

SOUHEGAN HIGH SCHOOL

- Student Owner's Manual •
"Rules of the Road"

"Souhegan High School aspires to be a
Community of Learners
Born of Respect, Trust and Courage."

412 Boston Post Road
Amherst, NH 03031
(603) 673-9940
<http://sau39.org/shs>

This agenda belongs to:

Name _____

Address _____

Town _____ Zip _____

Phone _____ Grad. Year _____

Advisor _____ Counselor _____



Welcome to Souhegan High School!

The Community Council, Faculty, Staff, Administration, and School Board all welcome you to the excitement and challenge of Souhegan High School. Souhegan is a student-centered school and as such we want to provide you with the student owner's manual which we call the "Rules of the Road." Aside from state laws, the Community Council has developed, through democratic deliberation, the policies and principles that are found inside this manual.

The "Rules of the Road" are provided to help give clarity and meaning to Souhegan's mission and your role within our community. It is imperative that continual dialogue occurs among all school members so that the "Rules of the Road" reflect the values and philosophy that push each member of our community to achieve their true potential. Our success as a community of learners depends on our ability to develop policies and procedures that honor and value the contributions of all members of the educational community.

If you see an aspect of school life that can be improved or you have a new idea to contribute, please present your thoughts to the Community Council.

"Rules of the Road" has four parts:

- I. Founding Documents
- II. Things to Know About Souhegan
- III. School Governance
- IV. Policies

It is our hope that this school year brings you great success and that you continue to demonstrate that "Souhegan High School aspires to be a community of learners born of respect, trust, and courage." Have a great year!

Sincerely,

The Community Council

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2019-2020 School Year Calendar

Amherst, Mont Vernon & Souhegan School Districts

JULY 2019				
M	T	W	Th	F
1	2	3	X	X
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2019				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2019				
M	T	W	Th	F
X	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2019				
M	T	W	Th	F
	1	2	3	4
7	8-L	9	10	11
X	X	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2019				
M	T	W	Th	F
				X
4	5	6	7	8
X	12-L	13	14	15
18	19	20	21	22
25	26	X	X	X

DECEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
X	X	X	X	X
X	X			

DATE	EVENT
7/4/19	Independence Day - Offices Closed
7/5/19	Offices Closed
8/26/19	Registration Day - All Schools
8/27/19	Staff Welcome Back Day
8/28/19	Staff In-Service Day
9/2/19	Labor Day - No School
9/3/19	First Day of School Except K (at C-W) and 10, 11
9/10/19	Late Start. AMS Open House
9/11/19	AMS Open House
9/16/19	CW Open House- Grades PK, K, 1, & 2
9/17/19	CW Open House- Grades 3-4. MVVS Open House
9/18/19	Souhegan Open House
10/8/19	Late Start
10/14/19	Columbus Day - No School
10/15/19	Staff In-Service Day - No School
10/31/19	MVVS Early Release at 12:00 PM
11/1/19	Conference Day - No School - MVVS PD Day
11/11/19	Verterans Day - No School
11/12/19	Late Start
11/27/19	Thanksgiving Recess - No School
11/28/19	Thanksgiving Recess - No School
11/29/19	Thanksgiving Recess - No School
12/9/19	Late Start - SHS Only
12/10/19	Late Start
12/23/19	Holiday Break Begins - No School
1/2/20	First Day Back to School
1/14/20	Late Start
1/20/20	Martin Luther King Jr. Day - No School
1/21/20	Primary Election Day - No School*
2/11/20	Late Start
2/24/20	February Vacation
3/10/20	Late Start
4/14/20	Late Start
4/27/20	April Vacation
5/7/20	Late Start - SHS Only
5/12/20	Late Start
5/25/20	Memorial Day - No School
6/2/20	Late Start
6/5/20	Souhegan Graduation
6/11/20	Projected Last Day of School*

JANUARY 2020				
M	T	W	Th	F
		X	2	3
6	7	8	9	10
13	14-L	15	16	17
X	X	22	23	24
27	28	29	30	31

FEBRUARY 2020				
M	T	W	Th	F
3	4	5	6	7
10	11-L	12	13	14
17	18	19	20	21
X	X	X	X	X

MARCH 2020				
M	T	W	Th	F
2	3	4	5	6
9	10-L	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2020				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14-L	15	16	17
20	21	22	23	24
X	X	X	X	

MAY 2020				
M	T	W	Th	F
				X
4	5	6	7	8
11	12-L	13	14	15
18	19	20	21	22
X	26	27	28	29

JUNE 2020				
M	T	W	Th	F
1	2-L	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

* Subject to change

I. FOUNDING DOCUMENTS

SOUHEGAN'S MISSION

*"Souhegan High School aspires to be a community of learners
born of respect, trust and courage.*

We consciously commit ourselves:

*To support and engage an individual's unique gifts,
passions and intentions.*

To develop and empower the mind, body and heart.

*To challenge and expand the comfortable limits
of thought, tolerance and performance.*

*To inspire and honor the active stewardship of family,
nation and globe."*

This mission statement, painted on the front wall of the main entrance, embodies what Souhegan stands for. It is essential that all members of this community read, understand, and attempt to live by this statement.

The word “community” is rooted in the notion of *common-unity*. What is it that we have in common here at Souhegan? We come together each day—students, teachers, coaches, and faculty—to learn. We are here to *empower the mind, body, and heart* in such a way that reflects the mission statement above. Our common purpose is to acquire new knowledge, skills, and attitudes that will keep us *challenging our comfortable limits* and *engaging unique gifts and passions*. Please read the mission statement carefully—it is the core of the belief system at Souhegan.

THE SOUHEGAN SIX

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

The Souhegan Six exist to guide us in following Souhegan’s mission statement. They put into concrete guidelines the ideas present in that mission statement. These are the values that enable us to put the mission statement into everyday use. The Community Council, faculty, staff, administration, and school board are committed to creating a culture that is based on honor, mutual respect, and personal responsibility.

All members of the community are expected to follow the Souhegan Six.

FOUNDING DOCUMENTS

THE SOUHEGAN HIGH SCHOOL CONSTITUTION

A Souhegan High School Constitution was drawn up by community members to set forth guidelines regarding authority and responsibility within the community.

The Preamble follows:

Preamble

In the words of our Mission Statement, Souhegan High School aspires to be a community of learners born of respect, trust, and courage. Community in that Souhegan encourages its many diverse constituents to become involved in their governance. Respect in that each governing body respects the decisions of the others. Trust in that each governing body trusts the others to govern. Courage in that the members that comprise all governing bodies have the courage to speak their minds on issues that matter to them all and to seek solutions to problems that they encounter. In an effort to clarify and define the roles, rights, and responsibilities of each of these diverse groups in the governance of Souhegan, we present this Constitution to the Souhegan community.

A copy of the Constitution in its entirety is available from the Dean of Students and on our website.

COALITION OF ESSENTIAL SCHOOLS (CES)

PRINCIPLES

Souhegan High School is a member of CES and uses the ten Common Principles as one of our guiding documents. Summaries of the ten principles are as follows:

1. The school should focus on helping adolescents learn to use their minds well.
2. The school's goals should be simple: that each student masters a limited number of essential skills and areas of knowledge.
3. The school's goals should apply to all students.
4. Teaching and learning should be personalized.
5. The governing practical metaphor of the school should be student-as-worker.
6. The diploma should be awarded upon a successful final demonstration of mastery for graduation--an "Exhibition" by the student of his/her grasp of the central skills and knowledge of the school's program.
7. The tone of the school should stress un-anxious expectation, trust and decency. Parents should be essential collaborators.
8. The principal and teachers should perceive themselves as generalists first and specialists second.
9. Ultimate administrative and budget targets: 1:80 teacher-student loads, substantial time for collective planning by teachers, competitive salaries for staff, and a per pupil cost not to exceed that at traditional schools by more than 10 percent.
10. The school should demonstrate non-discriminatory, inclusive and democratic policies, practices, and pedagogies

SOUHEGAN HIGH SCHOOL ACADEMIC LEARNER EXPECTATIONS

Knowledgeable Person

- Knows the critical information necessary for success. **Skilled Information Processor**

- Gathers, assesses, and documents a variety of information sources and types
- Understands and interprets information.

Complex Thinker

- Analyzes and evaluates information and ideas.
- Transfers learning and creates new ideas.

Effective Communicator

- Expresses ideas clearly.
- Communication style complements audience, purpose, and medium.

Self-Directed Learner

- Seeks different perspectives and considers choices before acting.
- Pushes the limits of his/her ability and perseveres when faced with difficult situations.
- Establishes clear goals and manages progress toward achieving them.
- Generates and pursues personal standards of performance.

Collaborative Worker

- Works toward the achievement of group goals.
- Demonstrates effective interpersonal skills.
- Contributes to group maintenance.
- Self-assesses and monitors own behavior within a group.

Responsible Citizen

- Shows willingness to work toward improvement of the community.

Use of Rubrics

Rubrics are used to communicate expectations and performance relating to the Souhegan Learner Expectations. The rubrics describe a student's level of proficiency

<u>Using the following terms:</u>	<u>If translated into a percentage:</u>
Exceeds Expectations	90 - 100
Meets Expectations	80 - 89
Approaches Expectations	70 - 79
Does Not Meet Expectations	Below a 70

II. - THINGS TO KNOW. . .

Where Do I Go, Who Do I See If. . .

