



# **Moultonborough Academy**

“Empowering Students to Thrive in a Changing World”

**2025-2026**

## **Student Handbook**

**25 Blake Road**

**PO Box 228**

**Moultonborough, NH 03254**

**603/476-5517**

**603/476-5153 (fax)**

<https://ma-hs.sau45.org/en-US>

The most up-to-date version of this Handbook can be found on the MA web page.



**Name:** \_\_\_\_\_

## VISION AND MISSION

Our **vision** is to prepare and empower each student to shape his or her future with knowledge, attitudes and skills necessary to thrive in a changing world.

Our **mission** is to provide a safe and caring culture of rigorous and relevant learning experiences. We model and promote the ethical ideals of respect, responsibility, integrity, compassion and moral courage.

We succeed when:

**STUDENTS** access a District-approved curriculum aligned to NH State Career and College Readiness Standards, identify and set personal and academic goals, and meet their goals through collaboration with educators, peers, parents, and community.

**TEACHERS** create authentic learning environments, analyze data to adjust programs, continually improve instructional practices to support student academic and personal growth, and uphold the belief that ALL MSD students can achieve.

**ADMINISTRATORS** promote our vision and mission, provide quality feedback, encourage current best practices in education, create opportunities for educators to participate in school and district decision making processes, and uphold the belief that ALL MSD educators and students can achieve.

**SCHOOL BOARD** members represent and work with students, school staff, administrators, community members and business partners, to create a safe academic, physical, emotional, and social environment where every stakeholder can learn and respect one another.

**COMMUNITY** has high expectations for student achievement, supports 21<sup>st</sup> Century learning and expectations, and holds us accountable.

## COMMUNITY CHARTER PERFORMANCE STANDARDS

We, the Community of Moultonborough School District, affirm the existence of the following ethical ideals and encourage all members of our community to embrace, practice, promote and uphold these ideals as adopted in the Moultonborough Community Charter.

**RESPECT** - means to hold yourself, others, the community, and the environment in such high regard that thoughts, words and deeds promote the health, strength, and highest quality of existence for all.

The Moultonborough Schools are respectful communities, evident by members of the community:

- Maintaining the facilities in such ways as picking up after oneself and caring for buildings, grounds and the property of others.
- Greeting one another and make eye contact.
- Practicing manners and common courtesies such as opening doors, saying please and thank you, and using proper forms of introductions. Communication is appropriate and polite.
- Avoiding language that is demeaning to oneself or others.
- Abstaining from sarcasm.
- Welcoming and recognizing new people into the community and making an effort to get to know all.
- Communicating in a manner that maintains an individual's dignity.
- Caring for the well-being of others.
- Being intolerant of bullying and harassment.
- Recognizing and valuing diversity.
- Listening to each other and working together towards resolutions of differences.

**RESPONSIBILITY** - means to distinguish between right and wrong, to be morally, legally, and mentally accountable and to understand there are consequences for all choices.

The Moultonborough Schools are responsible communities evident by members of the community:

- Meeting their obligations in a timely manner.
- Taking action and leadership initiative.
- Engaging cooperatively and collaboratively in problem identification and in the process of problem solving.
- Understanding and accepting that choices have both personal and global consequences.
- Using education as a means to change inappropriate behaviors.
- Working towards logical and effective consequences.
- Advocating for change and systemic solutions to chronic problems.
- Modeling behaviors reflecting the values of the Community Charter.
- Striving for personal excellence.

## COMMUNITY CHARTER PERFORMANCE STANDARDS

**INTEGRITY** - means to be honest, truthful, trustworthy, sincere, fair and honorable.

The Moultonborough Schools show integrity, evident by members of the community:

- Admitting when he/she makes a mistake.
- Keeping personal and school property safe and secure.
- Telling the truth.
- Being dependable and reliable.
- Treating all with respect.
- Adhering to ethical, professional and academic standards.

**COMPASSION** - means to recognize the distress of others and to have the desire to make a difference by providing relief and help.

The Moultonborough Schools are compassionate communities, evident by members of the community:

- Showing interest in the lives of others, showing acts of kindness, and assisting others in need.
- Recognizing distress in individuals and in the community, and offering assistance as needed.
- Being aware that others have different experiences in their lives and being thoughtful about how those might affect them.
- Recognizing that self worth is necessary for compassion.
- Accepting and including people with diverse interests, backgrounds and experiences.
- Volunteering for organizational efforts such as food drives, toy drives, meals on wheels, soup kitchens etc.

**MORAL COURAGE** - means deliberate and practical reasoning and action in circumstances of difficulty, intolerance or trouble.

The Moultonborough Schools are communities with moral courage, evident by members of the community:

- Reporting on injustices and violations of the values of the Community Charter.
- Showing no tolerance for prejudice.
- Acting to stop bullying or harassment.
- Standing up for what is right and what one believes.
- Taking thoughtful reasoned actions when injustice has been found.
- Recognizing that safety supersedes confidentiality.
- Acting in the interests of the greater good despite personal risks.

# Moultonborough Academy

## Monday - WHITE DAY SCHEDULE

HIGH SCHOOL		MIDDLE LEVEL	
A	7:50 - 8:32	A	7:50-8:32
B	8:35 - 9:17	BREAK	8:32-8:43
BREAK	9:17 - 9:28	B	8:46-9:28
C	9:31 -10:13	C	9:31-10:13
D	10:16-10:58	D	10:16-10:58
Advisory	11:01-11:31	Advisory	11:01-11:31
E	11:34-12:16	Lunch	11:31-11:53
Lunch	12:16 - 12:38	E	11:56-12:38
F	12:41 - 1:23	F	12:41-1:23
G	1:26 - 2:08	G	1:26-2:08
H/PAWS	2:11-2:40	H/PAWS	2:11-2:40

## RED/BLACK DAY SCHEDULE

HIGH SCHOOL		MIDDLE LEVEL	
<b>A/B</b>	7:50 - 9:21	A	7:50-8:34
		BREAK	8:34-8:45
BREAK	9:21 - 9:32	B	8:48-9:32
C	9:35 -10:20	C	9:35-10:20
D	10:23-11:08	D	10:23-11:08
E	11:11-11:56	E	11:11-11:56
<b>F/G</b>	11:59-12:44	Lunch	11:56-12:18
Lunch	12:44 - 1:06	F	12:21-1:06
<b>F/G</b>	1:09 - 1:53	G	1:09-1:53
H/PAWS	1:56 - 2:40	H/PAWS	1:56 -2:40
<b>TUESDAY/THURSDAY: RED DAY A/A &amp; F/F</b>			
<b>WEDNESDAY/FRIDAY: B/B &amp; G/G</b>			

## Moultonborough Academy Staff

2025-2026

<u>STAFF</u>	<u>POSITION</u>	<u>STAFF</u>	<u>POSITION</u>
Patrick Andrew	Superintendent of Schools	Judith Kimball	ILC Coordinator
Ryan Gilpatrick	Academy Principal	Gary King	Custodian
Joseph Lane	Middle Level Principal	Erma Krupic	ML Counselor (grade 6-8)
Jill Ames	Special Ed (Life Skills)	Karen Lamarche	ML Science
Sarah Achorn	HS Social Studies	Devon Larrabee	ML/HS Band/Instrument
Amanda Bergquist	Business Administrator	Dawn Law	Math/Data & Assessment
Sheldon Billings	Athletic Trainer	Angel Littlefield	Curriculum Coordinator
Jennifer Blake	HS Spec. Ed. Teacher	Greg Lively	Custodian
Martha Bolduc	Social Worker	Ryan Marsh	Special Education Admin.
Ava Bondaz	ML Social Studies	Elizabeth McConnell	ML/HS Physical Education
Meredith Brown	HS Social Studies	Alicia McDonald	Paraprofessional
Richard Burnham	HS Mathematics	Patty McQuone	Guidance Secretary
Dave Butler	Custodian	Bethany Metts	ML English
Chris Canfield	HS English	Becky Morgan	Paraprofessional
Dana Carlson	Custodian	Amy Morse	ML/HS FCS
Dick Carrier	Facility/Buildings Coordinator	Carolyn Nelson	School Nurse
Olivia Chaffee	ML/HS Art	Heather Nelson	School Psychologist
Jennifer Chapman	HS Counselor (grades 9-12)	Kirsten Pickel	Library Media Assistant
Todd Clifford	Computer Technology	Thoman Raymond	HS Mathematics
Chrisian Cloutier	School Resource Officer	Amy Reilly	Spec.Ed. Admin. Assist.
Sam Cohen	Custodian	Matt Royea	Custodian
Diane Copp	ILC Paraprofessional	Michelle Shipp	ML Reading/Science
Hiliary Diehl	Clinician	Laurie Simons	Paraprofessional
Kylie Elbert	ML Special Ed Teacher	Matthew Swedberg	ML/HS Physical Education
Carrie Fair	Library/Media	Jordan Tankard	Auditorium Technician
Ben Feld	ML Social Studies	Jackie Taylor	ML Administrative Asst
Amy Flanders	HS English	Deborah Tolman	HS Administrative Assist
Meindy Foreman	Paraprofessional	Christina Touhey	ML Mathematics
Corey Genest	Business Education	Kathleen Trider	ML/HS French & Spanish
Aimie Gerard-Percy	Paraprofessional	Etienne Vallee	Technology Director
Zach Glennon	ML/HS Technology Ed	Lorienne Valovanie	HS Science
Kendra Greene	ML English/Science	Paula White	Paraprofessional
Sharon Groleau	ML Mathematics	Phil White	Paraprofessional
Natalee Hanna	HS Mathematics	Allison Whitton	ML/HS Spanish
Shawn Haskins	HS Special Ed Teacher	Chris Wood	Athletic Director
Ashley Isaacson	HS Science	Christine Woodland	ML/HS Health
Ron Kaiser	HS English/Social Studies		ML/HS Choral/Gen. Music
Matthew Katsenes	ML/HS Latin/Comp. Science	updated 6/24/2025	

## **ABSENCE (JH, JHB, JHBB, JEA, JHC)**

### **State Law on Attendance**

"Every child between six and eighteen years of age shall attend the public school within the district or a public school outside the school district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable."

"Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session." RSA: 193:1

### **Attendance, Absenteeism, and Truancy (JH, J-JH-P)**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Mandatory quarantine resulting from exposure to a contagious disease, germ or virus.
8. Such other good causes may be acceptable to the Principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Students who miss five or more classes per quarter without the above stated reason(s) - written - will receive no higher than a grade of 69 for all classes affected. Only those students with the above stated and approved reason(s) will be allowed to have missed classes restored for the quarter. Warning letters will be sent to parents whenever possible.

