Po – Z**

***Ms. Sekera***

**Class of  
2024 & 2025**

**A - E**

**F - KL**

**KN - P**

**Q - Z**

Mr. Peschel – ELO, CTE, VLACS Coordinator

Mrs. Ficker- Registrar

Director of Counseling- Mr. Webb 868-2375 x6032

The Counseling department actively works to increase Extended Learning Opportunities for ORHS students including the University of New Hampshire, and Great Bay Community College. The Counseling Department also works to develop and clarify specific pathways for career fields and corresponding coursework within each pathway. The Counseling Department develops programming to ensure each student is provided with a high quality of service and that the needs of all students are met. Students and parents are encouraged to make appointments whenever questions arise.

### College Information

Information about colleges, college fairs, financial aid, and careers is maintained in the Counseling Department. Over the course of the school year, representatives from colleges and universities nationwide visit ORHS, with the greatest concentration in the fall semester. Students are urged to check in with the counseling office regularly for dates and times of college representative visit, as well as utilize the career and college search program.

### Records

Permanent records for students at ORHS are maintained in the Counseling Office. These records are sent to schools and colleges when requested. Employers and various organizations may also request transcripts, confirmation of graduation, and/or personal recommendations. Written consent from the student and/or legal guardian is required. Students may access their files by appointment with their school counselor.

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). PowerSchool will post information at the beginning of the year about parent and student rights concerning student records including dissemination of student information to military recruiters (as required by law) and post-secondary institutions. If you need more information, please contact the Principal or your child's school counselor.

### Working Papers

Working papers, required until age 16, may be obtained by the Counseling office. In accordance with NH state law the same academic criterion is applied to issuance of working papers as to Athletic Eligibility. If the minimum is not maintained, working papers can be revoked.

## General School Information

### General School Information

#### Announcements

Students wishing to have announcements read over the intercom in the morning, need to submit them in writing to the Main Office the day before they are to be read. Announcements need to be signed by an Advisor/Faculty member.

#### Flex Time

Flex time is a 50-minute period of time, broken into two 25-minute sections, after Advisory on Blue days. Students have the opportunity to seek academic support and enrichment with their teachers. Through Flex Time, the goal is for our students to be empowered to make the appropriate academic and social decisions necessary for success at ORHS and beyond. Flex Time can also be used for class meetings, school assemblies, etc. in order to decrease the amount of instructional time that is used for school-wide activities.

#### Free Block

Juniors and Seniors who do not have Senior Privileges may have unscheduled time as part of their school program. Appropriate uses of unscheduled time include studying, quiet socializing in designated areas, working in open labs or resource centers, meeting with a teacher that is free, the Writing Center, the Math Center, the Library, and the cafeteria.

Students are not allowed: outside of the building, in the locker areas (with the exception of Seniors in the Senior Core), and parking lots.

If these expectations are not adhered to, privileges and a free block may be revoked.

The school provides additional structure for students who do not use their free block effectively. For example, Juniors and Seniors may be assigned a study hall if they violate the code of conduct, leave school grounds without permission or are failing a course.

#### Fundraising

Oyster River School Board Policy strictly limits fundraising activities. The principal must approve all fundraising requests before any fundraising plans are made.

#### Library

The mission of the Bruce Smith Library is to encourage students to become independent and capable lifelong learners who seek out, evaluate, use, and create information for a variety of purposes. Through class visits, direct instruction, small group work, one-on-one assistance from library staff, and access to the makerspace, there are numerous opportunities to meet this goal.

The library is open Monday-Thursday 7:30-4:00 and on Friday's from 7:30-3:05. Over 250 students per day use the library, so we ask for student cooperation in keeping the library a productive and neat work environment for all. Drinks in closable travel mugs or bottles are allowed, while food is not.

## Resources

Print materials                      Digital voice recorders

Online databases                      3D printer

Downloadable e-books                      Green screen

Audio books                      Video Cameras

E-readers

## Lockers

Students may use a locker throughout the school year if they request one. Students are strongly urged to lock and secure all possessions at all times. The school is not responsible for lost or stolen items.