- * I am expecting a **message** - - - Welcome Center
- * I arrive at the **school late** - - - Attendance Office
- * My name was accidentally put on the **absence list-** I need to correct it - - Attendance Office
- * I need a **pass to get into class** - - - Attendance Office
- * I need to be **dismissed** - - - Attendance Office
- * I am going to be **absent** - - - Attendance Office
- * I am **leaving school** for any reason - - - MUST SIGN OUT! Attendance
- * I have a **note** for being **absent** - - - Attendance Office
- * I need a **bus pass** - - - Attendance Office
- * **I don't feel well** and the nurse isn't in her office - - - Attendance Office
- * I want to bring a **visitor to school** - - - Attendance Office ---A **permission form must be completed 24 hours** before visit. See separate policy for "Student Visitors to SHS."
- * I need a **parking sticker** - - - Attendance Office
- * I need to make an **appointment with the Dean of Students or my guidance counselor** - - - Student Services
- * I **forgot something** I need and my parent will bring it- - - Welcome Center
- * I have a **lost or found item** - - - Welcome Center
- * I have a **locker problem** - - - Welcome Center
- * I would like to discuss a **personal problem** - - - Student Services- to set up an appointment with your guidance counselor
- * I need an adjustment to **my schedule** - - - Student Services - to set up an appointment with your guidance counselor
- * I need information about **graduation requirements** - - - Student Services - to set up an appointment with your guidance counselor
- * I am looking for **scholarship information** - - - Student Services
- * I need **PSAT, SAT and ACT test information** - - - Student Services
- * I feel I was **treated unfairly** by a faculty/staff member - - - Dean of Students or Dean of Faculty
- * I need information on **free lunch** - - - Nurse's Office
- * I've been absent for an extended period of time - - - Nurse's Office
- * I want to know how many **Community Service hours** I need and/or how many hours I have - - - Community Service Office
- * I have an **athletic uniform or equipment** to turn in, but I can't find my coach. Return it to the Athletic Department.
- * I want to **use a room** for an activity, like the theater, gym or cafeteria - - - Main Office
- * I need information regarding the **buses** - - -SAU website or call the bus company (First Student) at 672-3355.
- * I need **working papers** --- Attendance Office
(During the summer go to the SAU Office, Brick School.)

THINGS TO KNOW...

● **School, Main Office, and Student Services Hours**

School hours are 7:25 am to 2:23 pm. The school offices will be open for students at 7:00 am and close at 4:00 pm. After 4:00 pm messages may be left on voice mail by calling 673-9940.

● **Nurse's Office - 673-9940 X5327**

● The Nurse's office is open from 7:25 am to 2:30 pm. You must report to the nurse in case of illness, accident or injury. The nurse will dismiss you for health reasons. Parents/guardians will be notified prior to dismissal.

● You are not allowed to carry medicine (prescription or over the counter) in school. If you must take medications during the school day, a signed permission note from a parent or guardian and a doctor's order must accompany the medication. A licensed nurse cannot administer medicine without a doctor's order. Students with asthma and/or life threatening allergies can carry and self-medicate inhalers and/or Epi-pens as long as there is a written note from prescribing care provider and written parent/guardian permission on file in the Nurse's office.

● Students with fevers equal to or greater than 100 degrees Fahrenheit (37.8 degrees Celsius) will need to be dismissed. Please allow a full 24-hour period where the student no longer has vomiting, diarrhea or fever (without the help of fever-reducing medications like ibuprofen, Tylenol, Motrin, Advil, Aleve) before returning to school. We need to be mindful of the entire school population as well.

● Students who are absent for an extended period of time may be asked to provide a doctor's note.

● State law prevents any student from attending school without updated immunizations. Students needing updates on shots will be notified by letter. Students should bring to the nurse evidence from the doctor's office that the shots have been updated. Students and parents are encouraged to speak with the nurse if they have any concerns.

● **Lockers**

Freshmen and sophomores will be assigned lockers at the start of school. Juniors and seniors will be assigned lockers on a "first-come basis." Only school locks will be allowed. Locks may be purchased from Lynda Conley in the Attendance Office for \$5.00. Athletic lockers will be assigned during the season that you are rostered on a Saber team. See the wellness teachers if you need a locker for wellness. All lockers are the property of Souhegan High School. Students should, therefore, have no expectations of privacy. *Souhegan High School assumes no responsibility for items placed in either school or athletic lockers.*

● **Elevator**

The elevator is located to the left of the stairway at the front of the building. It is reserved for the use of those who have ambulatory problems.

THINGS TO KNOW...

● School Buses

Riding a school bus is considered a privilege. Students using bus transportation should understand that they are under the jurisdiction of the school from the time they arrive at the bus stop until they are delivered at school in the morning or the bus stop nearest their home in the afternoon. Misconduct will result in disciplinary action. Students wishing to ride a bus to which they are not assigned must first obtain a bus pass from the Attendance Office. Parent permission is required.

● School Cancellation

If bad weather forces the delay or cancellation of school, it will be announced on the following TV/radio stations:

Manchester WMUR-TV Channel 9 Boston WCVB-TV Channel 5

Manchester WZID 95.7 FM Boston WBZ-TV Channel 4

Manchester WGIR 610 AM/101.1FM Boston WHDH-TV Channel 7

Boston WBZ 1030 AM

● Phone Locations

For school-related emergencies, Student Services or the Main Office will be able to help.

● Where is the School Store?

The school store, is located to the right of the “B-Wing” entrance. Hours of operation are generally during periods 1, 2, 3, 6, and 7. Food and drink, clothing, school supplies, cards and gift items may be purchased at the store.

● What about the SHS Library & Information Center?

Library & Information Center hours are from 7:00 am to 5:00 pm Monday through Thursday. The Library closes at 3:30 pm on Friday. The Library & Information Center provides a wide range of media to students & staff: books, audiobooks, video and audio tapes, music CD's, magazines and newspapers, online periodical databases, and Internet access all provide members of the Souhegan educational community with broad access to information and ideas.

Our Audiovisual Center provides access to equipment used to support communication and production presentations. Available for student use are digital still cameras, digital video cameras, slide projectors, tape recorders, LCD projectors, VCR & DVD players, and scanners. Access to digital video editing equipment is also available.

All members of the Souhegan High School Community are eligible to use the facilities and borrow resources. Almost all materials may be checked out, including audiovisual equipment. The borrower assumes full responsibility (i.e. cost of repairs or replacement) for proper care and treatment of any resources borrowed. **Materials returned late will be subject to late fees: general collection books & magazines-10 cents/day; reference materials & videotapes-25 cents/day; audio visual equipment-\$1/day; interlibrary loan-10 cents/day plus \$5 processing fee.**

THINGS TO KNOW...

Borrowers will be charged for any materials that are lost or returned damaged. In the case of audiovisual equipment, the borrower also assumes responsibility for all accessories that accompany the equipment. All AV equipment checked out during the school day will be due at the beginning of the following school day. Parking and off-campus privileges may be revoked pending the payment of any incurred fees.

• **How are grades handled at Souhegan?**

Learning at Souhegan is accompanied by high standards. It is Souhegan's mission to be a *community of learners* who are *actively engaged in their learning*. While grades may not be the most important measure of learning, they are a necessity.

Souhegan uses letter grades of: A+, A, A-, B+, B, B-, C+, C, C-.

A grade of less than C- for a marking term will receive a NC (No Credit), or an Incomplete (I). To remove an Incomplete, you must improve the quality of work within two weeks. If you receive a NC in a class for the year, this means you will receive no credit for the course, and you will be expected to make up the material.

An **effort grade** is given for each course based on participation, attentiveness, classroom conduct, study skills, management of time, organizational skills, and preparation for class. The number awarded in each class is a holistic assessment of effort: '4' outstanding; '3' good; '2' adequate but room for improvement; '1' needs improvement.

The Community of Souhegan recognizes those students who have excelled in their learning. There are four **honor roll** levels:

- I. Honors - all grades of 'B' or higher (no B-'s)
- II. High Honors - all but one of the grades 'A-' or above and no grade lower than a 'B'
- III. Highest Honors - all grades 'A-' or above
- IV. Effort Honors - all 4's for effort grades

• **How are transfer students' credits applied?**

Transfer students are expected to present transcripts of previous high school grades at time of entry. Grades from previous schools will be combined with future grades from Souhegan as follows: (1) The name of the previous school and years attended will appear on the Souhegan transcript. (2) Whenever possible previous course names and grades will be maintained. (3) Weighted grades will be 'un-weighted' in order to ensure consistent calculation of all students' grade point averages. (4) Un-weighted grades from all high school courses will be used to determine g.p.a. (5) In cases where numerical equivalents of prior letter grades are different from those at Souhegan, prior letter grades will be maintained. (6) Prior grades of D+, D, D- and F will be translated into g. p. a. according to designated numerical equivalents.

THINGS TO KNOW...

• What is the valedictorian selection policy?