Any parent/guardian or adult student may appeal an administrative failure to the principal. The parent/guardian or adult student should write a formal letter within one week of receipt of notification stating the reason for such an appeal and present a copy to the principal.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The principal may require parents to provide additional documentation in support of their written notice,

including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents of his/her decision. If the principal determines that good cause does not exist, the parents may request a conference with the principal to again explain the reasons for non-attendance. The principal may then reconsider his initial determination. However, at this juncture, the principal's decision shall be final.

On the occasion that school is cancelled due to inclement weather or other emergency, families will be notified via the Emergency Electronic Notification System. This notification may include information about students receiving Internet instruction or other extended learning time in lieu of attending school for the day. Failure to complete assignments will result in the student being recorded as absent for the day. Students will have until the next time the class meets to complete assignments.

#### Family Vacations/Educational Opportunities:

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations (one per year up to 5 days duration), provided written approval is given in advance. Parents are asked to write a note to the principal at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding work completion.

#### Truancy

Truancy is defined as ten or more unexcused absences from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The principal, social worker or truant officer is hereby designated as the District employee responsible for overseeing truancy issues.

Any parent/guardian or student who is not satisfied with the principal's decision may request a hearing with the Superintendent of Schools - in writing.

#### Tardiness to School

Students shall be excused for up to 3 tardies per quarter without consequences to allow for such events as sleeping late, cars not starting, slow travel or other such events. Tardies will be excused for health and medical related circumstances and for family emergencies at the discretion of the principal.

Excessive unexcused tardies (**more than 3 per quarter**) may result in administrative detention. Every effort will be made by the principal to warn students prior to assigning an administrative detention.

Every tardy thereafter will result in an additional detention. If a student continues to be chronically late to school, the Administration shall have the option of increasing the consequences for tardies including revocation of senior privileges, or in-school suspension. Tardies may be restored by the same criteria as absences.

### Tardiness to Class

Consequences for being tardy to class for B – H blocks are determined by classroom teachers.

### Dismissal

Students are not to leave the school grounds without parent/guardian dismissal or permission of the principal from the time they arrive until the time of their departure for home. Whenever possible, students are asked to make appointments outside the school day.

Students may be dismissed from school for medical and dental appointments and other important appointments as necessary. Students who need to be dismissed must submit a signed note from a parent or guardian, requesting dismissal for the specific reason stated in the note. **Notes without specific purposes cannot be honored.** This note must be submitted to the office prior to the start of school. Whenever possible, students will be dismissed between classes. Dismissal from school by a telephone call from a parent or guardian should be limited to an emergency or other unforeseeable circumstance.

### Make-Up Work

Work missed because of an absence from school must be made up. Students shall be given one day to make up work for each excused day missed. Students should expect to take a quiz/test or turn in any assignments that were due on the date absent upon return. Extended absences may require extended make-up time. It is the responsibility of the student to arrange make-up work with their teachers.

### ACADEMIC PROBATION

- 1) Academic probation begins and ends at **12:00 pm** the Monday after grades are posted. Students are placed on academic probation for the succeeding quarter if they receive one or more grades **BELOW 70%** during the preceding quarter. This applies to all quarters, including the fourth quarter (9th graders are exempt for the 1st quarter). In an effort to keep students and parents informed, the faculty issues Interim Reports at the mid-point of each academic quarter. All students receive interims. Teachers may also issue individual subject warnings at any time if warranted.
- 2) Any student on academic probation after grades are posted may **NOT** participate in athletic practices or competitions, musical productions or other cocurricular activities. They are also not allowed to drive as part of their Driver Education class during school hours. Any student on academic probation may lose their parking privileges.
- 3) After one school week, a student may participate in co-curricular activities including sports fully for the following week if they have a 70% or better average in **ALL** courses as documented by grades in PowerSchool as of noon on Monday. Grades seen on Schoology are not considered official. Student eligibility will be determined weekly for the duration of the quarter that a student is on academic probation. Students should **NOT** expect assignments turned in on Monday to be graded in time to affect their Academic Probation status.
- 4) If a student, parent, or teacher reports that a grading error was made inappropriately resulting in a student being placed on academic probation, then the principal will immediately review the student's grades and if an error is confirmed, reinstate the student's privileges until the next review date.
- 5) ***9<sup>th</sup> grade students will not be placed on Academic Probation for Quarter 1.***

*Reminder:* students must also meet the NHIAA minimum requirement of passing 4 units of work in the preceding quarter in order to participate in any co-curricular activity in the ensuing quarter. SEE "ELIGIBILITY"

### **ADD/DROP CLASSES**

Students who wish to change their schedules to drop a class, add a class, or change a class, must meet with the High School Counselor within the first two weeks of the start of a semester in order to do so. Classes that are dropped after this period will be shown on the High School Transcript as a Withdrawal and the grade will reflect what it was on the day the class was dropped.

### **AFTER SCHOOL PROGRAM**

The MA After School Program is designed to provide a safe, supervised, and drug-free environment for students in the early afternoon hours when school lets out until the late buses arrive at about 4:15 pm. The following Guidelines have been developed to support the goals of the program:

- Students who remain in school or on school grounds must be supervised. Students are expected to gather what they need and to be under adult supervision (including athletes) by 3:00 pm.
- Students not involved in a supervised activity are under the supervision of the After School Coordinator and are expected to follow their direction.
- The Dining Hall is intended to be a quiet setting for students to work or quietly socialize. Games, horseplay, athletic equipment, etc. should not be used.
- Students are not to use the side doors to exit the school.
- Students who intend to ride the late bus MUST sign up by 3:00 pm. Only students who have signed up will be permitted to ride the late bus. A roster will be provided to each driver.
- Students are not permitted to leave school grounds without permission and return to ride the late bus.
- Students who sign up to work in the library must remain in the library or return to the Dining Hall to await the late bus.
- All MA rules are in force after school. Students who don't abide by school rules or after school guidelines will not be permitted to stay after school for a period of time as determined by the school principal.
- Students who habitually break or ignore the rules will be given one warning. After that, they will receive a discipline referral and may be banned from utilizing the After School Program or the late bus for a period of time.
- Students must use the Dining Hall microwave responsibly and clean up after themselves.

### **AGE OF MAJORITY (JID)**

Every student 18 years of age, or older, shall be deemed to be an adult. Such students, like all other students, shall comply with rules and regulations established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority.

Parental release forms, permission for field trips, notes of dismissal, absence, tardy forms and other forms normally signed by the parents and/or guardians may be signed by students of legal age. Notes of dismissal, absence, or tardy must be approved by the administration.

Notification of suspension/expulsion, withdrawal from school, absences, etc., normally sent to parents, shall continue to be sent to the parents and/or guardians of students of legal age unless the student, in writing, denies this information to the parents and/or guardians.

### **ALCOHOL**

See DRUGS/ALCOHOL (JICH)

## **ASBESTOS**

In accordance with EPA Regulations this school has been inspected for materials that contain asbestos. A record of the inspection and a copy of the relevant regulations are available in the principal's office at Moultonborough Academy.

## **ATHLETIC/CO-CURRICULAR PARTICIPATION**

1. Students who participate in both school sponsored and non-school sponsored athletics are required by NHIAA policy to place their school sponsored activities over activities sponsored by outside organizations.
2. Dates and events must be coordinated through the main office and placed on the activities calendar. Participation rosters will be finalized two days prior to the activity.
3. All student organizations sponsoring activities must complete a facility use form at least one full week prior to the event. Forms are available in the main office. The organization and the people involved will be held responsible for the clean-up and any damages to facilities.
4. A student must be in attendance at school before the beginning of period 3 (C-block) and remain for a minimum of five (5) periods in order to participate in any co-curricular event, activity or practice on that day (or the day before weekend events) unless a parent/guardian contacts the Administration prior to the start of school. The principal may waive the attendance requirement. Requests should be made at least one day prior to the absence.
5. Students who miss classes due to a school related activity (athletics, field trips, etc.) are expected to hand in all assignments due for the classes missed prior to leaving for the day.

## ***INTERSCHOLASTIC ATHLETICS SEASONAL BREAKDOWN***

### **FALL**

JV SOCCER  
V SOCCER  
JV VOLLEYBALL  
V VOLLEYBALL  
V CROSS COUNTRY  
V GOLF  
JV FOOTBALL  
V FOOTBALL  
V BASS FISHING

### **WINTER**

JV BASKETBALL  
V BASKETBALL  
V ALPINE SKIING  
V NORDIC SKIING

### **SPRING**

JV SOFTBALL  
V SOFTBALL  
JV BASEBALL  
V BASEBALL  
V TRACK & FIELD  
V TENNIS

## ***CO-CURRICULAR CLUBS***

Africa Club  
Baking Club  
Gaming Club  
International Cuisine  
Musical  
Robotics  
Theater Tech Club

American Sign Language  
Construction Club  
Getting to Y  
Math Team  
National Honor Society  
Spanish Club  
Yearbook

Art Club  
Drama  
GSA  
Mentor Program  
Peer Counseling  
Student Council  
Youth & Government

## AUDITORIUM EXPECTATIONS

### Student Expectations:

- Enter the auditorium quietly and have a seat. Classes are to sit together with their teacher. Do not climb over the backs of seats.
- Put away your cell phone unless taking pictures/video.
- Be respectful of the presenter(s) by listening quietly.
- Encourage your classmates to show respect.
- Honor the presenter(s) and thank them by clapping or cheering when appropriate.
- If being dismissed, sit near the exit and leave quietly without disrupting the presenter.
- No food or drink (except water) is permitted in the auditorium.
- All backpacks are to be left outside the auditorium.

## AUTOMOBILES (see also JIH, JICD)

Students must operate automobiles in a responsible manner and with concern for others at all times. The Moultonborough School District is not responsible for damage to vehicles parked on school property. Driving to school is a privilege, which may be revoked. Automobiles must be parked in the designated student parking areas, and locked. No student parking is permitted in any other location. Students, including the driver, are not allowed in vehicles during school hours, except for arrival or departure unless otherwise permitted by the office or the principal. Students are not permitted to leave school grounds without permission. Improper use of a motor vehicle on school grounds may result in loss of privileges, suspension from school or other disciplinary action (i.e. parking in undesignated areas, reckless driving, speeding).

**Automobiles on school property are subject to search and/or removal.** Students must complete an automobile parent approval form with attached verification of insurance and register their vehicle before they can drive to school and park on school grounds. Work-study programs or other circumstances requiring the use of automobiles are to be arranged with the administration in advance. All student vehicles must display an appropriate parking pass while on campus. Seniors are to be randomly assigned designated parking spaces first (size of class + 2) in the parking lot; spots for juniors and sophomores are to be assigned next on a first-come/first-served basis. Assigned parking spots are only to be occupied by those with the corresponding parking pass.