Lockers and locks are the property of the Oyster River School District and students should not have an expectation of privacy as a result. Locker use is for the security of student property. Students should not keep items of value in their lockers. Use of lockers, desks, and other school storage facilities including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school.

School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy JIH.

Students should not share lockers. A shared locker implies shared responsibility for the locker and its contents.

Students may post items on the inside of their locker using masking tape or cellophane tape only. Posted items should be school appropriate.

## Lunch

Lunch areas include the cafeteria, surrounding hallways, outside courtyard (weather permitting), and the senior core. Students may not eat lunch in classrooms, unsupervised.

Students are expected to keep noise levels down and preserve a relaxed atmosphere that does not violate the rights of other students to their education in surrounding classrooms. Students are expected to keep lunch areas clean and free of litter and other debris. If students routinely leave food and lunch items around the school, some areas may be closed.

## Textbooks and Other School Property

Students are responsible for the proper care and return of textbooks, locks and other school property issued to them for their use. Students are liable for the repair or replacement cost of items issued to them that are damaged or lost (Board policy JFCB). Students should put their name on the inside cover of all books when issued to them. Failure to reimburse the school for the cost of loss or damage to issued texts or other school property may result in the loss of borrowing privileges, computer privileges, and/or subsequent issuance of other texts.

## Visitors

Building security is very important. To maintain a safe and secure learning environment for our students, the following procedures have been implemented for entering and leaving ORHS.

- All students and visitors must enter and leave the building through the front entrance and register/sign out in the main office. Staff members may enter through doors that have security screeners for their ID badges.
- For accountability and safety reasons, visitors are expected to have an appointment. Those who do not have an appointment may be asked to return during non-school hours, to schedule an appointment. A school employee will escort visitors to destinations in the building.
- Unauthorized student visitors are not allowed in the building, on school grounds, or on school buses for reasons of security and safety.
- School counselors may arrange for prospective students to visit the school. All student visitors, including recent graduates, must make an appointment at least 24 hours in advance.
- School doors are locked at the start of the day and remain locked throughout the day. If you need to come into the school
  - o Ring the buzzer at the far right of the main entry doors.
  - o Visitors will then be greeted by a staff member over the intercom and asked for identification and specifics related to your visit.
- All visitors will check in and out of the Main Office and affix a visitor's badge in a visible location.
- One door at the front entrance will be unlocked at the end of the day for after-school activities.

# Health and Nutrition Services

## School Health Services

School Health Services are provided by a full-time registered nurse licensed in the state of NH and practices under the standards of care set up by the State of NH, Board of Nursing. The school nurse is available for medical emergencies, health consultations, and other health-related services. A school pediatrician is available for additional medical consultation for student health problems. Referral to community health services and dental care providers as well as information on the free and reduced lunch program is available from the school nurse.

Except for emergencies, students should visit the nurse's office before school, between classes, lunch, and study hall. If it is necessary to visit the nurse's office during class periods, students are to report to their teacher for a pass to the nurse's office. Students will return to class with a pass signed by the nurse indicating time.

All injuries occurring on school grounds must be reported to a classroom teacher in charge or the nurse. An accident report needs to be completed by the nurse in collaboration with the teacher and student. Students that are ill or injured are to be dismissed by the nurse after receiving authorization from the parent/guardian. Transportation is arranged by the parent/guardian. Emergency services will be used as needed.

A Student Emergency Authorization Form for each student must be completed by a parent/guardian the first week of school using PowerSchool. This form authorizes medical care in the event of an emergency, provides parent contact information, permission to administer OTC medications listed, and updates medical problems as well as allergies and recent immunizations. State law requires that all students be properly immunized and provide an immunization record to be kept on file in the nurse's office. Annual immunization updates are provided by the parent/guardian on the Student Authorization Form or physician's record. If a student's immunization record is found to be non-compliant then the school nurse will inform the student's

parent/guardian which immunization is missing and conditionally enroll the student until the immunization is administered by their physician.