The Community Council has established that the enrolled senior student who earns the highest GPA will be rewarded with the title of valedictorian. The student must be certified to be legally enrolled at Souhegan. He/she must successfully complete the graduation requirements of both the State of New Hampshire and Souhegan High School. In order to be eligible for valedictorian or salutatorian, a student must be a full-time student at Souhegan High School for both junior and senior years. Valedictorian and Salutatorian are named following review of third trimester progress reports.

• What do I do if I have lost or found something?

Found items should be brought to the Welcome Center. Most of them will be placed in the large blue container located outside of Room 113. Glasses, wallets, and jewelry are kept separately. If you have lost something, immediately write a description of what you lost and leave at the Welcome Center.

• Where can I enjoy food or drink?

Eating and drinking are allowed in the cafeteria, classrooms, uncarpeted areas, and the pit area. Eating and drinking are not allowed in the gym, theater, and computer labs. Eating and drinking privileges may be restricted by teachers within their classrooms. All community members are responsible for keeping the campus clean.

• Is there Driver's Education at Souhegan?

A privately run company, with no official affiliation to Souhegan, holds classes after school throughout the school year and in the summer. Interested students may sign up in the Main Office. There is a fee associated and rules relating to attendance that are not associated with the high school.

• Who may smoke and where?

No student or adult may smoke on campus at any time, as per both Community Council and NH state law.

• What if I begin to feel sick in the middle of a class?

Tell the teacher and ask to be excused to the Nurse's office. The nurse deals with the full range of social-emotional-medical issues impacting on your life as a teenager. Only she can dismiss you from school for health reasons.

• What if I skip a class?

Intentionally skipping a class comes with consequences. Please see the Attendance Policy on Page 36.

THINGS TO KNOW

- **What if I'm absent, late or need to be dismissed from school?**

A parent or guardian must call the school by 9:00 am whenever you will not be attending, for whatever reason. Lynda Conley compiles an absentee list each day. It is necessary to inform the school if you know that you will be out of school for any number of days. If you are being dismissed, you must bring a note from a parent or guardian to Attendance in the morning and you **MUST** sign out before you leave. If you are late to school, you **MUST** sign in at Attendance and obtain a pass before going to class. A notification phone call and a note are requested. Everyone in the Souhegan community is expected to *be on time* (both to school and to class) to fulfill their daily commitments. Completing your work is more difficult if you're not here.

Any student absent from school may not participate in extra-curricular activities on the day of their absence.

- **What if I want to leave school during the day?**

*You must sign out at Attendance. If (as a junior or senior) you have off-campus privileges, you may leave campus during your free time only--and you need to sign out/in in Attendance or the Annex office. If you need to leave school for a doctor's appointment, for example, you **MUST** bring a note from a parent or guardian to Attendance in the morning and sign out before you leave.*

- **What about taking a Senior Project Day?**

You must complete a Senior Project Day form which can be obtained from a Senior Project Coordinator. This form must be completed and returned to Lynda in the Attendance Office prior to taking the Senior Project Day.

- **What if I want to bring a visitor to Souhegan?**

Please refer to the Visitors Policy on Page 42. Visitors are welcome at Souhegan, but they must adhere to the same level of responsibility that we expect from the students who come here every day. As a courtesy to your teachers, you should introduce your visitor.

- **Where can I discuss the policies and future of Souhegan?**

The future of Souhegan depends on student involvement. Advisory is an especially good time to bring up ideas and concerns. The Community Council is an excellent place to take an active role in implementing your ideas or addressing your concerns. You do not need to be a voting member to attend a Council meeting or to raise an issue.

THINGS TO KNOW...

- **Insurance**

A school insurance plan is available to all students. If you plan to participate on athletic teams, you are strongly encouraged to have insurance. Information can be found in the Athletic Department office.

- **What should I wear to school?**

Community members are expected to dress appropriately while attending school. **Appropriate attire** is that which is safe and respects other students and yourself. It is clothing that does not interfere with your or other students' ability to be *actively engaged in learning*. Please *be appropriate* by not promoting the use of alcohol, tobacco, or other drugs, or displaying profanity.

The following is taken from the first publication of Souhegan's "Rules of the Road": "Do We Have to Wear Blazers and Ties and Blouses and Kilts to School?"

No. But appropriate dress--that which neither offends another nor interferes with the learning-teaching process--will be expected. Teachers will have the authority to ask students to remove hats from their heads, if hat wearing is considered inappropriate by that particular teacher.

Arguing with a teacher in class (about clothing) --which steals from the given instructional learning time--will not be taken lightly by the teacher or Dean. Likewise, if any article of clothing incites the fury of a fellow student or faculty member, the voice of the offended should be listened to closely. Again, the issue is one of respect and appropriateness. There probably is a time and place to wear just about anything, but school isn't charged to be the host of any major cultural fashion show.

- **What if my friend needs help with a chemical dependency like alcohol, tobacco or marijuana?**

All of the Souhegan counselors provide confidential and professional assistance and support to students regarding chemical dependency and other problems that are adversely affecting their lives, academic performance or school behavior. Souhegan regards alcohol and other drug abuse problems as any other illness. Consequently, no punitive action will be taken against any student who refers herself/himself to a counselor and is making satisfactory progress in following the planned recommendations. However, work with the counselor does not alter school disciplinary measures or policies for students caught in violation of our Drug/Alcohol Rules. It is an alternate source of assistance to help insure successful academic performance and student well-being. If you would like to inquire about getting help with substance use, and we encourage it, come to Student Services. We can help you and/or your friends.

- **How do I get working papers?**

See Lynda Conley in the Welcome Center and she will give you all the details And the paperwork. During the summer you may pick up working papers at the SAU offices (Brick School).

THINGS TO KNOW...

● **What is the Community Service Program?**

All students at Souhegan High School have a community service graduation requirement of 40 hours, of which 5 hours are to be done on campus. This requirement was developed based on our philosophy of learning through service. The opportunity to serve develops an awareness of the need for helping others, builds self-esteem, and stimulates knowledge of people with broader needs and experiences.

- Off-campus service is any work or time given to any non-profit, civic, or religious organization. This may include service in the areas of commitment to children and young people, schools, local community activities and recreation programs, environmental agencies, health care and elderly services.

- On-campus service is any time spent helping teachers, managing sports teams, participating in concerts for non-profit or elderly groups, concessions/selling tickets at sporting events, plays or concerts, freshman orientation, and tutoring students.

● **How do I keep track of Community Service hours?**

Service Log Sheets are available in the Community Service Office. Recorded hours should be signed off by the person supervising the activity. The log sheet can be turned in to the Community Service Office at any time, but at least by the end of every year. Logging of community service hours may begin following graduation from Grade 8.

● **How should I use Souhegan's computer systems?**

You must *use the technology appropriately*. When using the Internet, the whole world is watching. You must *be respectful* of people's views and opinions. You should also *be considerate* of the equipment and other students—if you break or take something, other members of the community won't be able to use it. Students must sign the "Standards of Acceptable Use" agreement before they will be allowed to use the technology.

● **What if I'm feeling Stressed?**

Stress can have many causes (ex., job, family, too many projects, too little sleep, bad eating habits, loss of self-esteem, pressure to conform) and can exhibit symptoms such as headaches, stomachaches, tension, fatigue and restlessness. If you have tried to relieve stress by talking to a friend, getting rest, meditating, yoga, or working out, and are not feeling better, please seek assistance from your guidance counselor, the school nurse, school social worker, school psychologist, or private counseling. It is important to deal with your stress.

THINGS TO KNOW...

• What is the procedure for withdrawing from school?

Students withdrawing from Souhegan must submit a Withdrawal Form whether it be for relocation purposes or to pursue other interests (employment, or High School Equivalence Test (HiSET)). If you are withdrawing for reasons other than relocation, you must be 18 years old. The student must meet with his/her counselor to obtain a Withdrawal Form. The form is then taken to all present teachers and the Information Center to show that all books and materials have been returned. Teachers will also post current grades in the "Marks to Date" column. The form must be signed by a parent (regardless of the student's age), the principal, the school nurse, and the case manager, if applicable.

No school records will be forwarded to any school or educational institution until this form is returned to the Registrar in Student Services with all the required signatures.

• Can I get help with the college process?

Your guidance counselor, advisor and others in Student Services will support you through the college application process. Counselors are available to meet with you and your parents on school days and some evenings. Parents should call Student Services to schedule an appointment.

• Where can I get college and career information?

Student Services has a special area for college and career exploration. It is equipped with computers and volumes of college/career information. Students are welcome to explore and to begin to craft a plan for *life after Souhegan*.

• What do I need to do if I want to visit a college or attend a college fair?

Souhegan High School recognizes that making a choice about which college a student wishes to attend is enhanced by college visits. Therefore, we strongly encourage juniors and seniors to visit colleges with their parents. While we hope that such visits can take place outside of school/class time (during vacations, weekends, etc.), we recognize that there are times when missing school for a college visit is unavoidable. If you have to arrange for a college visit during the school day, please call or provide a note to Lynda Conley in Attendance the day before the visit, and this will be an excused absence. Without proper notification, the absence will be unexcused and consequences will follow as outlined in our attendance policy on Page 36. The student should let his/her teachers and coaches know about the planned absence so that there will be no disruption to class and practice plans.