Abuse of driving or parking privileges will have the following consequences:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	1 week loss of privileges
3 <sup>rd</sup> offense	2 weeks loss of privileges
4 <sup>th</sup> offense	One semester, or the remainder thereof, loss of privileges
5 <sup>th</sup> offense	One year, or the remainder thereof, loss of privileges.

The administration reserves the right to skip one or more of the above steps.

Snowmobiles - students who are legally licensed to operate snowmobiles and motor vehicles will be allowed to operate snowmobiles on school property. Snowmobiles are considered a motorized vehicle and all rules, which apply to motor vehicles will apply to snowmobiles. Operators of snowmobiles will not be allowed to drive them during instructional time for any reason and must obey all OHRV rules. No student is allowed to transport other students for any reason, and must park in designated snowmobile parking areas (by the bullpen near the girls soccer field). In order to be issued permission to park on school grounds, students will be required to provide OHRV registration and OHRV safety

certification. Snowmobile use is restricted to designated areas and administration has the right to suspend snowmobile use at any time.

### **BLIZZARD BAGS**

The Moultonborough School District utilizes a remote learning approach for snow days beginning with the SECOND snow day of the school year. And continuing for UP TO 5 additional days. Check the District web page for the most current information.

### **BOOKS AND SCHOOL EQUIPMENT (JQ)**

Students are directly responsible for all school equipment they use. Students will be held financially accountable for the replacement value of damaged or lost school equipment. This includes but is not limited to the following:

1. Textbooks (books are to be suitably covered).
2. Library books.
3. Tech. Ed. equipment.
4. FCS equipment.
5. Laboratory equipment.
6. Business education equipment.
7. Desks and lockers.
8. Uniforms.
9. iPads, Computers and/or computer equipment and musical instruments.
10. Athletic equipment and physical education equipment.
11. Art equipment.

Students will also be held financially accountable for the repair of any school property that is damaged due to their carelessness or vandalism.

Students will not be issued final report cards or transcripts until all financial obligations are met. Report cards and transcripts will not be sent to colleges or other schools or organizations until obligations are met.

### **BULLYING/CYBER-BULLYING (JICK)**

Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors or beliefs.

### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged act(s) immediately to the principal or designee. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any school district employee or regular school volunteer about the alleged bullying.

2. Any school employee or regular school volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal or designee as soon as possible.
3. The principal or designee may receive anonymous reports of bullying from students, parents, volunteers and visitors. Formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. Bullying reporting forms (see JICK-R) will be made available to anyone filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form.
5. Upon receipt of a report of bullying, the principal or their designee shall commence an investigation consistent with the provisions of Section XI of this policy.

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion.

## **BUS (JICC)**

Moultonborough School District/First Student Transportation:

The Moultonborough School District contracts with First Student for student transportation. The privilege of riding the bus is extended to all students who consistently uphold the expected standards of personal conduct on the bus. The following bus rules have been adopted by First Student and supported by their drivers and by the school district:

- Obey the driver's direction.
- Cross the street only when the bus driver signals you to do so.
- Remain seated while the bus is moving.
- Keep the aisle and exit clear.
- Do not eat or drink on the bus at any time.
- Do not throw things on the bus or out the bus windows.
- Respect the rights of others.

Students who do not cooperate and follow the above bus rules or the driver's directions jeopardize their privileges to ride the bus. The following steps are taken in response to unsafe, rude or non-compliant behavior:

1 <sup>st</sup> infraction	Students are given a direct verbal warning by the driver. Thereafter, written bus reports will be issued and submitted to the principal.
1 <sup>st</sup> bus report	Students receive administrative detention.
2 <sup>nd</sup> bus report	Students lose bus privilege for one (1) day.
3 <sup>rd</sup> bus report	Students lose bus privilege for three (3) days.
4 <sup>th</sup> bus report	Students lose bus privilege for five (5) days.
5 <sup>th</sup> bus report	Students lose bus privilege for ten (10) days. Parents must meet with the student and the principal prior to the student returning to the bus.
6 <sup>th</sup> bus report	Action as needed. Bus privilege may be suspended for the remainder of the school year.

In each instance, the principal or the principal's designee will communicate with the parent/guardian. A copy of the report will be sent home. The administration may skip steps as listed above if deemed necessary.

### **CELL PHONES (JIC)**

There is a growing body of evidence that points to the challenges cell phones pose to student's attention and mental health. Yet cell phones remain an important communication tool for families. The following rules are intended to allow appropriate cell phone use in school, while at the same time limiting their negative impact.

Cell phones and other internet accessible devices must not be used in a manner that disrupts the educational process, distracts the user or others, is illegal, or violates school rules. Cell phones must be out of sight and turned off or silenced during all classes with the exception of the ILC and/or PAWS with permission from the teacher for academic purposes. Failure to comply will result in the following:

1<sup>st</sup> Infraction: The teacher will take the phone and turn it into the office at the end of the class period. The phone will be returned to the student at the end of the school day.

2<sup>nd</sup> Infraction (and thereafter) - The teacher will take the phone and turn it into the office at the end of the class period. The phone must be picked up by a parent or guardian at the end of the school day.

Refusal: A student who refuses to surrender their phone to the classroom teacher will be sent to the office and administrative consequences will be determined by the principal.

### **CHEATING/PLAGIARISM**

Plagiarism is the wrongful act of taking someone else's words or ideas and presenting them as your own, whether it is copied or bought from the Internet, another print source or from another student. A student caught plagiarizing or cheating will receive a zero on that assignment and may receive detention or suspension, as may any student who knowingly provides material for another student. If cheating or plagiarizing occurred on a competency assignment, it must be made up for a maximum of 50% of the grade earned. Since students must earn at least a 70% to pass a competency, this means their grade would range from a 35% minimum to a 50% maximum for that competency. In each instance, the teacher will call home to explain the circumstances to the parent. Proper citations must be used when citing electronic or print information.

#### *Examples of Plagiarism:*

- Using material in its original format without modification (or with only slight modification), without referencing.
- Whole and/or partial copying, translating or paraphrasing without proper citation.
- Direct quotation of reference source without quotation marks or proper citation.
- Copying information and/or software without referencing the original author or owner.

#### *Examples of Cheating:*

- Discussing test or quiz materials with other students
- Copying answers during an exam or quiz
- Copying tests or quizzes
- Allowing another student to copy your answers
- Copying student notes or projects
- The use of the same work in more than one course without prior approval of the instructor

- Passing answers to another student on a calculator, or texting answers on a cell phone
- Using whole or partially internet-generated essays
- Accessing on-line answer keys.
- Using Artificial Intelligence (AI) to produce a piece of work and presenting it as one's own work.

**CIVILITY POLICY (KG, KFA)**

In accordance with the Moultonborough Community Charter, members of the Moultonborough School District staff will treat parents and other members of the public with respect and integrity while expecting the same in return. All persons are expected to show compassion towards the needs of others, but at the same time must have the moral courage to enforce this civility policy. It is the district's responsibility to keep our schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Any actions by an individual or groups aimed at disrupting, interfering with, or delaying the educational process, workplace environment, or any other activity sanctioned by the district is hereby declared to be in violation of Board policy.

Accordingly, the Board recognizes its responsibility to protect the districts' employees, students and property. This policy promotes mutual respect, civility, and orderly conduct among district employees, parents and the public. It is not the intent of this policy to limit or inhibit freedom of speech. The Board recognizes that inquiry and expression are indispensable to the objectives of a school district, and are a fundamental feature of our national life. This policy, and such rules and regulations as may be required to implement it, is designed to prevent abuse, maintain public order, and assure a safe, harassment-free workplace for our students and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions. The Moultonborough School District seeks public cooperation with this endeavor.

Any individual who disrupts or threatens to disrupt school/office operations, willfully causes injury to or threatens the health and safety of students or staff, willfully causes property damage, remains in school or on school grounds without authorization, or willfully incites others to commit any of these acts, will be directed to leave school or school district property promptly by the school's principal or any other authorized individual.

If any member of the public uses obscenities or speaks in an intimidating, loud, insulting, demeaning and/or offensive manner, the administrator or employee to whom the remarks are directed will ask the offender to communicate civilly. If the disorderly individual does not stop the behavior, the district employee will verbally notify the disorderly individual that the meeting, conference, or telephone conversation is terminated. In the case of a meeting or conference, the employee shall direct the disorderly individual to leave promptly. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.

**CLASS RANK/GPA**

Class rank is calculated for all full-time high school students each quarter. It is cumulative, based on weighted grade point average (GPA), which includes high school courses taken for credit prior to 9<sup>th</sup> grade. GPA is determined by the following method, rounded to 4 places:

$$\frac{(\text{sum of all potential credits} \times \text{GPA points earned per quarter})}{\text{Total potential credits}}$$

**Valedictorian** - will be recognized at graduation as the top ranked senior as determined by class rank at the time of 4<sup>th</sup> quarter interim grades.

**Salutatorian** – will be recognized at graduation as the second ranked senior as determined by class rank at the time of 4<sup>th</sup> quarter interim grades.

- VLACS courses will be used for determination of class rank at the time of 4<sup>th</sup> quarter interims using the formula: *class average X % complete = grade x weight*
- Class rank is subject to change after graduation due to finalization of grades.

### CO-CURRICULAR / ATHLETICS

See Athletics/Co-Curricular Participation

### CO-CURRICULAR JACKET POLICY

Moultonborough Academy acknowledges that a high school career is a once-in-a-lifetime experience. Thus, in recognition of the positive impact co-curricular activities have on a student's life, the administration, faculty and staff want to encourage and recognize participation in the total school environment. Therefore, the Moultonborough School District endorses the following Co-curricular Jacket Policy:

*Moultonborough Academy will recognize participation in all co-curricular activities. Students will be awarded points for participation in any and all activities associated with the Academy that are deemed to add to the quality of the students' high school experiences. Points are to be assigned to each activity predicated on the amount of time committed, the value of the experience and the contribution that the activity has to the quality of Moultonborough Academy, the community, and the student. The following point system will be subject to annual review by the administration, faculty, and co-curricular advisors subject to changes when and where they are deemed to be appropriate.*

When a student believes they have accumulated 50 points, he/she should speak with the athletic director to confirm they have enough points to be awarded a school jacket. Additional awards or recognition will be added by means of letters, pins, and/or patches denoting the nature of the activity.