## Medication in school

Students are not allowed to possess or carry medication of any kind in school. Students are prohibited from sharing medications.

All medications must be kept in the nurse's office. With written permission, the nurse is able to dispense non-prescription or OTC (over the counter) medications. The OTC medications must be in its original container, labeled with the student's name and written parent permission including the reason for the medication.

Prescription medication must be in its original container and must identify the student, medication, dosage, and time of administration, duration date, and physician's name. Asthma inhalers, insulin for insulin pumps, single dose emergency medications such as epinephrine auto-injectors may be carried by a student if the student's physician provides a written order stating the medication may be kept with the student in the event of a medical emergency. This is in accordance with RSA Title XV Education Chapter 200 Health and Sanitation, section 200:42 and 46. (Revised; 6/14/05 D. Richards, RN, MSN)

## School Nutrition Information

The district participates in the National School Lunch Program. Breakfast and lunch are available to eligible students at free or reduced rates. Other students and adults are able to purchase meals and snacks. The school food service program is self-supporting, meaning that funds collected cover all costs. Neither the district nor the taxpayers support the program/ the customers do. Therefore, we serve nutritious meals at low costs, and sell other items a la carte. Regardless of federal budget cuts, we wish to continue to serve the school population. Applications for free and reduced meals may be completed online any time during the school year.

# Notifications

## Notification of the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("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 record within 45 days of the day the district received the request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the ORCSD to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task.

- b. A school has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
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 Compliance Office

U.S. Department of Education

600 Independence Ave .SW.

Washington, DC 20202-4605

## Notification of Student Directory and Media Information

Oyster River Cooperative School District directory information includes the following:

- Name
- Field of study
- Most recent previous school attended
- Dates of attendance, degrees, and awards
- Participation in officially recognized activities and sports
- Weight and height of athletes

Parents or eligible students may refuse to let the school designate any or all of the directory information about the students as directory information by writing a letter to the principal within the first ten (10) school days of the school year and describing any or all of the information not to be released, or during the online registration process. A parent or eligible student may invoke their right to restrict the release of directory information at any time during the school year by providing a written notice to the principal. If no such notification is received, directory information may be released to news outlets, colleges, etc. When requested.

As part of its curriculum, the ORCSD conducts activities every year which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use your child's photograph, voice, or student work in publications, posters, brochures, and newsletters; on the district website, radio station or Cable TV channel; or at community fairs or other special district events. As with respect to directory information, a parent or eligible student may invoke their right to restrict the release of these images by providing written notice to the principal.

## Equal Educational Opportunities

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color or marital status, national origin, sexual orientation, or physical or mental disability. (See Board Policy AC) Students and/or parents should address any questions or concerns to the Director of Pupil Services at 36 Coe Dr. Durham, NH 03824.

## Special Education Services

Federal law guarantees all students the right to a free and appropriate education. The legislation states that every intellectually, physically, or emotionally handicapped child is entitled to an education. It further stipulates that handicapped students are to be educated with non-handicapped students whenever possible in the least restrictive environment.

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Assistant Director of Student Services at ORHS.

### Establishing Criteria for Special Education Evaluations in the Oyster River Cooperative School District.

The State and Federal special education laws require that Oyster River Cooperative School District evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation. (See School Board policy IHB).

### Student Assistance Program

The ORCSD recognizes the need for education and assistance for students whose lives may be impacted by chemical dependency. Chemical dependency is a serious illness, but it can be successfully treated with early identification and support from community resources and support in the educational environment.

The Student Assistance Program of the district provides preventative measures to support students in the decision not to use or abuse alcohol and other drugs, and provides education, evaluation, intervention, and assistance to students whose lives are affected by chemical dependency or other alcohol and drug related problems. Please contact a school counselor or school administrator for more information.