With regard to college fairs, we strongly encourage students to attend college fairs with their parents. This is an excellent way to get information on many different colleges in one place. Most college fairs have two sessions, one in the afternoon and one in the evening. We expect students to attend the evening sessions to avoid missing class time.

THINGS TO KNOW...

•What is the thinking behind our discipline policy?

Go back and take a look at the first line of the Souhegan Mission Statement on the front wall of the main entrance. "*Souhegan High School aspires to be a community of learners, born of respect, trust, and courage.*" We believe it is crucial that everyone understands the power of this statement.

Community is rooted in the notion of common-unity. What is it that we have in common as participants in the life of Souhegan? What is it that unifies us as we pass in the hallways and play on the fields? We come together each day — teachers and students, advisors and coaches — to learn and to provide opportunities for learning. But to learn what? To learn things and ways to become smart, and to learn ways and values by which we can become good. Our common purpose in being here, then, is to acquire new knowledge and skills and attitudes that will push us to keep changing our minds (what we think about) and our behaviors (what we do) in ways that continually move us toward an enriched intelligence and goodness as people.

The notion of reciprocity underlines our hopes for interactions with each other. We believe that by extending meaningful, appropriate freedoms to you as students, you will feel a substantial ownership in the fairness of our system and will respond respectfully and responsibly to our governing rules. Where freedoms are granted, responsibility is expected. If the extension of freedom and trust is abused by poor student decision making, then logical disciplinary consequences must be initiated. It is up to us as a learning community to prove we are worthy of the trust and respect that is being granted to us. Thoughtful, not mindless, rules are needed to help us achieve our goal of becoming a community of learners.

•What can I expect to happen if I violate the rules at Souhegan?

You can expect that you will have logical consequences assigned to you in a timely manner. Some of the possibilities include:

***ASP (After School Program)** runs from 2:30 to 3:15 in Room 124. You will be given 24 hr. notice by the Dean's office that you are to report to the ASP. This obligation will take precedence over any other appointment. If you miss an ASP without permission, you will be assigned two ASP's.

***Restricted Lunch/Free Periods** - You will be assigned to Room 114 for the lunch period and/or free periods during the day.

***Loss of Off-Campus Privileges** - For Juniors and Seniors who violate the off-campus rules, you can expect a loss of privileges for a designated period of time.

THINGS TO KNOW...

***Loss of Driving Privileges** - For students who drive to school and violate the driving and/or off-campus rules, you can expect to lose your driving privileges and forfeit the parking fee you paid.

***In-school Suspension/School Service** - This is reserved for repeat or more serious offenses. If you are assigned in-school suspension, you can expect to be present from 7:25 am to 2:23 pm. You will be expected to spend half of your time doing work around the school for the maintenance staff, the athletic staff, or other offices around the school. The remainder of the time, you will be expected to do work for your classes. School work completed during in-school suspension may receive credit up to 100%. An in-school suspension may require that you and one of your parents/guardians meet with the Dean before returning to classes. During the time of your suspension, you may not participate in or attend any school functions (including athletics).

***External Suspension** - This is reserved for very serious offenses. If you are assigned to external suspension, you are not allowed to be in the school or on the grounds for any reason during the suspension period. You will be expected to keep up with schoolwork. School work completed during suspension may receive credit up to 100%. At the conclusion of external suspension, you and a parent/guardian will meet with the Dean before returning to class. During the time of your suspension, you may not participate in or attend any school functions (including athletics).

• What action can I take if I feel that I am disciplined unfairly?

If you feel that the decision handed down by the administration is unfair, you may appeal your case to the Community Review Board. For information on how to go about this, see the Community Review Board section.

SABER ATHLETIC TEAMS

Fall:

Cross Country - V
Field Hockey - Fr, JV, V
Football - Fr, JV, V
Girls' Soccer - Fr, JV, V
Boys' Soccer - Fr, JV, V
Golf - JV, V
Cheerleading - V
Girls' Volleyball - Fr, JV, V



Spring:

Baseball - Fr, JV, V
Softball - JV, V
Girls Track - V
Boys Track - V
Boys Lacrosse - Fr, JV, V
Girls Lacrosse - Fr, JV, V
Boys Tennis - V
Girls Tennis - V
Boys Volleyball - V

Winter:

Boys Basketball - Fr, JV, V
Girls Basketball - Fr, JV, V
Indoor Track - V
Alpine Skiing - V
Nordic Skiing - V
Wrestling - V
Gymnastics - V
Cheerleading - V
Boys Ice Hockey - V
Girls Ice Hockey - V
Swim Team - V
Bowling - V

S.H.S. CLUBS & ACTIVITIES

Academic World Quest	Math Team*
Astronomy Club	Mock Trial Team*
Book Group	National Honor Society
Chess Club	NH Envirothon team
Choir/Handbells*	Outing Club
Community Council	Peer Outreach
Doctor Who Club	Programming Club
Drama Club, Fall Play, Spring Play	Prom Committee
Equine Science Club	Rugby Club
Ethics Club	Saber Scribe
FBLA	Social Justice Task Force
Film and Broadcast Club	Sociedad Honoraria Hispanica
F.I.R.S.T. Robotics Team*	Societe Honoraire de Francais
Fishing Club	Souhegan Crew Club*
French Honor Society	Souhegan Ocean Bowl Team*
Granite State Challenge	Strictly Music*
GSA	Table Tennis Club
Interact	Ultimate Disc Club
Knitting Club	Year Book
Marching Band/Jazz Band*	

***Activities that compete or perform for SHS**

INTRAMURALS

Basketball
Wallyball
Golf
Rugby

Faculty, staff, male and female students
all compete on teams together.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization whose purpose is "to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and to develop character in secondary level students." (NHS Const.) NHS membership is an honor bestowed by a faculty council and is based on outstanding scholarship, character, leadership, and service.

Each year, at the close of the first trimester, all junior and senior students with a 3.60 cumulative GPA or higher are invited to fill out an application documenting accomplishments in the areas of leadership, service, and character; and the entire faculty and staff are asked to give feedback for each student they have worked with. A faculty council reviews each student's profile using an NHS rubric. Applicants are notified of acceptance or of areas to be worked on prior to reapplying. There is an annual induction ceremony to welcome accepted members. Students must be active members and maintain a 3.60 GPA or higher, participate in service and leadership activities, and maintain strong character. All active members will be recognized as NHS members at graduation.

SOCIEDAD HONORARIA HISPANICA

The Sociedad Honoraria Hispanica (SHH) is an honor society for high school students enrolled in Spanish courses. The purpose of the society is to recognize high achievement of students in these languages. Each year students meeting the following criteria will be invited to apply by a member of the Spanish Department:

- Student is enrolled in Spanish 4 or higher.
- Transfer students must have spent one full trimester in the program.
- Student must have an A average in all Spanish classes.
- Student must have an overall B average.
- Student must never have failed a class due to attendance.

A faculty committee will review all applications and will notify applicants of acceptance. After the induction ceremony, students will be required to be active members of the Society through academic commitment, community commitment, and society commitment. All active members will be recognized as SHH members at graduation.

SOCIETE HONORAIRE DE FRANCAIS

The Societe Honoraire de Francais (SHF) is an honor society for high school students enrolled in French and is sponsored by the American Association of Teachers of French (AATF). The purpose of the society is to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm for and an understanding of francophone culture and civilization, to promote and perpetuate international friendship, and to reward efforts toward furthering solidarity in the French-speaking world. All active members will be recognized as SHF members at graduation.

III. STUDENT GOVERNANCE

COMMUNITY COUNCIL

Established in 1992, the Community Council is the governing body of Souhegan. Everyone is invited to help shape the future of Souhegan by participating on the Community Council. You do not need to be a voting member to attend a meeting or raise an issue. You are also always encouraged to talk with your class and advisory representatives. They are on the Community Council for you and will be more than happy to raise an issue of concern to you.

The Community Council will meet weekly. One of those meetings each month will be in the evening. All others will be held after school.

COMMUNITY REVIEW BOARD

Souhegan is a community built on trust- a trust that community members will be responsible. Unfortunately, sometimes that trust will be broken and disciplinary action will need to take place. Each situation that requires disciplinary action is unique. No one likes a bunch of rules; therefore, many decisions concerning consequences are left up to the administration. In order to ensure that those decisions are fair, a Community Review Board will be able to review any disciplinary actions taken with the exception of violations which involve legal action and the police.

The Community Review Board will hear grievances brought to it by students and staff members to determine the fairness of any disciplinary action assigned to the student. The Community Review Board is another way to give students a voice in administrative decisions and ensure the integrity of those decisions. Because it is made up of a cross section of community members, the point of view of the parties involved may be better understood.

The Community Review Board will consist of eleven members including: One elected student from each grade, one student randomly selected by a voluntary lottery from each grade; Two elected faculty; One elected Community Council member. All members (students, teachers, and Community Council) will serve for terms of one year. A minimum of five members, including one faculty member, must be present at each meeting of the Community Review Board.

The Community Review Board cannot challenge existing policies or hear any case in which outside agencies (i.e., police) are involved.