Points awarded:

- |  |                           |
|--|---------------------------|
| • All Varsity Sports   | 5 points per season       |
| • All Junior Varsity Sports  | 3 points per season       |
| • Varsity Captain  | 1 point per season        |
| • Co-Curricular Clubs (i.e. Art Club, Ski/Snowboard Club, World Language Club, Math Team, Quiz Bowl, Model UN, etc.) | 3 point per year per club |
| • Misc. Co-Curricular (i.e. MA's Got Talent)   | 3 point per year          |
| • Student Council  | 3 points per year         |
| • Student Representative to the School Board   | 5 points upon election    |
| • Class Officer  | 3 points per year         |
| • Honor Roll   | 1 point per quarter       |
| • High Honors  | 2 points per quarter      |
| • Band/Chorus/Musical/Color Guard  | 2 points per year         |
| • National Honor Society   | 5 points upon induction   |
| • Mentoring  | 2 points per year         |
| • All State recognition (sports or music)  | 2 points                  |
| • All Conference recognition   | 1 point                   |

All points are awarded at the discretion of the coach or advisor. Students may accumulate points for all appropriate activities beginning in 9<sup>th</sup> grade.

In addition, points may be awarded for any other activity deemed appropriate by the administration and new activities may be added as required.

### **CO-CURRICULAR PARTICIPATION**

Participation in ALL co-curricular activities (sports, drama, clubs, etc.) is based on students meeting both the MA Academic Probation guidelines as well as the NHIAA Eligibility guidelines. Students should consult those two sections of this Handbook for specific criteria.

### **CODE OF ETHICS FOR SPECTATORS (NHIAA)**

- Exemplify the highest moral character, behavior and leadership so as to be a worthy example.
- Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
- Conduct oneself in such a manner that attention is not drawn to an individual but to the participants playing the game.
- Regulate one's actions at all times so that the individual will be a credit to the team, knowing that the school gets the praise or the blame for the individual's conduct, since he/she represents his/her school the same as does the athlete.
- Support all reasonable moves to improve good sportsmanship.
- Treat the visiting team and spectators as guests, being courteous and fair.
- Avoid actions that will offend the individual athlete.
- Accept the judgment of the coach.
- Honor rights of visitors in a manner in which the individual would expect to be treated
- Respect the property of the school.
- Display good sportsmanship by being modest in victory and gracious in defeat.
- Pay respect to both teams as they enter for competition.
- Appreciate the good plays by both teams.
- Show sympathy for an injured player.
- Regard officials as guests and treat them as such.
- Direct energy to encourage the team rather than booing officials.
- Believe that the officials are fair and accept their decisions as final.
- Learn the rules of the game in order to try and be a more intelligent fan.
- Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
- Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

Failure to abide by this code of ethics may result in removal from and/or being banned from an event, regardless of the event's location.

### **COMMUNITY SERVICE GUIDELINES**

The Vision of the Moultonborough School District is to prepare and empower each student to shape his or her future with knowledge, attitudes, and skills necessary to thrive in a changing world.

Our Mission is to provide a safe and caring culture of rigorous and relevant learning experiences. We model and promote the ethical ideals of respect, responsibility, integrity, compassion, and moral courage.

The Moultonborough School District believes that **community service** is a vital component in helping our students fulfill our Mission and realize our Vision. **Community service** provides opportunities for students to share their talents with the community, improve their self-esteem, engage in real life experiences, foster a sense of pride and belonging, and learn the importance of giving back to the community.

**Community service** is defined as voluntary work done without payment for the good of the community and its inhabitants. Work done as an individual or as a member of a team (including team manager), a club or a class that earns donations for that individual or organization is not considered **community service** nor is work done to promote or support a particular religious or political viewpoint. Involvement with a Co-Curricular club (including the theatrical production crew) are typically not considered community service nor is serving in an elected position.

Students are expected to complete **20 hours of community service** as part of their requirements to earn a Moultonborough Academy diploma.

Students who enter the Academy after the start of 9<sup>th</sup> grade will be required to complete 5 hours of community service each full year at the Academy. Hours accumulated and documented from a previous school will be considered on a case-by-case basis. Students will be required to complete 5 hours of community service each year until graduation.

It is expected that the recipients of a student's community service will not be an employer, a for-profit business, a relative or a family member. All community service hours must be documented using the Community Service Reporting Form and submitted to the Moultonborough Academy Community Service Coordinator within 30 school days of the completion of the activity. Community service hours may be earned beginning with the summer leading into 6<sup>th</sup> grade.

Activities that would fulfill the community service requirement include the following (this is by no means an exhaustive list):

- Volunteering at a soup kitchen, blood drive, food pantry, fundraising auction or hazardous waste collection day
- Mentoring a younger student
- Engaging in a roadside clean-up effort
- Cleaning up the grounds of a local non-profit organization such as the Loon Center, Historical Society, Methodist Church, or library
- Doing trail work for the Lakes Region Conservation Trust at the Castle in the Clouds or on Red Hill
- Cleaning school grounds
- Coaching, refereeing, or serving as a Counselor in Training (non-paid) for the Recreation Department
- Completing a Boy Scout or Girl Scout service project
- Participating as a volunteer in a formal peer tutoring program
- Volunteering at an animal shelter
- Sharing artistic talents

### COUNSELING

Counseling services that support students' mental health and well-being are available to all students as needed and appropriate. Referrals for in-school counseling services can be made by individual students, peers, teachers/staff, or parent(s)/guardian(s). These services

are provided by the school's counseling team, which consists of Jen Chapman, School Counselor, Marti Bolduc, School Social Worker, Heather Nelson, School Psychologist, and Hillary Diehl, Mental Health Clinician. If students require ongoing counseling (short-term or long-term), a counseling team member will contact parent(s)/guardian(s) to obtain permission, discuss goals, and determine method of service delivery (individual or small group). Counseling team members also provide consultation and support to teachers, staff, and parent(s)/guardian(s) to facilitate and promote student's social and emotional well-being. In addition, when students require multi-agency support, family support, and/or medication management, counseling team members will assist families with a referral for counseling providers outside of school.

### **COURSE CHANGES**

Students are expected to take a full course load, consisting of at least 4 "academic core" courses and 3 other course selections (i.e. world language, physical education, technical education, family and consumer science, business, art, music, apprentice, vocational courses, extended learning opportunity). Exceptions to this will be determined by the administration and school counselor with input from the student and parents.

The Board reserves the right to waive District credit requirements for extenuating circumstances at parent and/or student request (policy IKF).

Students may ADD courses to their programs during a 7-day period after the start of school. Thereafter, a course may be added only with the prior written permission of the teacher involved, followed by parental or guardian permission and approval of the school counselor.

A course may be dropped after speaking with the school counselor up to 12 days after the start of school or semester. Thereafter, a course may be dropped only after the following procedure is followed:

- 1) Students obtain a "Drop" form from the school counselor office.
- 2) The student's parent or guardian signs the written statement by the student, indicating approval.
- 3) The signed statement is given to the teacher for comments and signature.
- 4) The signed request is referred to the school counselor and principal for a final decision.

A teacher may also initiate a drop or course transfer, which will require parental permission.

Any course dropped after three weeks of school will be recorded on the student's permanent record including the grade for the course including failing grades at the time of dropping and a notation indicating withdrawal.

### **DAILY ANNOUNCEMENTS**

The MA daily announcements are posted at approximately 9:30 am each day on the school's webpage and Schoology home page. Students and parents can consult these each day for the latest information.

### **DANCES**

Groups sponsoring a dance must have the date approved by the Administration at least 10 school days in advance. The Facility Use Form must be completed at least 5 school days prior to the dance.

1. Students must be in school a minimum of five (5) periods the day of a dance in order to attend the dance. Exceptions may be approved by the administration in advance.
2. Dances sponsored by organizations of Moultonborough Academy are open only to members of the student body with the following exception:  
Each Moultonborough Academy student may invite one guest. The guest must be of the grade level of the group attending the dance (older guests must be approved by the administration). All guests must be approved by the administration and registered in the main office a minimum of one day prior to the dance. The behavior of a guest is the responsibility of the sponsoring Moultonborough student. Guests must be in high school or be recent high school graduates in order to attend the junior/senior prom. No guest may be over the age of 20.
3. Students will be permitted to enter a dance only for one hour after the doors open. Exceptions may be made by the administration in advance.
4. Once students have entered the dance they must remain in the building. Students leaving a dance will not be allowed to re-enter and parents may be notified.
5. No drugs including alcoholic beverages and tobacco products are allowed on school property.
6. Failure to comply with rules, directions of chaperones, staff members, or police officers will result in removal from dance and possible disciplinary action.
7. Elementary students are not allowed at middle level or high school dances.
8. Middle Level students are not allowed at high school dances.
9. Sponsoring organizations are required to clean up after the dance.
10. Dancing must be appropriate.

### **DETENTION**

Administrative detentions are assigned to students by an administrator for various reasons. They are held on Tuesday and Thursday afternoons from 2:50-3:50 pm and are supervised by a teacher. Students are provided at least 24 hours notice prior to the detention.

Classroom detentions are assigned to students by a classroom teacher for various reasons. They are held after school on a day chosen by the teacher, vary in length (typically 30 minutes), and require 24 hours notice prior to the detention. Students who fail to attend a classroom detention may be assigned an administrative detention.

### **DINING HALL**

The dining hall is a place where students can enjoy their lunch or break in a calm, orderly and pleasant environment. Students are expected to pick up and clean up after themselves. If students leave their dining room area messy, they will be required to come back, clean it up, and may also receive administrative detention.

**Students are permitted to have food in a classroom at teacher discretion. They may eat outside in the courtyard during break and lunch contingent upon the area being kept neat and clean.**

### **DIRECTORY INFORMATION (JRA)**

The Moultonborough School District defines "directory information" as: name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and most recent educational institution attended.

The Moultonborough School District will release such directory information to all external agencies and institutions, including military recruiters, upon receipt of a formal request for such information.

**Parents or students may refuse release of any of the above personally identifiable information by checking the appropriate box on their student emergency form, or by providing a written request to that effect to the Principal, Moultonborough Academy, Box 228, Moultonborough, NH 03254, by September 15th of the current school year.**

In the interest of encouraging and facilitating communication among all families in the Moultonborough School Community, class lists, family telephone numbers and addresses and parent/guardian names will be made available to parents or guardians within the Moultonborough school community, either by classroom distribution or specific request. No information about students or their families will be provided to individuals outside the school community except through the directory information procedure described above. For the purposes of this policy, "school community" is defined as all enrolled students, their parents or guardians and all school faculty and staff.

### **DISCIPLINE (JIC, JICD, JICDD, JKA, RSA 193:13)**

Discipline as an extension of responsibility and respect is a cornerstone of any successful school. Our philosophy of discipline is based upon the Moultonborough Community Charter values of respect for oneself, respect for other students, respect for teachers, staff, and parents and respect for property. It is necessary for students to give and receive respect in order to provide a productive learning environment.