## Senior Privileges

### Senior Privilege Information & Guidelines

In order to provide senior students with the privilege of monitored freedom, teach valuable skills such as time-management and personal responsibility, as well as to recognize and reward students for high performance in academics and citizenship, ORHS offers Senior Privileges.

Senior privilege is granted by parents/ guardians and ORHS administration to eligible senior students. Students with these privileges are allowed off campus during unassigned time (a free block) and lunch only.

Flex Time is mandatory and not eligible for Senior Privilege.

Students leaving school for scheduled appointments (I.e. doctor, dentist etc.) are still required to bring a signed note by a parent/guardian or have that parent/guardian call the front office. This acts as a safeguard if the student is tardy returning to their next class.

### Rules around Senior Privilege

All students must sign out when leaving the building and sign in upon return to the Main Office. There is an electronic system that expedites this process. This is for the safety and accountability of students.

All students must enter and exit through the main entrance.

Failure to follow these rules will result in the revocation of Senior Privilege.

Senior Privileges will be revoked under the following circumstances:

1. End of quarter grades do not meet academic eligibility. Students may reapply at the beginning of the next quarter. A new form is required.
2. Any disciplinary action: length of revocation will vary based on offense.
3. Parent request: any time.

### Senior Privilege Eligibility Requirements

- Academic eligibility is based on the previous quarter. A GPA of 3.0 or better, or C's or better in all classes. No F's.
- Discipline record: no suspensions or detentions in the previous quarter.
- Three character references from ORHS staff members based on the 21<sup>st</sup> Century Learning Expectations/ Responsible Citizen that include the following:
  - Seeks opportunities to participate positively and productively in our local and global communities.
  - Demonstrates ethical behavior and encourages others to do so as well.
  - Demonstrates awareness of and values personal and community health and wellness.
  - Demonstrates ethical and balanced use of technology.

Seniors: All Seniors are eligible to request Senior Privilege after the first week of school.

Juniors: All Juniors are eligible to request privilege for the 4<sup>th</sup> quarter of their junior year.

# Transportation

## Bus Transportation

The right to ride a school bus is directly related to a pupil's behavior, attitude, and practice of transportation rules and regulations. The driver is in charge.

### Bus Stops

1. All students are expected to be at their bus stop five (5) minutes before the bus is due. The bus cannot wait.
2. Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
3. Students should enter and exit buses in an orderly fashion, realizing that seating arrangements and procedures for movement are regulated by the driver.
4. All students who need to cross the road do so in front of the bus, after it has stopped and the driver had motioned them to cross.

### On the Bus

1. All passenger must be seated while the bus is in motion.
2. The driver may assign seats if it is deemed necessary.
3. Permission must be given by the driver before opening a window. Passengers will not extend arms, legs, or their head out of windows, or shout at pedestrians.
4. Nothing shall be thrown in the bus or out of the bus, or at a bus.
5. Students will keep the bus clean and sanitary.
6. Students shall not mar or deface the bus. Damage done must be paid for by the offender or his/her parents/guardians.
7. Students should not talk to the driver unless it is an emergency.



8. Nothing should be placed in the aisle: backpacks, lunchboxes, or other objects.
9. No smoking, eating, or drinking on the bus.
10. Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion may divert the attention of the driver.
11. No live animals or bulky objects without previous permission from the bus driver. (no umbrellas or sharp objects)
12. No one, kindergarten through 8<sup>th</sup> grade, may leave the bus any place other than their schedules stop without a written note from a parent.
13. If the driver is unsuccessful in obtaining proper behavior on the part of a student, a referral may be made to the administration and students may be suspended from the bus.
14. All district buses may be equipped for the use of electronic surveillance devices (see policy ECAF).

## Parking

Driving and parking at school is a privilege granted to students. This privilege may be revoked if a student violates traffic laws or school rules (see Board Policy JLIE)

Parking at ORHS is limited, and our student numbers continue to grow. Given the challenges of student parking, we urge all students to use the buses provided by the district, walk to school, or participate in the permit-share program (not in effect during Covid).