The Community Review Board can take the following actions: 1) Decide on whether or not to hear a case; 2) Uphold the decision of the administration; 3) Set a new consequence that better fits the situation; 4) Nullify the consequence set by the administration.

COMMUNITY REVIEW BOARD

Procedure for Submitting Consequence to Community Review Board

By 2:30 on the school day following the day the consequence was given, the plaintiff must submit a request for a hearing on the proper "Hearing Request Form", which is available in the Student Services Office. The Administration must submit a "Justification of Consequence Form," which is to be filled out by a member of the administration who was involved in apprehending or issuing a consequence to the plaintiff. Both forms must be filled out completely. If the requested information is confidential, all copies of the forms will be returned to Student Services after the hearing.

All hearings must have at least five members present. The elected Community Council representative will serve as the chairperson and will be responsible for notifying other members and the public (unless the plaintiff requests otherwise) of the hearing, finding a location for the hearing, and acting as a moderator at the hearing. A hearing will be arranged for the next available day when enough members can stay after school. Hearings must be held after school so that the members aren't rushed or forced to miss classes.

The Community Review Board will consider all cases that are presented to the board. However, this will not necessarily guarantee a hearing. At the start of each hearing, the Community Review Board will take five minutes to read through all of the forms and decide on whether or not to proceed with hearing the case. If the Community Review Board decides to hear the case, then the hearing will proceed. If the Community Review Board decides not to hear the case, the case will be dismissed.

Procedure for Community Review Board Hearings

The plaintiff and the representative from the administration who filed the "Justification of Consequence" form must be present at the hearing. Either side is allowed to bring additional representatives.

Each side will be allotted five minutes to present their case. After each side's presentation, the members will have a chance to ask questions. After the questions have been answered, either side may be allotted a two-minute rebuttal if they wish to clarify or contradict something that was mentioned earlier. The rebuttals are the only forum to challenge the other side. **Interruptions and arguments will not be allowed at Community Review Board Hearings.**

COMMUNITY REVIEW BOARD

After both sides have presented their case, the members will deliberate privately. Members with a conflict of interest in any case should excuse themselves from deliberation. If a decision hasn't been reached within a reasonable time, the members may schedule another time to continue deliberation, but if a decision isn't reached by 2:30 on the school day following the hearing the administration's decision stands. A unanimous decision is preferred, but a majority may decide on a consequence when a consensus cannot be reached. At the end of the hearing, the chairperson will return all documents to the Dean of Students or his/her designee, and the member of the administration will be responsible for reading the Community Review Board's decision to the plaintiff the next available day.

Procedure for Appeal of a Community Review Board Decision

If either side is unhappy with a Community Review Board decision, they may file an "Appeal Request Form" with Student Services by 2:30 on the school day following the original decision. The Community Review Board would then go through the same steps that they would if they were hearing the case for the first time. At least three members who were present at the original hearing must be present to decide whether to hear the appeal and also at the appeal hearing. The plaintiff and the same administration representative who was present at the original hearing must be present. The focus of an appeal hearing is to address evidence that was left out at the original hearing or to show that the original hearing was carried out improperly or unfairly. It is not necessary to reintroduce all of the original evidence.

Procedure for Filing Community Review Board Forms

After a hearing, copies of all forms involved will be given to the plaintiff, administration, plaintiff's file, and Community Review Board file. The Community Review Board file will include forms from all cases to be used as precedent in future cases. It will be kept by the Dean of Students.

Emergency Appeals

If the Dean of Students, or acting representative, decides that a decision must be made on an appeal before the CRB is able to meet, there is an emergency appeals process available. For a copy of this policy, see the Dean of Students. In situations where the Community Review Board is not in session (vacation, etc.), all appeals will be heard by the Principal.

JUDICIARY BOARD (Passed by Community Council 5/27/08)

As a community of learners born of respect, trust, and courage, the Judiciary Board provides a means for students to directly impact the culture of Souhegan High School. The Judiciary Board is an assemblage of students and faculty who offer fair, personalized, and creative approaches to conflict resolution and/or consequences to students who violate our community norms. This work is conducted in the spirit of restorative justice where individuals are expected to right any harm they have brought to an individual or the community. The idea behind restorative justice is that people do less harm in a community if they feel connected to that community. This sense of connectedness is critical to the achievement of our mission.

Purpose

The charge of the Judiciary Board is: To provide students the opportunity for a fair hearing regarding a breach of the Souhegan Six, our community behavioral norms.

Use of the Judiciary Board process is encouraged, but optional for a student. It is the prerogative of the student to accept this opportunity if the opportunity is given, or keep his/her case in the Dean's office. The student and his/her parent or guardian will be notified if the case is to be heard by the Judiciary Board. Together, a parent/guardian and student may discuss the option and choose to submit the matter directly for an administrative decision. The Administration also retains the right to refer a matter directly for an administrative decision.

Hearing Guidelines

1. Cases should relate to the school's guidelines as outlined in the student handbook "Rules of the Road" and/or areas identified by the chart contained in the complete Judiciary Board proposal.
2. Cases should be those that entail student and student, student and school property, student and staff, student and community issues.

IV. POLICIES

These policies are consistent with the policies of the State of NH and the Souhegan Cooperative School District. They state, in more specific terms, the expectations outlined by the Souhegan Six. They all emphasize the importance of making intelligent decisions and acting responsibly and respectfully.

DRUG AND ALCOHOL POLICY

The Souhegan High School Community supports a policy of total abstinence from alcohol and illegal drugs, and abides by a policy which prohibits abuse of all legal drugs including over-the-counter medicines, prescription drugs and inhalants.

The Souhegan High School Community believes that substance abuse is primarily a medical issue. Therefore, the main focus of policies and procedures is to provide medical assistance and support for those who are identified as potentially or actually in need of services. Disciplinary and legal matters need to be addressed within this context.

The Souhegan High School Community believes that policies and procedures should apply to all school sanctioned activities — academic and co-curricular — in a similar manner.

The Souhegan School Board recognizes the use of alcohol and illegal drugs, or dependency thereon, as a serious health, safety, legal, and security problem. Therefore, students are strictly prohibited from manufacturing, transporting, distributing (or representing they are selling), dispensing (or representing that they are dispensing), possessing, using, or being under the influence of illegal drugs or alcohol on the school site. "School site" means any school buildings and land, the drug-free zone defined by RSA 318-B:27 and any school-owned vehicle or any other vehicle used to transport students to and from school activities or school property during any school-sanctioned activities, events, or functions such as field trips or athletic events, where students are under the jurisdiction of the school district. School site also includes off-school property during any school-sanctioned activities, events, or functions such as field trips or athletic events, where students are under the jurisdiction of the school district.

Any student who brings prescription or over the counter drugs onto the school site for ingestion, as prescribed by his or her doctor, will notify the school nurse and, unless approved by the school nurse, the medication will be kept in the nurse's office.

Guidance Counselors will maintain a list of area resources for substance abuse counseling and rehabilitation.

Adopted by School Board

POLICIES

What happens if I'm involved with alcohol or other drugs?

Students suspected of violating any or all of the prohibitions stated in the School Board Policy on Student Alcohol and Other Drugs (JFCI) will be referred immediately to the Dean of Students. All students who violate the alcohol and drug policy will lose off-campus privileges for 60 school days.

- I. In the event a student appears to be under the influence of alcohol or some other drug on the school site, the student can expect the following:
- * A The parent will be immediately notified by the school authorities and asked to come to the school.
 - * B The school nurse will conduct an "Impairment Assessment". The student's school counselor and/or advisor will be notified. If the Impairment Assessment indicates probable substance use, Section II will go into effect. (If a student challenges the finding of the Souhegan school nurse, the student has the option of taking a blood or urine screen at a medical facility or lab within 24 hours. This appeal test must be a "chain of evidence test" for "drugs of abuse," and the test results must be sent to the Dean of Students. If the results are negative, there will be no further consequences. If the results are positive, then the student will be held accountable according to the existing Substance Abuse Policy found on pages 30-32. Further information or questions regarding this process may be directed to the Dean of Students.
 - * C In severe cases, when the parents or the school doctor cannot or do not come to the school within the necessary response time, the nurse is authorized to call an ambulance to take the student to the hospital. Parents will be notified of this action and will be responsible for any incurred expenses.
- II. A student found in possession and/or use of alcohol or other illegal drugs on the school site can expect the following:
- * A The parent and the police will be immediately notified by school authorities.
 - * B **First Offense:** External suspension for 10 school days with up to 100% credit for work missed. This may be reduced to three-days external suspension if the student agrees to seek out help in the form of an assessment by a Licensed Alcohol and Drug Abuse Counselor (LADC). The student and parents must also agree to sign a release of information form for the school. A written report, including the LADC's recommendations, must be sent to the Dean of Students and the student's guidance counselor. Recommendations should be included in the report and must be complied with for a calendar year. If any part(s) of this agreement are not complied with or completed, the full 10-day suspension will occur. [Note: If convicted in court for possession or use of illegal substances, the student will lose his/her driver's license for not less than 90 days but not more than one year (NH law 263.56-b).]