**\*Students who violate classroom and/or school rules face a progression of disciplinary consequences.**

#### **Disciplinary Responsibilities: The Classroom Teacher**

1. The classroom teacher has initial follow-up responsibility for correcting student conduct within their classroom and area of supervision.
2. Disciplinary action on the teacher's part should include the following (all three steps may be taken on any infraction):
  - a. A warning/reprimand to the student.
  - b. Parent/guardian contact via phone or mail.
  - c. A classroom level detention (approximately 30 minutes, 24-hour notice is required).
3. Teachers may make referrals to the administration on those students who have committed a major infraction of school rules or who have not responded to the disciplinary action of the teacher. Teachers sending students to the office should notify the office that the student has been removed from the class AND follow up with a discipline referral by the end of the day.
4. Teachers may also refer to the administration those students who violate school rules at school-sponsored functions and on school grounds before, during and after school that may not be directly related to their supervision.

#### **Disciplinary Responsibilities: The Administration**

1. The Administration's actions may include one or more of the following steps:
  - a. Conference with the student.
  - b. Conference with the referring teacher (if applicable).
  - c. A joint conference of student, teacher, administrator (if warranted).
  - d. Contact of parent/guardian via phone or notice for any student sent to the office.
  - e. Counseling.
  - f. Peer mediation.
  - g. Referral for conflict resolution training or anger management.
  - h. Community service.

- i. Change in class schedule.
  - j. Assignment of detention or other consequences fitting the infraction (with 24 hours notice for any after school consequences).
  - k. Social probation (removal) from extracurricular activities.
  - l. Short term suspension of up to ten (10) days (in school); credit will be given for attendance and assignments done.
  - m. Short term suspension up to ten (10) days (out of school); the student is expected to make up all missed assignments and will receive credit for work completed. Out of school suspensions are considered unexcused absences.
  - n. Referral to Superintendent of Schools for long-term suspension of more than ten (10) days.
  - o. Referral to the School Board for suspension of more than twenty (20) days or for expulsion from school.
  - p. Students suspended from the Lakes Region Technology Center will also be suspended from academic classes at Moultonborough Academy, and vice versa, as a reciprocal policy.
2. Students are subject to administrative detention (60 minutes) to be assigned on the next available detention date or other appropriate disciplinary action for the following offenses (this is not an exclusive list):
- a. Failure to comply with reasonable requests from a staff member.
  - b. Disruption of school activities.
  - c. Littering/vandalism.
  - d. Failure to abide by lunch procedures.
  - e. Misuse of school resources.
  - f. Habitual tardiness to school/class.
  - g. Failure to report to a teacher detention.
  - h. Throwing objects/snowballs.
  - i. Cheating/plagiarism, lying.
  - j. Behavior deemed inappropriate for the school environment.
  - k. Skipping class.
  - l. Inappropriate language.
3. Students are subject to suspension from school for the following (this is not an exclusive list):
- a. Possession of a weapon, ammunition, or knife. (RSA 193-D / JICI)
  - b. Possession of/under influence of drugs/alcohol. (JICH)
  - c. Smoking/vaping on school grounds, use of chewing tobacco, use of vaping paraphernalia (possession of both if under 18 years of age). (JICG)
  - d. Obscene language/pornographic material/sexual behavior.
  - e. Vandalism (including graffiti).
  - f. Insubordination/direct insult to teacher.
  - g. False alarm/bomb scare.
  - h. Truancy. (JHB)
  - i. Failure to report to administrative detention.
  - j. Theft/Burglary/Robbery.
  - k. Repeated offenses.
  - l. Fighting/assault (including sexual assault).
  - m. Threatening/harassment.
  - n. Gross misconduct.
  - o. Refusal to conform to the reasonable rules of the school.
  - p. Posing a direct threat to the safety of others.
  - q. Leaving school grounds without permission.
  - r. First- or second-degree assault.

- s. Simple assault.
  - t. Lewd or lascivious behavior.
  - u. Distribution of prejudicial, racist, violence-promoting material or information.
4. Students are subject to expulsion from school for the following (JICD-R):
- a. Homicide
  - b. First or second-degree assault.
  - c. Simple assault.
  - d. Felonious or aggravated felonious sexual assault.
  - e. Criminal mischief.
  - f. Unlawful possession or sale of a dangerous weapon.
  - g. Arson.
  - h. Burglary.
  - i. Robbery.
  - j. Theft.
  - k. Illegal sale or possession of a controlled drug.
  - l. Bringing to school or possessing a gun without written authorization of the superintendent.
  - m. Gross misconduct.
  - n. Repeatedly committing acts that are grounds for suspension.
  - o. Bringing to school or possessing explosive materials or devices.

#### **DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS (JICDD)**

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if, in the principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

#### **DISCRIMINATION (AC)**

It is the policy of the Moultonborough School District "that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation in admission or access to, or operation and administration of any educational program or activity in the School District."

## **DISPLAYS OF STUDENT WORK**

Student artwork, displays and notices should respect the spirit of the Moultonborough Community Charter. Displays that create a distraction, generate a hazard, or refer to sex, violence, discrimination or drugs (including alcohol and tobacco products) will be considered inappropriate.

## **DRESS CODE (JICA)**

It is the philosophy of Moultonborough School District that appropriate school dress demonstrates respect for oneself, classmates, and faculty. Clean and tasteful grooming nourishes a sense of pride in the school and in the learning process. By keeping to the spirit of the dress code students display maturity and dignity.

The responsibility for the appearance of the students rests with the parents/legal guardians and the students themselves. It is the right of each individual to dress according to their personal preference provided that the execution of this right does not interfere with the rights of others, cause disruption to the educational process, damage to school property or constitute a health or safety hazard. Clothing, jewelry and accessories must be modest, must be in good taste, and cannot refer to or promote the use of drugs, alcohol, tobacco products, sex, weapons or violence, discrimination, or vulgarity.

The following regulations have been developed to assure adherence to Moultonborough Academy's dress code philosophy. These rules are not comprehensive and the administration will have the discretion to state what is and is not appropriate in keeping with the dress code philosophy should an issue arise.

- No undergarments should ever be visible.
- Hats or other head coverings are not allowed to be worn in classrooms, including the library/media center. Exceptions may be made by the school administration for health or religious reasons.
- Sunglasses may not be worn in the building during the school day.
- Tops must not expose large areas of the upper body (back, chest, shoulders, midriff). Tops cannot have necklines that are lower than the straight line from the top of the underarm across to the opposite underarm. As such, muscle shirts, tube tops, strapless shirts, backless shirts, halter-tops, spaghetti straps, racer-back tops, one-shoulder tops or tops with shoulder straps less than two inches wide are not permitted.
- Pants (including yoga pants, leggings, and sweatpants) must meet the bottom of the shirt and must be worn at or above the hips. Tights, spandex and pajama pants are not considered appropriate pants for school and therefore may not be worn as pants. Logos or writing is only allowed on the legs or waist of the pants.
- Shorts & Skirts. The top of the shorts and skirts must be worn at or above the hips. Dresses, skirts, skorts, and shorts shall not be shorter than mid-thigh. Dresses, skirts, skorts, shorts, and pants worn over tights must continue to comply with the length and decency requirements of the dress code.
- No holes in clothes are permitted above mid-thigh.
- Dresses must conform to the requirements articulated for both tops and shorts/skirts.
- Clothing underneath anything sheer must adhere to all aspects of the dress code.
- Jewelry – no jewelry or accessories shall be worn that could create a distraction or be considered a safety hazard. Examples include but are not limited to: long pocket chains or other heavy chains, spiked collars, spiked wristbands, etc.
- Footwear must be worn at all times.

**NOTE:** If you have to adjust your clothing to adhere to the dress code, then you are not following the dress code (e.g.: *adjusting skirt length, keeping shirt up on your shoulders or pulling shirt up to meet line from armpit to armpit*).

The above regulations apply during the regular school day (7:50 – 2:40). After school and at co-curricular functions students are still expected to adhere to the basic standards of decency and modesty, and to refrain from wearing clothing articles that refer to or promote the use of drugs, alcohol, tobacco products, sex, violence, discrimination, or vulgarity.

### **Violations**

Any student found in violation of the dress code will be given an opportunity to correct the violation. A student may correct the violation by changing the article of dress that is in violation through one of the following options:

- Changing into appropriate clothing they have with them at school; or
- Calling someone to bring them an appropriate change of clothing; or
- Borrowing clothing from the supply in the office.

If a student chooses not to correct the violation, they will be sent to the office and will be in ISS for the remainder of the day or until the violation is corrected.

### **DRILLS**

Drills are conducted for everyone's protection. It is expected that all students will participate in a quiet and orderly manner and will follow directions of staff members. Exits are posted in each room. Attendance will be taken with your assigned teacher at that time. Teachers should take classroom emergency bags with class rosters and green/red cards with them if they exit the building.

### **DRIVING/PARKING (JICD)**

See "Automobiles" in this Handbook.

### **DRUGS/ALCOHOL (JICH)**

A student shall not knowingly possess, use, transmit, be in the presence of, or be under the influence of any alcohol, controlled drugs, drug paraphernalia, alcoholic beverage containers or their facsimile on the school campus or at any school-sponsored activity on or off school premises.

### **All over the counter and prescription drugs must be given to the school nurse.**

Any student found in possession or under the influence of alcohol or any controlled drug or its paraphernalia as described above, anywhere on the school property or at any school sponsored activity, shall be liable to suspension or expulsion following the completion of investigation and consultation with a parent or legal guardian.

If a student immediately, without interaction, walks away from the presence of those items above they are not considered to be "in the presence of."

In cases of drug or alcohol violation, the administration shall take corrective action as appropriate to each case. Action may include the following:

1. Notification of parent, police, School Board and Superintendent of Schools.
2. Referral to Counseling Team.
3. Suspension - out of school for up to 10 days.

The School District reserves the right to conduct searches of all school property and the property of students brought onto the school premises (see also *Interrogation and Personal Search*).

At the discretion of the Administration violators of this policy may be required to submit to a drug and alcohol evaluation or attend a meeting of the School Board with their parent or legal guardian for action by the Board.

Students unable to stay alert or awake in class will be sent to the nurse and then home. Repeated incidents may result in the parent being advised to take the student to a health care provider.

### **EARLY GRADUATION (IKFA)**

Graduating at the end of three years of high school is an educational path that should be carefully thought out and considered well in advance. This planning typically should begin with the creation of a junior year course schedule to ensure that all MA requirements are met. Under the right circumstances it may be a viable and productive pathway. The School Board has adopted procedures pertaining to early graduation for individual students. Students should see their school counselor or the principal for a copy of these procedures. Such procedures require parental involvement for students under the age of 18. Consistent with local policy, the High School Principal shall recommend such requests if he/she determines that all state and local graduation requirements shall be met and that early graduation shall be related to career and/or educational plans of the student making said request. All requests for Early Graduation **must be** submitted by the end of the first semester of a student's junior year.