### Permit-Share (Not in effect during Covid)

Two or more licensed drivers may share a permit (and the cost), a parking spot, and vehicles. Students who have made a commitment to Permit-Share must have at least two or more students in the vehicle to park in the assigned lot.

Pool 1 – one senior and at least one licensed partner (\$60)

Pool 2 – individual seniors (\$100)

Pool 3- One junior and at least two licensed partners (\$100)

Pool 4- Individual juniors (\$100)

(To be in a Pool: valid driver's license at the time of application, live outside of walking distance, all fines and fees paid).

Parking interest forms will be sent out in the spring to rising juniors and seniors.

### Parking Rules

1. Parking on school property is a privilege, not a right. Students must observe and abide by all parking lot rules.
2. Parking permits may be obtained for \$100 by completing the application.
3. Each applicant must have:
  - a. Parent signature on the application form
  - b. Registration for the vehicle
  - c. Driver's license
  - d. Cost of parking permit
4. All vehicles must display a valid parking permit on the lower passenger side of the vehicle's windshield.
5. Permit-Share vehicles must have Permit-Share tag displayed at all times.
6. Single permit vehicles are required to park only where a yellow paw print is visible or on Coe drive.
7. Transferring a permit to another student will result in the loss of parking privileges.
8. White numbered spots are for Staff or Visitors. Violators may be towed.

9. Parking privileges/permits may be revoked or suspended by the administration for the following reasons:
  - a. Parking violations
  - b. Possession or use of a stolen or lost permit, or alteration of a parking permit. Permits are not to be shared.
  - c. Chronic or habitual tardiness to school.
  - d. Reckless driving.
  - e. Vandalizing other vehicles in lots.
  - f. Loss of Academic Eligibility
10. ORHS will not be liable for any theft of property, vandalism or damage incurred to any vehicle or contents while parked on or removed from school property.
11. After a student has arrived at school, they may not return to their vehicle without permission.
12. Persons who falsify information to obtain a parking permit or display an altered, unauthorized, or counterfeit permit will be subject to towing at the owner's expense and revocation of their campus parking privileges.
13. Report any lost or stolen parking permits to administration immediately.
14. Temporary parking permits may be obtained from administration for extenuating circumstances.
15. Students attending any career-technical program (Somersworth, Dover, Rochester) may not drive their personal vehicle to any CTE without advanced written permission from ORHS, the receiving school, and a parent. Students violating these guidelines are subject to disciplinary action and may have parking privileges suspended.
16. The bus loop zone is closed to traffic during loading and unloading. It is illegal to pass a stopped school bus that is displaying its flashing lights or extended stop sign. Bus drivers will report offenders to the Durham Police Department.
17. A winter parking ban will be in place from November 1<sup>st</sup> through March 31<sup>st</sup>, during the hours of 12 midnight and 6 am. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

## Parking Violations

First violation: Warning ticket, license plate recorded. Face to face meeting with administration. Incident recorded.

Second Offense: One week revocation of parking AND/OR Junior/Senior privileges. Administration contacts parent/guardian.

Third Offense: Extended loss of parking and/or Junior/Senior privileges. The school reserves the right to tow vehicles at the owner's expense.

# Discipline

## Conduct/Discipline

### Statement of Philosophy

The faculty and administration of Oyster River High School assume that consideration of others will guide personal conduct. The rights, privileges, dignity, and safety of other people serve as criteria by which the appropriateness of personal conduct is evaluated. So, too, are acts that place an individual in danger. Our discipline code helps foster an open atmosphere of mutual trust, respect, and acceptance among members of our

school community. A safe and orderly school environment, where all students reach their greatest academic potential, is the primary goal of the code of conduct.

Restorative Practices involve a focus on repairing the harm caused by the behavior or incident of a student, rather than a focus strictly on punishment of the offender. Restorative Practices are utilized within the process of disciplinary proceedings whenever possible, and in some cases may be implemented in place of traditional consequence continuum.