POLICIES

***C Second Offense:** External suspension for 10 school days with a recommendation to the superintendent for an additional 10-days suspension with up to 100% credit for work missed. The suspension may be reduced to five days with no recommendation for an additional 10 days if the student completes a substance abuse assessment under the direction of a Licensed Alcohol and Drug Abuse Counselor (LADC). The student and parents must also agree to sign a release of information form for the school. A written report, including the LADC's recommendations, must be sent to the Dean of Students and the student's guidance counselor. Recommendations should be included in the report and must be complied with as stated. If any parts of this agreement are not complied with or completed, the original suspension will occur.

***D Three or More Offenses:** The School Board reserves the right to suspend a student for an extended period of time, or permanently, for the failure to conform to this policy, as authorized by RSA 193:13 (Suspension and Dismissal of Pupils) and RSA 193:5 (Exemption from Attendance).

TOBACCO PRODUCTS POLICY

Similar to our Drug and Alcohol Policy, Souhegan High School believes that the use of tobacco products (cigarettes, cigars, snuff, smokeless tobacco) is both a medical and discipline issue. Policies and procedures are to provide both consequences for the action and education/support for those in need of services. The policy for all students, staff, parents, and visitors needs to address the following goals:

- * To prevent the initial use of tobacco products by the Souhegan community
- * To deter and reduce the use of tobacco products among the Souhegan Community through educational programs
- * To comply with all New Hampshire laws
- * To retain a smoke-free building and campus at all times

Student users of tobacco of any age who are found to possess or use any tobacco products on Souhegan property or at any SHS sponsored event or field trip, at any time, can expect the following consequences:

First Offense (possession or use)

- 1) Tobacco products and related items confiscated
- 2) a. 2 days in-school suspension/school service OR
b. 1 day in-school suspension/school service and required appointment with counselor or school nurse
- 3) Parental, counselor, and advisor notification
- 4) Refer to police for court action and possible fine up to \$100.00

POLICIES

Second Offense (possession or use)

- 1) Tobacco products confiscated
- 2) a. 5 days in-school suspension/school service OR
b. 3 days in-school suspension/school service and participation in approved tobacco cessation program
- 3) Parental, police, counselor, and advisor notification
- 4) Refer to police for court action and possible fine, up to \$100.00

Third Offense (possession or use)

- 1) Tobacco products confiscated
- 2) a. 10-days external suspension OR
b. 5 days in-school suspension/school service and participation in an appropriate program with a signed release and report to the student's counselor and an agreement to comply with the recommendations for one year
- 3) Parental, police, counselor, and advisor notification
- 4) Refer to police for court action and possible fine, up to \$100.00

Fourth or More Offenses (possession or use)

- 1) Tobacco products confiscated
- 2) 10-days external suspension
- 3) Parental, police, counselor, and advisor notification
- 4) Refer to police for court action and possible fine, up to \$100.00
- 5) Refer to superintendent for possible further action

Staff members, parents, and visitors who violate the policy will be referred to the police for court action and possible fine, up to \$100.00.

SAFE SCHOOL POLICY

This is notice that the Souhegan School Board has adopted a safe school policy. A summary of this policy follows and covers New Hampshire laws RSA 193-B (Drug-Free School Zone), RSA 193-D (Safe School Zone), and RSA 193:13 Consistent with existing school law, school officials may search a student including a vehicle, locker, backpack and other belongings upon "reasonable suspicion" that a school rule, state law, or federal law has been broken.

STUDENT MISCONDUCT LEADING TO SUSPENSION OR EXPULSION

Student violation of this policy will result in school disciplinary action and notification of the Amherst Police Department.

POLICIES

A student may be suspended or expelled from school for acts of theft, destruction or violence occurring on school property, at school-sponsored events, at bus stops and on bus routes; also, a student may be suspended or expelled for gross misconduct or neglect or refusal by the student to conform to the rules of the school.

Suspension can occur for acts of theft, destruction or violence including homicide, assault, sexual assault, harassment, criminal mischief/vandalism, arson, burglary, and robbery. Suspension can also result from the illegal sale or possession of a controlled drug or alcohol and the unlawful possession or sale of a firearm or other dangerous weapon (explosives, clubs, and unlawful possession or sale of a firearm or other dangerous weapon (explosives, clubs, artificial knuckles, switch blades or knife blades). A weapon, or replica of a weapon, is considered any object which, in the manner it is used, or threatened to be used, is known to be capable of frightening, threatening, intimidating, or injuring another person. Suspension can occur for any act by a student that is deemed to be dangerous to the student, others, or the school community.

Any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval by the superintendent of schools will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable law, and district policy. Authorized law enforcement officials are not included in this policy in the performance of their duties.

NOTIFICATION OF AMHERST POLICE DEPARTMENT

The Board has a memorandum of understanding with the Amherst Police Department which requires the high school to notify the police whenever a serious offense has been committed. Students and parents should expect the police to be included in investigating such incidents.

DUE PROCESS PROCEDURES

The Board has adopted levels of due process to use in disciplinary proceedings. These levels are commensurate with the seriousness of the misconduct:

***Level 1 Suspension Hearing (10 school days or less):**

The principal or the dean of students is authorized to suspend a student from school for up to 10 school days. The student is entitled to oral or written notice of the charges, an opportunity to present his/her side of the story and a written statement explaining any disciplinary action taken. An appeal of the suspension may be made to the principal in writing within 24 hours and then to the superintendent. (Note: Level 1 suspensions which do not involve the police may be appealed to either the Souhegan Community Review Board or the principal. An appeal of this decision may be made to the superintendent.)

POLICIES

***Level 2 Suspension Hearing (11-20 Days):**

The superintendent is authorized to suspend a student beyond 10 school days. The student is entitled to a due process hearing (see below). The principal and the superintendent shall participate in any hearing when it appears that the length of suspension will be between 11-20 days. Appeal of a Level 2 suspension must be made to the school board. The superintendent must receive the appeal in writing within 10 days after the issuance of the suspension. The suspension will be enforced during the time that the appeal is pending.

***Level 3 Hearing (Suspensions 21 or more school days or Expulsion):**

The school board is authorized to suspend a student beyond 20 school days or to expel that student from school. Due process requirements for a Level 2 hearing and a Level 3 hearing, which are the same, are as follows:

The student is entitled to know what he or she is charged with and the evidence supporting the charge. The student has the right to be represented by legal counsel at the non-public hearing, the right to present any evidence and to cross-examine witnesses. Formal rules of evidence do not apply; however, the school shall present evidence through exhibits and testimony in support of the charge. Certain evidence may be taken in private to respect the privacy rights of other students. A taped record will be made of the hearing and a written decision will be issued as soon as possible after the hearing.

HEARING WAIVERS AND APPEALS

The school board and parents may agree to waive, modify or extend certain procedural requirements of this policy, including the need for a hearing. Such agreements should be in writing whenever possible.

Appeals from decisions of the principal shall be to the superintendent. Appeals from decisions of the superintendent shall be to the board. Appeals from decisions of the board will be to the State Board of Education or other body as designated in state law. In any appeal, the reviewing officials may rely on the record and any documentary evidence submitted at the hearing.

PROCEEDINGS FOR STUDENTS WITH DISABILITIES

In the event a student being considered for suspension of more than 10 days or expulsion is disabled, certain additional procedures will apply. These procedures may require a meeting of the student's team to consider whether the behavior is a manifestation of the disability. Certain additional time periods apply to cases involving a student with disabilities. The full school policy is available in the principal's office.

POLICIES

ACADEMIC HONESTY/CHEATING/PLAGIARISM

The fifth item listed on the Souhegan Six states: 'Be truthful; communicate honestly.' This applies throughout the school and has particular bearing on your academic work. Souhegan High School consistently encourages academic achievement but this is never justification for using the ideas, words, or thoughts of another person without acknowledgement of the other person's work.

Academic integrity is violated when a student attaches his/her name to a paper or product and attempts to pass it off as his/her own work without proper citation.

ACADEMIC INTEGRITY

Academic dishonesty, plagiarism, and cheating may include, but are not limited to:

- Copying homework or projects from other students
- Copying from or looking at another student's paper during a test or quiz
- Allowing someone else to cheat off of your work
- Asking or telling other students about an assessment's content
- Passing answers to other students
- Improperly using electronic translators (language classes)
- Cutting and pasting from an electronic source without proper citation
- Paraphrasing without proper citation
- Not citing any direct quotations or unique ideas
- Downloading papers or sections of papers without proper citation
- Having someone else write your paper (friend, parent, native speaker, etc.)
- Absenting yourself consistently the day of a test, quiz, or final exhibition in order to gain an advantage on the assessment
- Sharing answers with other students and/or electronically (calculator, cell phone, photo, etc.)
- Using any kind of "cheat sheet" during a test or quiz
- Manipulating data on a science lab write-up to make it appear legitimate

Academic dishonesty, plagiarism and cheating are unacceptable at Souhegan.

The consequences for violation of the academic honesty policy are:

- A first offense will result in a one-day in-school suspension and an automatic zero on the assignment.
- A second offense will result in a three-day external suspension and an automatic zero on the assignment.