Students who graduate under this policy are considered third year high school students. They are not members of the senior class and do not have benefits given to seniors (e.g. senior privileges, senior class trip, senior photo in yearbook). Students who graduate under this policy will be allowed to apply for scholarships, attend the Senior/Parent Banquet and participate in the Senior Class Graduation Ceremony.

### **ELECTRONIC DEVICES (JIC)**

Personal iPads, computers, hand-held video games, earbuds/headphones, smart watches and all other similar devices are subject to the same rules for usage as cell Phones. They are to be put away and out of sight upon entering any classroom. Parents may choose not to allow students to bring them to school. Pagers, beepers, laser pointers and similar devices are not permitted without the approval of the administration.

### **ELIGIBILITY (JJIB)**

Basic eligibility for **interscholastic athletics and other co-curricular activities** will be as follows:

- The student must pass four units of work during the previous quarter in order to represent the school in any NHIAA contest or co-curricular activity during any part of the following quarter. In addition, participants will also fall under the guidelines of academic probation.
- Students are eligible to compete in athletics for no more than eight (8) consecutive semesters beyond eighth grade, whether or not they compete in interscholastic athletics during any of those semesters (NHIAA By-law II, section 3).
- The student must adhere to all school rules and regulations. Any student receiving a written discipline referral that results in an administrative detention or suspension will lose eligibility to participate in the next scheduled co-curricular or athletic event.
- The student must follow all school, town, state and federal laws and/or regulations concerning the consumption of alcohol, chemical and organic substances, and shall not smoke during an athletic season.

- The student shall show respect, and be courteous to officials, teammates, opponents and coaches.
- The student must follow coaching directions, and attend all practices, unless excused by the coaching staff or activity director.
- The student will maintain a clean and neat appearance on all road trips and meet the Athletic Guidelines Dress Code guidelines.
- The student must follow all conference, state and national rules and regulations.
- The student must be in attendance at school before the beginning of period 3 (C-block) and remain for a minimum of five (5) periods in order to participate in any co-curricular event, activity or practice on that day (or the day before weekend events) unless a parent/guardian contacts the Administration prior to the start of school. The principal may waive the attendance requirement. Requests should be made at least one day prior to the absence.
- Students must ride the team bus to and from each event. An exception may be granted for the return trip if a parent drives or picks up a student and has so informed the coach.
- Students participating on athletic teams must have an annual physical examination.
- Students dismissed during the day may not participate in co-curricular activities the same day unless pre-approved by the principal.

Failure to comply with the above may result in ineligibility, suspension from the team, or other action as determined by the coach, the Athletic Director, advisor, or administration.

### **EMERGENCY CLOSING OF SCHOOL AND OR DELAYED OPENINGS**

School closings or delayed openings for emergency reasons will be broadcast on the district's electronic notification system, as well as local radio stations. If school is closed because of weather conditions all school activities are cancelled as well.

### **EMERGENCY RESPONSES (JLCE)**

The following responsibilities of staff have been identified by the Moultonborough School District for the protection of your student in case of emergency:

- 1) Administer first aid as necessary.
- 2) Summon medical assistance (may include calling 911).
- 3) Notify administration.
- 4) Notify parents.
- 5) Complete and submit accident reports.

When placing a 911 call: give your name, location, and phone number at the location, describe injury to the best of your ability, give age and gender of injured person, stay on the line until responder hangs up.

### **EXAMINATIONS**

- There will be no formal schedule of mid-year exams. Classes will run as usual during the last week of the second quarter. Teachers may administer exams at the end of that quarter according to teacher discretion.
- The final exam grade, if one is given, will be computed not to exceed 10% of the student's final grade.
- A mid-year exam and a final exam combined may comprise up to 20% of a course grade.
- The final exam score will be recorded on the student's transcript.

### **FERPA**

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

1. The right to inspect and review the student's education records within 14 days after the day the Moultonborough Academy receives a request for access.
2. Parents or eligible students should submit to the school principal, or designee, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask Moultonborough Academy to amend a record should write to the school principal, or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Moultonborough Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information,

and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **FIELD STUDIES (IJOA)**

Transportation to all school sponsored events will be arranged by the school district. Parent permission forms should be completed for all events requiring transportation except athletics. Students may not drive themselves to co-curricular events or field trips without prior permission of the principal. ***Students must take school approved transportation, when provided.*** The administration may approve driving to an in-town event or waive this section due to extenuating circumstances. Such exceptions must be approved in writing by the principal. The bus company must be called if the advisor discovers that the bus will be

overloaded. **Students not picked up from school within thirty minutes of returning from a field trip will not be permitted to attend the next field studies trip.**

### **FOOD AND DRINK**

Students are allowed to drink water or other non-prohibited beverages during class except when safety or circumstances would prohibit it (ex. a science lab). Students may eat food in class only with the permission of the classroom teacher. The consumption of any food or drink during class should be conducted in such a manner that it doesn't distract the learning of other students.

### **FUNDRAISING GUIDELINES (JJE)**

- I) No fundraising activity may be initiated without prior approval.
- Fundraisers requiring solicitations must be approved by the administration and the School Board. The process for such approval is outlined in No. II.
  - Fundraisers that are service oriented must be approved by the appropriate grade-level principal. These will not require School Board approval. (Notwithstanding this provision, the Board must approve all overnight trips.)
- II) Definition of terms
- A) **Solicitation** means any form of fundraising in which fundraisers actively sell or promote products, tickets, ads, magazines, or services by seeking out prospective purchasers. Examples may include and must be limited to:
- The sale of any kind of tickets where these are actively promoted to individual purchasers. (Please note that this provision does not limit tickets which are sold at a "gate" where prospective purchasers choose to come in order to make such a purchase.)
  - The sale of advertisements/boosters, etc. to businesses or individuals.
  - The request of donated goods when fundraisers go directly to prospective donors for whatever products may be sought. Exempt from this provision is the solicitation of up to a total of \$25.00 worth of goods that might be contributed by a business to support a fundraising event. Examples of this type of exemption might include the donation of flour and pancake syrup for breakfast, and the donation of car wash detergent to support car washes.
- B) **Service Oriented Fundraisers** means those in which no solicitation occurs (as defined above) and in which a legitimate service or product is offered for sale at the prospective purchaser's initiation. Examples of these types of fundraisers include, but are not limited to:
- Car washes.
  - Food events where no solicitation of donations or tickets takes place.
  - Sale of goods when no solicitation is involved.
- III) The following fundraisers are prohibited:
- Fundraising done by an individual on his/her own behalf, whether or not it is for participation in a school supported event or activity.
  - Pledges of money for activities, which do not result in a value received for the contributor, are considered to be solicitations. These solicitations are allowable only under the provisions of IV. In all other instances, such pledges shall be prohibited.
- IV) Approval of solicitations: By October 1 of each school year, school groups interested in fundraising will submit requests to their principal or the Athletic Director. These requests will include:

- An explanation of the activity the solicitation will be supporting (e.g. Senior Class Trip, Foreign Language Trips).
- An estimate of the amount of money to be raised.
- Listing of types of activities, which are proposed and their approximate dates.
- After an administrative review of all such requests, a meeting will be held of all those submitting proposals. At this meeting, the administration will review all requests and attempt to reach consensus regarding a recommendation to the Board. Whether or not consensus is reached, the administration is responsible for making a recommendation to the Board that includes the following:
  1. A listing of all proposed fundraising and the groups these would support.
  2. From the total list (#1 above), a list of those activities being recommended by the administration, and the activities these will support.
  3. The total dollar amount to be allowed for all fundraising recommended.
  4. The approximate dates when fundraising activities will take place.

For the regular October Board business meeting, Board members will receive all of the above information and may request more information about the purposes for which fundraising might take place. The Board will make a determination of allowable fundraising at its October meeting and again at the March School Board meeting.

- V) Subsequent to the October Board meeting, fundraising will not be considered for approval until the March Board meeting except under extraordinary and extenuating circumstances. Such exceptions must be recommended by the administration and approved by the School Board.

### **GRADING (IKA)**

Definitions of grades:

- 90 -100 Exemplary. Mastery of the subject matter. Meets all course objectives, reflecting outstanding achievement and understanding. Demonstrates ability to manipulate and apply subject matter without supervision.
- 80 - 89 Proficient. Mastery of nearly all subject matter and course objectives, reflecting above average achievement and understanding. Ability to manipulate and apply subject matter with minimal direction, carrying out independent study with minor support and assistance.
- 70 - 79 Adequate. Mastery of majority of subject matter and course objectives. Requires regular support and direction in order to meet objectives.
- 0 - 69 Insufficient. The student has failed to meet the minimum expectations of the class.
- P Pass  
 I Incomplete  
 W Withdrawn from course  
 M Medical Excuse (Physical Education only)

- 98 - 100 A+  
 93 - 97 A  
 90 - 92 A-  
 87 - 89 B+  
 83 - 86 B

80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
0 – 69	F

Moultonborough Academy courses are competency-based courses. These classes have well-defined course competencies; in order to receive course credit, students must 1.) Pass each summative assessment with a 70% or better and 2.) Have a 70% or better class average. Students who re-take a summative assessment will receive no higher than a 70%. Summative assessments (including tests) more than 2 weeks late will receive a grade no higher than 70%.

Under the Freedom of Information Act federal law, Students may at any time have access to a written copy of any and all grades.

### Incompletes

- 1) Incomplete grades due to failed summative assessments should be made up as soon as possible while material is still fresh in the student's mind.
- 2) Incomplete grades not made up by the conclusion of the summer credit recovery program will be converted to a failing grade (not more than 69%). This applies to each quarter grade as well as the final class grade (Y1).

### GRADUATION REQUIREMENTS (IKF)

Twenty-three and one-half credits are required for graduation from Moultonborough Academy.

- 1) 4 English credits (students must be enrolled in a language arts class each year of high school).
- 2) 4 Social Studies credits (Must include: World Studies, US History, Government/Economics, and one credit worth of electives)
- 3) 3 Math credits (must include algebraic concepts). In addition, students must be enrolled in a math or math-related class each year of high school.
- 4) 3 Science credits (Must include: 1 Biology, 1 Physical Science, and 1 choice)
- 5) 1 Physical Education credit
- 6) 1 Health credit
- 7) ½ ICT credit
- 8) 1 Arts Education credit (Art, Music)
- 9) 6 Open elective credits
- 10) 20 hours of documented community service

**\*Students are expected to take 7 full credits per year to be considered a full-time student (6 for seniors). Only full-time students are eligible for the National Honor Society, are calculated into Class Rank, and are allowed to participate in the Commencement Ceremony.**

### HARASSMENT/BULLYING (JICBB, JICDD, JICK)

(Also see "Bullying" in this handbook)

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Incidents of bullying or harassment should be reported to the school administration for further investigation and appropriate disciplinary action.