## Consequence Continuum

### Teacher detention -

May be assigned by the classroom teacher to students who detract from the classroom learning environment, or break classroom rules/expectations in other ways. The duration of teacher initiated after school detentions are at the discretion of the classroom teacher, generally not to exceed one hour.

### Administrative lunch or After-school detention

May be assigned to students for non-classroom incidents or because of ongoing classroom behavior issues. The duration of the administrative after-school detention will generally not exceed one hour.

### In-School Suspension

May be assigned by an administrator for any Level II or higher-level misconduct. (see below)

### Short-Term, Out of School Suspension

The removal of a student by a representative designated in writing by the Superintendent, for a period of time not to exceed 10 school days for serious or ongoing misconduct. Suspended students are not allowed to use school transportation or to be on school property during the suspension, nor are they permitted to attend school functions or participate in practices, rehearsals, games or performances.

### Long-Term Suspension

The removal of a student from school for a period in excess of 10 school days. Only the School Board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil in excess of 10 days. The School Board's designee may be the Superintendent or other designated individual but may not be the individual who suspended the pupil for the first 10 days.

### Expulsion

Any pupil may be expelled from school by the 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 by RSA 193:13 DOE) or for possession of a pellet gun or BB gun or rifle. The pupil shall not attend school until restored by the School Board. Any expulsions shall be subject to review if requested prior to the start of each school year. Further, any parent or guardian has the right to appeal any expulsion by the School Board to the State Board of Education.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record (See also Board Policies JICD-Discipline; JICDR-Detention; JICDR-Suspension and Dismissal).

Students and parents should be aware that school infractions which are also crimes will be reported to the Durham Police Department. For example, according to state law (RSA 78:12-C) “No person under 18 years of age shall purchase, use, or possess tobacco products.” Similarly, since ORHS is a designated Drug-Free Zone, any person who violates the law with respect to possession of alcohol or controlled substances is subject to state and local police sanctions as well as school disciplinary measures.

## Expectations for Behavior and Prohibited Forms of Conduct

### Bullying /Cyber Bullying

The Board has adopted a Pupil Safety and Violence Prevention policy (JBC) which prohibits bullying.

Defined as: insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner. Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

### Cuts/Truancy/Unexcused Absences

Students who cut a class or are truant may not be eligible to make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes are excessively tardy or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

### Dress Code (Policy Under Review)

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student’s dress disrupts the educational process or poses a threat to health and safety.

Overtly sexual clothing (which includes clothing which by its brevity, shortness, looseness, or tightness, is sexually explicit) clothing that is distracting to students and teachers, or any apparel which by being worn at certain times or places or which through word or design is demeaning or discourteous shall not be allowed. Specific guidelines to keep in mind are “all of your outerwear must cover your underwear” and tops and dress must have over the shoulder straps and fully cover the midriff (waist) area. Students who violate dress code will be held in the main office until more suitable clothing is found and will be expected to make up missed class time in detention.

### Clothing and Other Items

No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board’s nondiscrimination or harassment policies, or disruptive to the school’s learning environment.

Questionable articles of clothing and/or other items will fall subject to this policy at the discretion of the administration.

### Drugs and Alcohol

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, or buying, manufacturing, or being under the influence of drugs, alcohol and other prohibited substances (see Policy JICH) Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

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 or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school.

#### Electronic Devices

Electronic Devices such as cell phones are not allowed to be used during class time or in the library and should be turned off in these areas unless allowed by the teacher. Please refer to the school board policy (JICJ) for the ORHS cell phone policy.

The use of personal listening devices should not interfere with the day-to-day operations of the school. Students who use them in such a manner that it interferes with others will be expected to turn them in to a teacher or administrator upon request. Laser pens are not allowed on school grounds at any time. Violation of this rule will result in confiscation of the device.

#### Harassment/Sexual Harassment

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy AC.