POLICIES

ATTENDANCE POLICY

Souhegan believes in the concept of "student as worker" in the educational process. Therefore, attendance at school is a necessity for success. Academic time with classmates and teachers is instrumental to one's learning. Conversely, sporadic attendance compromises the achievement of the individual. For this reason all students are expected to arrive at school on time, before 7:20 am for a 7:25 am first period starting time and attend all classes and activities. Given Souhegan's emphasis on group work and active participation, families are strongly advised to plan vacations so that students are not pulled out of classes. It is simply not fair to teachers, coaches, and other students. A parent or guardian of any student absent from any class for 7 days within a trimester (excused or unexcused) will be notified. The parent/guardian and the student may be required to meet with the Dean of Students (or other faculty member appointed by the Dean of Students) to discuss reasons for absence and steps to maintain good standing in the class. A grade of ANC (administrative no credit) may be assigned for each class in which this situation applies.

Students who are absent from school may not participate in after school or extracurricular activities on the same day as their absence.

What is an unexcused absence?

Unexcused absences (truancy) are absences that are not sanctioned by the school. The school sanctions class absences and/or early dismissals for the following reasons: personal illness (if in school, student must be dismissed by the school nurse), medical appointments that must fall within the school day, family emergencies, pre-approved college visits (coordinated through Student Services), school sanctioned field trips or activities; and in the rare event of a very late arrival from participation in a school-sponsored game/event, parents/guardians may use their discretion regarding a student's tardiness the next day.

Students who have not received approval by the school for an absence or lateness will have cut school. Anyone who is more than **fifteen minutes** late to class will be considered truant from that class.

What are the consequences for unexcused absences?

- **First Cut** (in a given class, per trimester): The student will receive no credit for the work missed in the class. Parents/guardians, counselor, and advisor will be notified and student will make up the class directly with the teacher (before or after school, or other agreed upon time). The student will be notified that three cuts in this class will result in a grade of NC (no credit) for the trimester.

- **Second Cut** (in a given class, per trimester): The student will receive no credit for the work missed in the class. Parents/guardians will be notified and the student will make up the class missed by serving two ASPs (four for a double block class) assigned through the Dean's office. Student will be notified that an additional cut in this class will result in a grade of ANC for the trimester.

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- **Third Cut** (in a given class, per trimester): The student will receive no credit for the work missed in the class. Parents/guardians will be notified and the student will make up the class missed by one day of in-school suspension assigned through the Dean's office. The student will be informed that a grade of ANC (administrative no credit*) for the trimester will be given by the Dean of Students and will be informed about the appeal process. The student will remain in the class. *ANC's (administrative no credits) can be appealed through the Dean of Students. The appeal meeting will include the classroom teacher.

- **Fourth and Additional Cuts** (in a given class, per trimester): The student will make up the class missed by one day of in-school suspension assigned through the Dean's office. Parents/guardians will be notified. Continued absences will result in additional consequences determined after meeting with the student, parents/ guardians, teachers, and the Dean of Students.

PARKING PRIVILEGES POLICY

Senior and junior student parking on campus is allowed with a parking permit. An application for the permit can be obtained from Lynda Conley, Room 113, and must be completed with both parent and student signatures before a parking permit can be issued. Parking permits for sophomores will be issued on a lottery basis with a letter of request submitted to the Dean of Students.

A \$100 fee will be charged yearly for the permit. Fees for new student's/drivers will be pro-rated. Stickers are to be placed in the rear window on the driver's side. If another vehicle, without a sticker, must be driven to school, the student must see Lynda Conley or Scott Ryan to obtain a temporary parking permit.

The school reserves the right to restrict the parking privileges of students at any time, due to but not limited to, the following:

- Improper conduct with a motor vehicle on school grounds at any time. This includes unsafe operation, excessive speed, and driving through any barricades or restricted areas. This includes unpaved roads intended for campus monitor or maintenance equipment or on grassy areas not intended to be roads for public access.
- Leaving campus without permission during a scheduled class period.
- Leaving campus when off-campus privileges have been suspended.
- Transporting a student off campus during the school day who does not have off-campus privileges.
- Transferring a parking sticker to any other student.
- Parking in an unassigned area.

Please note that the parking permit application states "Illegally parked cars will be towed at the owner's expense."

POLICIES

OFF-CAMPUS PRIVILEGES POLICY

Off-campus privileges will be extended to students in Grades 11 and 12 who have a signed parental permission form on file in the attendance office, maintained good behavior, and: (a) have earned effort grades of all '3's' and above based on their previous trimester assessment OR (b) have earned grades of all 'C's' or above based on their previous trimester assessment. Grade 10 students who meet the above criteria in trimester 3 are eligible for off-campus privileges the 1st trimester of their 11th grade year.

Each student will be required to present their school ID card to the campus monitor each time they leave campus. No student will be allowed to leave campus without presenting acceptable identification.

The school retains the right to revoke off-campus and/or parking privileges for students who violate the stated policy. A campus monitor will help ensure consistent policy enforcement. Repeated violations from the school community will result in a closed campus.

ACCOUNTABILITY FOR STUDENTS & STAFF DURING EMERGENCY SITUATIONS

To enable the Amherst Fire, Rescue, and Police Departments to know if they have a situation in which a rescue is required, in March 2007 the Community Council passed an accountability procedure to ensure the safety of all students and staff during the school day. Any **student** entering or exiting the campus at a time other than the normal start or end of the school day **must** sign in/out as appropriate in the Annex Administration Office or Attendance Office in the main building. Signing in/out must be done at the same location. Students are not permitted to sign for anyone other than themselves.

The consequences for *failure to follow* this emergency procedure are:

<u>First Offense:</u>	Loss of off-campus privileges for up to one week.
<u>Second Offense:</u>	Loss of off-campus privileges for up to two weeks.
<u>Third Offense and Beyond:</u>	Loss of off-campus privileges for an amount of time will be determined by the Dean's Office.

POLICIES

HARASSMENT POLICY

All students, faculty and staff will be provided a safe and harassment-free environment in which the entire community treats its members with respect and dignity. Harassment is defined as physical conduct, gestures, or verbal communication that have the effect of creating an intimidating, hostile or offensive environment. These behaviors interfere with a safe educational environment for all students and staff. Student misconduct that constitutes harassment or bullying under the Pupil Safety and Violence Prevention Policy (Policy **JICK**) may constitute harassment on the basis of race, color, national origin, sex, age, or disability. In situations where the bullying may constitute sexual harassment, the requirements of Policy **ACA**, Sexual Harassment Policy, must also be met. Where the bullying may constitute harassment on the basis of race, color, national origin, age, or disability, the requirements of Policy **KED**, Grievance Procedure for Alleged Discrimination, must also be met. Policies **JICK**, **ACA**, and **KED** can be found in their entirety on the SAU39/ Souhegan School Board website at <http://www.sprise.com/policysouhegan.aspx>.

- **Harassment by Bullying**

Bullying is a form of harassment which subject's persons to insults, taunts, challenges, name calling, hate language, and/or racial slurs--whether verbal, written, or physical in nature. It includes actions that are designed to belittle, humiliate, or intimidate another person.

- **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and sexually motivated physical conduct and/or written or verbal communication. It includes, but is not limited to: verbal, written, or physical sexual advances, including pressure for sexual activity; unwelcome sexually motivated touching, pinching, patting, or intentional brushing against; verbal or written harassment or abuse; remarks or gestures of a sexual nature; demanding sexual involvement accompanied by threats.

- **Harassment by Hazing**

Hazing is a form of harassment that includes rituals that belittle, degrade, injure, or dehumanize another person. The hazing of any students will not be tolerated. This includes those who are members of teams, clubs, or organizations or students who are new to Souhegan.

Responsibility for Reporting of Harassment Issues

Students have an obligation to report any form of harassment, experienced or witnessed, to any staff member, who will then forward the information to the Dean of Students. Staff members are required to report any incidents of harassment that they become aware of to the Dean of Students or his/her designee.

Consequences: Refer to NH RSA-193:F. Violators of this policy shall be subject to appropriate disciplinary action, including suspension and expulsion.

POLICIES

NON-DISCRIMINATION POLICY

Souhegan High School does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

Grievance Procedures to address alleged violations of Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 are contained in Souhegan School District Policy **KED**. Grievance procedures to address alleged violations of Title IX of the Educations Amendments of 1972 are set forth in Souhegan School District Policy **ACA**.

Policies KED and ACA are available in their entirety on the SAU39/Souhegan School Board website at <http://www.sprise.com/policysouhegan.aspx>, the Souhegan High School website, and at the SAU and Souhegan High School offices.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) & SECTION 504 CHILDFIND NOTICE

Souhegan School District has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending the public schools who may qualifies for Special Education and/or related aids, accommodations, and services.

Children eligible for **special education** under IDEA may include those children with disabilities who have an intellectual disability, autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Children eligible under **Section 504** for special education and/or related aids, accommodations and services may include those children who have a physical or mental impairment that substantially limits one or more major life activities. If you suspect your child has a disability and may need special education and/or related aids, accommodations, and services, or if you would like additional information, please contact the Director of Special Instructional Services at 673-2690, extension 2113.