### **HAZING (JICFA)**

NH State Law (RSA: 631:7) makes it a class B misdemeanor to knowingly participate in, submit to, or be present at an act of hazing. Hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

### **HEALTH SERVICES (JLC, JLCA, JLCB, JLCC)**

Our school nurse is a registered nurse and provides health service on a daily basis. The nurse's office is for student illness or emergencies that occur during the school day. Generally, arrangements should be made to transport students home if they need to be in the nurse's office for more than one period due to illness.

Health records are maintained and updated on a yearly basis. Parents are asked to comply with State and District as follows:

- 1) New or entering students must provide documentation of their having had a physical examination during the previous twelve months within 30 days of enrollment.
- 2) Basic immunization requirements must be met prior to attendance.
- 3) Religious or medical exemptions must be documented through the Superintendent of Schools.
- 4) Students may be screened in the areas of height, weight, vision, hearing, blood pressure, scoliosis and pediculosis.
- 5) If a student is absent due to a fever of 100 degrees or above, they should remain home until fever-free for 24 hours without the help of antipyretics such as acetaminophen or ibuprofen.

### **HIV/AIDS (JLCCA)**

The MSD policies and procedures governing students with HIV/Aids are outlined in policy JLCCA. Copies of this policy may be requested from the principal's office.

### **HOMEWORK (IKB)**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work.

The purposes of homework are to:

1. Reinforce skills learned in class
2. Expose students to knowledge in a particular subject
3. Review and summarize material
4. Prepare for assessments
5. Complete long-term assignments

Homework shall be counted toward determining the quarter grade according to each teacher's grading formula. If homework is assigned a grade, it can be expected to be graded within 5 school days. Each teacher shall inform the student at the beginning of each course of study of the relationship between homework assignments and the final quarter grade.

### **HONOR ROLL**

It is the philosophy of the school district that the honor roll recognizes individual student achievement and effort. It does not reflect class ranking.

**High Honors:** Based on a student having all A's (90 or above).

**Honors:** Based on a student having all B's or better (80 or above).

For the purpose of the Honor Roll criteria only, Advanced Placement classes will be weighted as follows: *85 or above qualifies as an A*

### **INCOMPLETE GRADES**

Incomplete grades due to failed summative assessments should be made up as soon as possible while the material is still fresh in the student's mind. Teachers should grade late work within 10 school days. Credit will not be awarded to any class in which a student has an incomplete on a summative assessment. Incomplete grades not made up by the end of the summer credit recovery program will be converted to a failing grade (not more than 69%). This applies to each quarter grade as well as the final class grade (Y1).

### **INDOOR AIR QUALITY**

Complaints about the quality of the air inside Moultonborough Academy should be made to the appropriate grade-level principal of the student making such a complaint.

### **INSURANCE (JLA, JLCA)**

Students may avail themselves of group insurance. Information concerning the insurance plan will be made available the first few weeks of school.

**In order for students to participate in any interscholastic sport they must carry health and accident insurance. A copy of the insurance certificate or policy must be kept on file with the athletic director. School health and accident insurance is one option. If this presents a financial burden, students should see the athletic director to make arrangements. A student may not participate in practices or events until this requirement is met.**

### **INTERVIEWS AND INTERROGATION (JIHD)**

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may question potential student victims, witnesses and the student in question without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made. If the student accused of the violation denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. An interrogation must be done in private, if possible. School district officials must make a reasonable effort to notify the parents giving them an opportunity to come to the school for the interrogation.

Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

### **LATE BUS**

In order to provide transportation to students who participate in after school activities, extra help, disciplinary action, athletics, band, and drama, the Moultonborough School Board provides additional transportation, which departs at approximately 4:00 pm. The "late bus" serves an important purpose. It allows students who have no independent

means of transportation to participate in after school activities. It also eliminates the need for parents to spend considerable time transporting their children from after school activities. However, use of the late bus by a student also means that the student will not be arriving home until much later than if the student had taken the regular bus.

Students are not permitted to leave school grounds and return to board the late bus unless as part of a supervised activity or with permission of the after-school coordinator. Only students who have signed up with the after school program will be permitted to ride the late bus. The after school coordinator(s) will provide a daily roster to each bus driver, listing those students who have been approved to ride the bus.

The late buses leave the Academy *around 4:00 p.m., on Monday through Thursday*, but do not follow the regular bus routes and students may not be dropped off directly at home.

### **LIBRARY MEDIA PROGRAM**

Students in the Media Center will maintain an atmosphere of quiet study.

1. Assignments and projects that do not require the use of library resources should be done in class or PAWS homeroom.
2. Students needing library resources such as computers or Library seating during PAWS must have a green assignment pass from a classroom teacher, and must first report to PAWS.
3. Students coming to the library should immediately present their pass to the library staff. When leaving, students should request a hall pass. Seniors sign in and out on the senior list.
4. There is no limit to the number of books a student may check out. The library may limit the number on any one topic. Books circulate for 2 weeks. Students may bring the item in for renewal.
5. No food or non-water beverages are allowed in the library. Students may bring clear water only to the table area of the library but not near the computers.
6. A student violating rules will lose privileges for a week on the first infraction, two weeks for a second infraction, and a month for a third infraction. Further infractions may incur more serious penalties.
7. Students may use the online catalog from any school or home computer. If they log in they can view their own circulation information and create resource lists.
8. Students are encouraged to use the library website as a portal for research and for access to our subscription research databases. Ask the library staff for database passwords for use at home.
9. In case of fire alarm, students in the library on a pass or senior sign-in should follow library staff to the appointed location outside where attendance will be taken.

Parents have a right to object to material in the school library. The process for undertaking such an objection is outlined in School Board Policy IJL-RB.

### **LIBRARY USER RECORDS (CONFIDENTIALITY)**

The Library Media Center complies with the New Hampshire Library Records Confidentiality Law (HB36), passed on July 21, 1989. This act protects the confidentiality of library user records, including information system and archival records related to the circulation and use of library materials and services. All such records are confidential and shall not be disclosed without the consent of the user or pursuant to subpoena or court order.

### **LOCKERS (JIH)**

Students are each assigned a school locker for the year and are responsible for the appearance and neatness of their locker. Lockers should not be defaced nor should materials be attached or posted to the outside of lockers with anything other than tape or magnets. The school is not responsible for stolen or lost property. The school will make available locks for student lockers. Students using their own locks must notify the office, supply a key or combination for the lock and remove the lock at the end of the year. Lockers are the property of the school district, and students should expect that lockers will be searched. Searches may take place using canines or any other means chosen by the Administration. Willful defacing or damaging of lockers will result in financial reimbursement to the school for repairs. Students may put in space saver shelves etc. to help save space as long as these are not permanent.

### **LOST AND FOUND**

Lost and found items are kept in the red bin in the gym. These items are removed from the school at the start of **each vacation**. Students and parents should be sure to check regularly for missing items.

### **MEDICATION (JLCD)**

All medication must be clearly labeled and left in the nurse's office along with written permission from a physician and/or a parent to administer the medication. Prescription medication requires a physician's written note. Medication includes all prescription and non-prescription over the counter drugs. The distribution of medication is done by the school nurse, or in her absence by a person designated by the principal. Students must not have prescriptions or over the counter medication on their person or in their lockers.

### **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Moultonborough Academy is a duly chartered and affiliated chapter for this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal annually, which bestows this honor upon qualified students on behalf of the faculty of the school.

Full-time Moultonborough Academy students in the 11<sup>th</sup> and 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have maintained a 3.5 GPA or better after at least 8 marking periods. Those students who meet this criterion are invited to complete a voluntary Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service.

To evaluate a candidate's character, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Membership in the NHS carries high expectations for continuing excellence in the areas of Scholarship, Leadership, Character, and Service. If the faculty council feels a concern about a given member has merit, then a letter of warning placing the student on Probation will be issued by the advisor.

Definitions:

**Leadership** - The student who exercises leadership:

- Is resourceful in proposing new problems, supplying principles and making suggestions.
- Demonstrates leadership in promoting school activities. Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding.
- Demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

**Service** - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any required service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Completes community and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

**Character** - The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to students.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Appeals in cases of non-selection

**Students** who are not selected may seek feedback from the Honor Society Advisor. If they're not satisfied, the student and their parent(s) , if they would like, may appeal in writing to the principal within five school days of notification of non-selection. If the principal feels a technical or procedural mistake has been made, he may reconvene the Faculty Council. Disagreement with the decision of the Faculty Council is not, in and of itself, grounds for appeal. Appeals beyond the principal should follow the school's standard appeals process.

**NON-DISCRIMINATION POLICY (of HANDICAPPED STUDENTS)/TITLE IX (ACE, IHBA)**

Procedural Safeguards – Nondiscrimination on the basis of Handicap/Disability  
The District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. **The Special Education Administrator** is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

Grievance Procedure: As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably informally. A written record of the resolution of the complaint should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If that effort fails, the parent/guardian may request a meeting with the Superintendent with a copy to the Special Education Administrator. If the complainant is dissatisfied with the Superintendent's decision, then he/she may request a meeting with the School Board.

The parent/guardian may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above steps, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Section D Procedural Safeguards: As required by Section 104.36, as the parent/guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

**PARENTAL OBJECTION TO SPECIFIC COURSE MATERIAL (IGE)**

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, she/he shall notify the building principal in writing of the specific material to which they object and request that the student receive alternative course material. The alternative must be sufficient to enable the child to meet state minimum standards for education in the particular subject area and must be agreed to by the parent/guardian and the building principal or designee. The parent/guardian shall not be required to provide a reason for objecting to the materials. Any cost associated with the alternative course materials shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

### **PARENT/GUARDIAN TEACHER CONFERENCES**

Teachers are available for parent/guardian conferences during the school year by appointment. Parents/guardians are encouraged to take advantage of this opportunity to discuss their student's progress.

### **PASSES**

Students must have a hall pass when not in class. Passing time is an exception. The passing time is three minutes.

### **PAWS (Panther Academic Work Session)**

PAWS is a designated advisory block in the existing MA schedule when students and faculty are available to work with each other. It is designed to provide students with access to their teachers for assistance in learning course material and completing assignments so they don't fall behind academically. PAWS provides time when teachers are available during the school day for remediation, competency recovery and enrichment opportunities. Students sign up each week during their designated homeroom for the teachers they most need to or would like to see for the upcoming week.

Students on Green Status (no incompletes and no failing grades in the current quarter) are allowed to set their own weekly schedule. Students on Red Status (one or more incomplete grades and/or a failing grade in the current quarter) are scheduled by their PAWS advisor.