#### Inappropriate Language

The decision as to what constitutes abusive or foul language is at the discretion of the faculty and administration. The consequences for the use of inappropriate language are as follows:

Warning if : first offense, spoken in relative quiet, used within a personal conversation.

Detention if: repeated offense, loud (others can hear the remark), a more serious level of vulgarity.

Suspension if: causes school disruption, malicious in intent, or directed toward a fellow student or a staff member or administrator.

#### Plagiarism/Academic Integrity (Policy Under Review)

In support of Oyster River High School's mission to become a community of educated, ethical, and responsible citizens, this section outlines the standards for academic integrity to which we hold ourselves.

#### Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Examples include, but are not limited to the following actions:

- Using words, ideas, or images presented in any published or unpublished medium, without a citation.
- Copying words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not.
- Changing words or sentences/paragraph structure to pass off writing as one's own, with or without citation.
- Paraphrasing material without a citation.
- Turning in other's written work, copies of their work, or slight modifications to their work as one's own.
- Using study aids (such a on-line literary analysis) to replace required reading, authentic analysis, and/or class participation.

- Collaborating on a non-collaborative assignment where one’s individual ideas are being assessed.
- Using information, one gains through interviewing or conversing with another person, face to face, over the phone, or in writing without citation or proper attribution.
- Reproducing any diagrams, illustrations, charts, pictures, or other visual materials without a citation.
- Reusing or reposting any digital media, including images, audio, video, or other media without a citation.
- Giving incorrect information about the source, quotation, or idea.
- Failing to provide a citation/works cited.
- Failing to use quotations around quoted material.
- Tracing recreating an image when the assignment does not permit it.

### Cheating

Cheating is to act dishonestly or unfairly to gain an academic advantage. Examples include but are not limited to the following actions:

- Using any outside information or resources that are not permitted in the assessment experience- this may include, but is not limited to: translation tools, hidden notes, calculators, smart technology, Photomath, people.
- Looking at another student’s quiz or test
- Allowing another student to use or copy your work.
- Forging materials
- Fabrication of information, quotes, data
- Sharing or asking about what is on a quiz/assessment
- Using one’s own work from a different assessment
- Using a previous participant’s work
- Turning in other’s work as one’s own (copied answers or data)
- Stealing a test, quiz, or assessment in advance

### Consequences

Violations result in a zero for the assignment and, at times, depending upon the type of assignment or assessment, this may cause a student to fail either the quarter or the course, even for the first offense. In addition, any subsequent offenses may result in disciplinary action up to and including suspension.

### Smoking/Vaping

Smoking, including the use of tobacco products, e-cigarettes or vapor pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities.

### Weapons in School

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats, (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to and including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JICI- Dangerous Weapons in Schools.

Consistent with the Gun –Free School Act of 1994, “any student who is determined to have brought a weapon to school, is subject to said policy ‘requiring’ the expulsion from school for a period of not less than one year (365 days).” In accordance with the intent of the act, the Superintendent may “modify the expulsion requirement on a case-by-case basis”.

Articles defined by law as dangerous weapons include, but are not limited to: knives, guns, firecrackers, potentially explosive chemicals, brass knuckles, etc. Also prohibited on school property are toy and antique weapons which could cause fear or disruption to the school environment.

## Discipline Continuum

### Level 1

#### LEVEL I

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Classroom disturbance Classroom tardiness Cheating and lying Abusive language Improper behavior in hallways Non-defiant failure to comprehend assignments or carry-out directions. Harassment/Sexual Harassment Failure to follow the reasonable rules of the school Cuts/Truancy/ Unexcused absences	There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior  Repeated misbehavior requires that contact be established with the <u>parent(s)</u> . A conference with the <u>parent</u> may be arranged. Involvement of the counselor and/or administrator is appropriate.  A proper and accurate record of the offense and disciplinary action is maintained by the staff member. School administration should be notified of Sexual Harassment issues at all levels of the Disciplinary Standards.	Verbal reprimand Special assignment Behavior contract Withdrawal of privileges Teacher detention Parental contact