PARENT RIGHTS UNDER SECTION 504/TITLE II

Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act of 1990 provides rights for persons who, because of a disability, need or are believed to need special instruction or related services. You have the following rights:

1. The right to be informed of your rights in this document.
2. The right to be notified about the decisions about your child's identification, evaluation, and accommodations.
3. The right to have decisions regarding your child's evaluation and program/placement based upon a variety of information sources, and made by person's familiar with the student, the evaluation data, and the program/placement options. The right to have your child reevaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program.
4. The right to have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make appropriate accommodations, modifications, or provide related aids and services necessary to allow your child an equal opportunity to participate in school and school-related activities and to benefit from his or her educational program.
5. The right to review relevant school records relating to your child. If, in order to access the records, you need to obtain a copy of them, said copies will be made available at a reasonable cost, unless the fee will effectively deny you access to the records.
6. The right to request changes related to the educational program of your child as it is affected by his/her disability.
7. The right to request an impartial hearing to be conducted by a person who is not an employee of the district, related to the district decisions or actions regarding students under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 regarding identification, evaluation, and educational program/placement. You and the student may take part in the hearing and have your attorney represent you at your expense. Hearing requests must be made to the Director of Special Instructional Services, P. O. Box 849, 1 School Street, Amherst, NH 03031. If your concern regards your child's eligibility under IDEA, your request for a hearing should be made to the NH Department of Education, 101 Pleasant Street, Concord, NH.
8. The right to file a local grievance though local grievance procedures regarding any alleged violation of Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act of 1990. Grievance procedures can be found in your School District's Policy KED.
9. The right to file a complaint at any time with the Office for Civil Rights, U.S. Department of Education, 8th floor, 5 Post Office Square, Boston, MA 02109-3921

SECTION 504/TITLE II PROCEDURES REGARDING IDENTIFICATION, EVALUATION, AND PLACEMENT are available on the SAU/Souhegan School District website, at the SAU 39 and Souhegan High School offices, and published annually in the local newspaper.

The Director of Special Instructional Services is the 504 Coordinator/
Title II Compliance Officer, Margaret Beauchamp, 603-673-2690, Ext.
2113

- School District staff members will be familiar with the Section 504 referral form and the process utilized in addressing a 504 referral. A 504 referral can be made by parents, students, staff, or other personnel. The referral should be made in writing. If a parent requests a 504 referral, they will be provided with assistance.
- Upon receipt of the referral the Building 504 Coordinator (Karen Chininis) will schedule a 504 team meeting, send written notice of the 504 team meeting in advance to parents and other members of the team, enclose a copy of the "Parent/ Student Rights under Section 504/Title II" with the meeting notice.
- At the 504 team meeting, the student's eligibility under Section 504 will be considered by review of all available evaluation data. Under Section 504, a qualified individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities. If the team determines that additional information is necessary to determine eligibility, they will obtain consent to conduct additional evaluations from the parent/adult student. An additional eligibility meeting will be scheduled.
- Parents will be provided with a copy of the "Parent/Student Rights under Section 504/Title II" again at the conclusion of the eligibility meeting. The notice states that the parent has a right to an impartial hearing for parental disagreements with regard to identification, evaluation, and program/placements of students under Section 504 and Title II. The notice also states that the parent/student has a right to utilize the grievance procedure (Policy KED).
- If the team determines that the student is eligible under Section 504, the team will proceed to develop the student's 504 Plan.

VISITORS POLICY

Students who wish to invite a visitor to spend a day with them at SHS need to do the following *before* bringing a guest to school:

- 1) Pick up a Student Visitor's Permission sheet from Lynda Conley at least one day prior to the visit and fill it out completely.
- 2) Students suspended from their school may not visit. Visitors over 18 years old need prior approval from the Dean of Students.
- 3) On the day of the visit, both the host and the visiting student must check in with Lynda Conley before 7:25 am and make sure everything is in order.

POLICIES

ATHLETIC AND CO-CURRICULAR ACTIVITIES

ELIGIBILITY POLICY

Souhegan students are eligible to participate on athletic teams if they have met the requirements of the New Hampshire Interscholastic Athletic Association.

- A student must be 19 or under on or after September 1 during that school year.
- No post graduate students may participate. A post graduate is one who has completed Grade 12.
- Special education students who are in compliance with their individual education plans (IEP) may appeal eligibility decisions to the principal through their case manager.
- All athletes must pass a pre-participation physical exam by a physician/primary care provider prior to the beginning of the student athlete's high school athletic career. The signed physical form must be on file at the school. The physical will good for the four years of athletic eligibility.
- Souhegan students who wish to participate in athletics or in any co-curricular activity involving performance or competition must agree to the following:
 - Students must pass four courses (meet 4 times a week) during the previous ranking period. The freshman grades from their previous 8th grade year do not count. In the fall athletes need to be sure they have passed the third trimester of the previous school year.
 - Agree to abide by the drug/alcohol/tobacco policy during the season or time of participation.

SOUHEGAN HIGH SCHOOL POLICY RELATED TO DRUGS/ ALCOHOL/TOBACCO USE FOR CO-CURRICULAR ACTIVITIES (ADOPTED 10/23/97)

The use of tobacco products, alcoholic beverages, illegal drugs or other controlled substances is strictly forbidden at all times including out-of-school activities.

Students involved in athletics or co-curricular activities where they represent the school either in competition or performance are affected by this policy. Souhegan High School recognizes that the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of tobacco, alcohol, and illegal drugs, or dependency thereon, has serious health, safety, legal and security issues. Further, participation in co-curricular activities requires that students refrain from the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of tobacco, alcohol, and illegal drugs.

If a student is found to be using (defined as above) substances, the student will be subject to the following consequences:

POLICIES

First Offense in High School: The student will be suspended from participation for 21 calendar days. If the number of days is greater than the remainder of the season, the days will be added on to the next season or activity in which the student participates. If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor (LADC), the suspension can be reduced to 7 days. The student and parents must sign a release of information form for the student's guidance counselor and dean of students. A written report, including the LADC's recommendations, must be sent to the Dean of Students. Recommendations included in the report must be followed for one calendar year. If any part of this agreement is violated, an additional 14 days of suspension will result.

Second and Subsequent Offenses in High School: The student will be suspended from participation for one calendar year. If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor (LADC) or enrollment in an appropriate program, the suspension from participation can be reduced to 28 days. If the number of days is greater than the remainder of the season, the days will be added on to the next season or activity in which the student participates. The student and parents must sign a release of information form for the student's guidance counselor and the dean of students. A written report, including the LADC's recommendations, must be sent to the dean of students. Recommendations included in the report must be followed for one calendar year. If any part of this agreement is violated, a suspension of one calendar year (starting from the date of the offense) will be implemented.

Self-Reporting: If a student voluntarily seeks out assistance for a substance or tobacco use problem by contacting his or her guidance counselor, the student will not be subject to suspension from participation provided that the student has not already been found by the school, parents, or the police to have violated the policy. The purpose of this part of the policy is to provide students with the ability to seek out help, not to circumvent the policy. If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor or enrollment in an appropriate program, the student will not be suspended from participation. The student and parents must sign a release of information form for the student's guidance counselor and the dean of students. Recommendations are included in the LADC's report and must be followed for one calendar year. If any part of this agreement is violated, a suspension will be implemented as outlined above.

POLICIES

YEARBOOK POLICY

General Policy

The purpose of our yearbook is to inform and entertain our audience in a broad, fair and accurate manner on all subjects that have affected the school community over the course of one school year.

The decision-making process for content in the yearbook includes the student yearbook staff with the help of the advisor/instructor. The staff is open to talking with the administration about theme, story ideas, and content. The staff encourages constructive criticism and suggestions before, during and after publication, but reserves the right as the final authority for the content of the yearbook. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content. The yearbook advisor and classroom instructor are the decision-makers for the yearbook. If a student disagrees with the decision of the yearbook advisor and classroom instructor, the student may appeal to the principal for a review and final decision.

There will be nothing published in the yearbook that is libelous, slanderous, obscene, or copyrighted, or that advocates illegal activities or may cause substantial disruption to the school. The yearbook is a school publication and is subject to all school and school board policies. Clothing, props (including but not limited to display of firearms, other weapons, drugs, tobacco or alcohol) and gestures etc. that are not appropriate in school are not appropriate for publication in the yearbook.

Portraits Policy

Underclass portraits will be taken and submitted only by the school's contracted photographer to ensure the highest quality of reproduction. At least two opportunities will be provided for all students and employees to have their photos taken. Students who miss both the regular and make-up portrait days will not be included in the yearbook. *If a student wishes to be excluded from the yearbook, he or she must submit a written request to the yearbook staff and a parent or guardian must sign it.*

Seniors may, at their own cost, use the school's yearbook photographer or a photographer of their own choosing. Appropriate attire is required. Senior portraits (as well as any other picture/graphic placed in the yearbook) may not display anything that is inappropriate. This includes, but is not limited to firearms, other weapons, drugs, tobacco or alcohol. Seniors who miss the deadline for submitting their senior portrait cannot expect to be included. Either a black & white or color wallet-size picture, or digital picture, should be submitted to the yearbook staff. The staff reserves the right to not include portrait pictures that do not meet their specifications.