Level 2

**LEVEL II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Continuation of unmodified Level I misbehavior Disruptive classroom behavior Repeated unexcused truancy, school tardiness, unauthorized presence in a restricted area, or absence from one's assigned area Failure to sign in/out of one's assigned area Misuse of a pass Use of electronics in an unauthorized area Defiant failure to carry out a staff member's instruction Violating Dress Code Policy Gambling Smoking Using forged notes or excuses Improper/unauthorized use of a motor vehicle Refusal to identify oneself to a staff person Disrespectful behavior toward others Harassment/Sexual Harassment Possession of tobacco Intentional pushing/shoving of others Failure to follow the reasonable rules of the school	The student is referred to the administrator for appropriate disciplinary action.  The administrator meets with the student and/or teacher and effects the most appropriate responses.  The teacher is informed of the administrator's action.  A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.  A parental contact must be made.	Behavior modification Administrative detention  In-school suspension Includes <u>all</u> of the preceding disciplinary options.

Level 3



## LEVEL

### III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Possession of stolen property Possession/use of prohibited substances including alcohol and drugs Possession/use of fireworks Stealing Fighting (simple) Vandalism (minor) Threats to others Use of obscene or threatening language towards others Failure to follow an administrator's Instruction Unmodified Level II misconducts Gross misconduct Harassment/Sexual Harassment Failure to follow the reasonable rules of the school	The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.  The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.  A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.  There is restitution of property and damages.	In-school suspension Short-term (1-10 days) out-of-school suspension or Long-term (greater than 10 days at the discretion of the School Board or designee) out-of-school suspension  Includes all of the preceding disciplinary options

Level 3 continued

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Unmodified Level III misconduct Extortion Bomb threat Possession/use/transfer of dangerous weapons Assault/battery Vandalism (major) Sale of stolen property Arson Transfer or sale of prohibited substances including alcohol and/or drugs Driving to endanger Gross misconduct Harassment/Sexual Harassment Any unlawful act or criminal offense not previously stated. Failure to follow the reasonable rules of the school	The administrator verifies the offense, confers with the staff <u>involved</u> , and meets with the student.  The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.  A complete and accurate report is submitted to the Superintendent for Board action.  The student is given a full due process hearing before the Board.	Short-term (1 - 10 days) out-of-school suspension Long-term (greater than 10 days at the discretion of the <u>School</u> board or designee) out-of-school suspension  Expulsion  Other board action which results in appropriate placement Includes <u>all</u> of the preceding disciplinary options

**Level 4**

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the board of school directors. New Hampshire school authorities are obligated to report clearly establish criminal offenses to law enforcement authorities.

<b>STUDENT OFFENSE</b>	<b>PROCEDURAL RESPONSES</b>	<b>DISCIPLINARY OPTIONS</b>
Unmodified Level III misconduct	The administrator verifies the offense, confers with the staff involved, and meets with the student.	Short-term (1 - 10 days) out-of-school suspension
Extortion		Long-term (greater than 10 days at the discretion of the School board or designee) out-of-school suspension
Bomb threat		
Possession/use/transfer of dangerous weapons	The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.	
Assault/battery		
Vandalism (major)		
Sale of stolen property	A complete and accurate report is submitted to the	Expulsion
Arson	Superintendent for Board action.	
Transfer or sale of prohibited substances including alcohol and/or drugs	The student is given a full due process hearing before the Board.	Other board action which results in appropriate placement Includes all of the preceding disciplinary options
Driving to endanger		
Gross misconduct		
Harassment/Sexual Harassment		
Any unlawful act or criminal offense not previously stated.		
Failure to follow the reasonable rules of the school		

**Notes:**

One incident may encompass more than one offense. Example: A student leaves the building without permission, is found by a staff member and refuses to identify themselves. This student may be liable for disciplinary action for both offenses.

Students assigned to In-School suspension lose all late arrival or early dismissal privileges throughout the period of suspension.

Penalties for offenses are subject to revision by the school administration as need dictates.