### **PROMOTION/RETENTION (IKE, IKF)**

- At the secondary level, students must earn a given number of credits in order to advance to the next higher grade.
- To grade ten – minimum five credits.
- To grade eleven – minimum eleven credits.
- To grade twelve – minimum seventeen credits.
- To graduate – minimum 23.5 credits

### **PUBLICATIONS (JICE)**

All student publications must be approved by the principal prior to publication. Any publication not approved by the principal will not be considered a school publication and shall not be distributed on school property.

The principal or his/her designee has the right to limit or edit the contents of any school publication. There is the assumption that nothing published in student publications will be libelous, be slanderous, be obscene, advocate illegal activities, infringe on copyrighted material, or otherwise cause substantial disruption to school activities and functions.

## **PUBLIC COMPLAINT POLICY AND PROCEDURE (KL)**

The Moultonborough School District has a formal process for handling public complaints. A copy of the full policy is available at either school or from the Superintendent's office. Essentially it is a four-step procedure:

- 1) Informal meeting with parent and school district employee.
- 2) *Step One* - Meeting with parent, employee and principal or athletic director. A written formal complaint should be made prior to the step one meeting or to proceed to Step Two.
- 3) *Step two* - a formal meeting with the Superintendent.
- 4) *Step three* - a formal meeting with the members of the School Board.

## **RECORDS (JRA)**

(Also see "FERPA" on page 28)

The principal will be the custodian of all student records.

Adult students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

### **Parents/legal guardians and adult students (18 years) have:**

- access to student records kept (cumulative academic file, health and discipline records),
- the right to inspect and receive copies of records, upon submission of a written request,
- the right for interpretation of records,
- the right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement,
- the right to lodge a complaint with the US Department of Education if mandates are not adequately implemented.

## **REPORT CARDS**

Report cards will be issued in November, February, April and June. Interim reports are sent electronically at the midway point of each quarter. Report cards need not be returned to school.

## **RESPONSIBLE USE POLICY (RUP) Electronic Information Resource Agreement (JICL-R)**

The privilege and responsibility of using our technology relies on educated and responsible users. Inappropriate use of MSD technology may result in disciplinary action, which may include suspension or revocation of privileges. The guiding principle is that Moultonborough Academy's technology is for education related use only and any other activity is a violation. Students and parents should refer to School Board policy JICL-R for the full details of the Responsible Use Policy.

If a student violates the Terms of Use of the RUP, or when a student's District-issued device is damaged, a referral will be made to the principal. The principal will determine the severity of the violation or cause of damage and determine appropriate consequences, which may include any of the following:

Yellow Zone: Student has not met all expectations for school or home use  
The device will remain at school and can only be used with teacher discretion.

Red Zone: Students will lose all regular use of the device and access to the network. Limited use will be determined by the principal.

## **RIGHTS & RESPONSIBILITIES (JI, JIA)**

### **Student Rights:**

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the School Board.
3. All students have the right to expect that the school will be a safe and healthful place to gain an education.
4. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action or the offense.
6. All students have the right of due process in disciplinary matters resulting in suspension from school.
7. All students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

### **Student Responsibilities**

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their schoolwork, complete assignments on time, respect school property, conduct themselves properly, and to be willing to work for self-improvement.
4. All students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves accordingly.
5. All students have the responsibility to dress and appear in a manner that is both neat and clean, and which does not create a distraction or hazard to himself/herself or to others.
6. All students have the responsibility to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

## **SCHOOL BOARD POLICIES**

Moultonborough School District's policies are available for review in the Media Center, the SAU office, *and online at <http://www.sau45.org/home/msd-policies>*. The Moultonborough School Board updates policies throughout the year and the most up-to-date versions can be found on the above website.

## **SENIOR PRIVILEGES**

For the purposes of senior privileges, "senior" is defined as a 4<sup>th</sup> year high school student who has earned 17 or more credits. Juniors who plan to graduate a year early are not defined as "seniors."

Seniors must attend all scheduled classes. They must sign out at the main office if they leave the building during regularly scheduled ILC periods, lunch or PAWS. Seniors who elect to stay on campus during free time must be involved in quiet and constructive activities in the media center, dining hall, or classroom. This privilege is subject to parent approval and compliance to specific rules. Permission forms and rules are in the office. Seniors who assist underclassmen in leaving school grounds without permission will lose their privileges. Seniors are assigned a numbered parking spot as one of their privileges.

Senior Privileges may be revoked by the Administration for failure to abide by these or any Academy rules. Seniors who are on academic probation are not eligible for these privileges and therefore must report to their assigned advisor during PAWS. **Seniors with an Incomplete grade in courses needed to graduate will lose senior privileges and are required to attend PAWS and ILC until the incomplete is resolved. Seniors taking a VLACS or Independent Study course needed to graduate must stay on pace with the course and maintain adequate progress. Students must be 25% complete by the start of the second quarter (50% complete with a .5 credit class), 50% complete by the start of the 3<sup>rd</sup> quarter (100% complete with a .5 credit class), 75% complete by the start of the 4<sup>th</sup> quarter (50% complete with a 2<sup>nd</sup> semester .5 credit class) and 100% complete by 4<sup>th</sup> quarter interims in order to maintain their senior privileges.**

**Seniors must have 20 hours of community service documented by the return from April vacation in order to maintain senior privileges.**

### **SENIOR SEMINAR**

Senior Seminar is a required class for all seniors. It meets once per week and is graded on a Pass/Fail basis. Senior Seminar is intended to help graduating seniors from Moultonborough Academy prepare for the change to college or independent living and to become more responsible for the choices they make. Topics include the college application and financial aid process, time management, healthy living, stress management, social media, campus safety, nutrition, and substance use and misuse.

### **SEXUAL HARASSMENT/VIOLENCE (ACAC)**

#### **I. PURPOSE**

The purpose of this policy is to maintain a learning environment for students, which is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment or sexual violence as defined below.

Sexual harassment and sexual violence are against the law and are against school board policy. Any form of sexual harassment or sexual violence is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

The Title IX Coordinator for the Moultonborough School District is Mr. Ryan Marsh, Special Education Administrator (476-5517 x3204).

#### **II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

### **SLEEPING IN CLASS**

Students are expected to stay awake in class. Teachers may request that students stay awake. Not being able to stay awake or to keep one's head off the desk on a regular basis is an indication of a health issue and the teacher should send the student to see the nurse.

### **SKIPPING CLASS / LEAVING SCHOOL GROUNDS**

Students who fail to attend their regularly scheduled class (including PAWS or ILC) are considered skipping class and may receive an administrative detention. Students who skip class and leave school grounds without permission will receive an in-school suspension.

### **SMOKING / TOBACCO PRODUCTS (JICG)**

There will be no smoking, using or possessing tobacco of any form (including cigarettes, chewing tobacco, cigars, pipes), or possession of vaping paraphernalia (including but not limited to electronic cigarettes) allowed on school property, including outside or inside of all school buildings, on school buses or at any school-sponsored activity. Students found in possession of tobacco (including chewing tobacco) or vaping paraphernalia may be suspended from school. Students under 18 years of age are subject to a \$100.00 fine as per state law (RSA 126-K: 7). It is illegal for any person to use tobacco products (any product containing tobacco) or vaping paraphernalia in a public education facility or on the grounds of a public educational facility.

### **SOCIAL-EMOTIONAL LEARNING**

Monday's schedule has a 30-minute Advisory period built into the schedule. Each Advisory consists of a small group of same-grade students and is led by a pair of teacher advisors. During Advisory, Academy students participate in a program called Character Strong, a research-based Pre-K through 12<sup>th</sup> grade social and emotional learning and character educational curricula. It helps create an educational environment focused on engagement, well-being, and belonging. SEL competencies include self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

### **SOLICITING (JJE)**

No soliciting of or by students will be allowed on school property, or in the community, except those activities which are carried on for the benefit of the school or student body (i.e. food sales, car washes, magazine drives, etc.) and approved in advance by the administration.

### **SPECIAL EDUCATION (ACE, IHBA)**

Some children encounter special learning needs, which require individual help in order for them to fulfill their educational potential. State and Federal laws prescribe that these children be identified, referred by their parents or teachers, evaluated and provided with an Individual Education Plan (IEP). The IEP describes what skills are to be taught and the methods and materials to be used for accomplishing educational goals. Each step in the identification and planning process requires and encourages parental involvement. Our special needs program is comprehensive and incorporates related services such as speech therapy, counseling and physical or occupational therapy. It is the responsibility and the intent of the District to provide special needs students with a "free appropriate public education in the least restrictive environment."

If you have specific questions or concerns regarding your child, we encourage you to speak first with your child's teacher. Ryan Marsh, our Special Education Administrator, is also available to answer questions about special programs and services.

### **STUDENT COMPLAINTS AND GRIEVANCES (JII)**

Any student who has a complaint or grievance shall have the right to discuss it with faculty members in an informal and private conference. If this conference does not resolve the problem, the student has the right to discuss the matter with the Principal. If the problem is not resolved, the student has the right to discuss the matter with the Superintendent after submitting a statement in writing through the Principal. If the problem is not resolved, the student may request, in writing, a meeting with the School Board to discuss the problem.

### **STUDENT ORGANIZATIONS (JIF)**

Students may form new organizations provided they are neither discriminatory nor secret in nature and are approved by the Principal.

- 1) All student organizations must have a faculty advisor, who must be present at all meetings and sponsored events.
- 2) Student activity funds shall be the responsibility of the Principal.
- 3) Student social events must always be chaperoned and the program for any events must have the prior approval of the Principal.
- 4) *All student organizations must follow MA Fundraising Guidelines.*

### **STUDENT SEARCHES (JIH) (Does not apply to child abuse investigation)**

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

The following review of the basis for search should occur before conducting a search (to establish reasonable grounds):

- A. Identify the student's suspicious conduct, behavior, or activity, the source of the information; and the reliability of the source of information. The sources of information may remain confidential.
- B. Determine that, if suspicion could be confirmed, such conduct would be a violation of the law or school rules.
- C. Ask, is the student likely to possess or have concealed any item, material or substance, which is prohibited or which would be evidence of a violation of the law or school rule?

*Conducting the search:* If the principal, or his/her designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted by the principal or his/her designee. The principal or designees may request local law enforcement officers to conduct searches if criminal activity is suspected. If the student refuses to cooperate in a personal search, the student should be held until the students' parent or guardian is able to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

### **STUDY HALL/PAWS GUIDELINES**

Students on Green status during PAWS are permitted to sign up for the "Open Study Hall." The Study Hall is a place for students to do homework or classwork, read, talk quietly, collaborate with peers, or take a brain break at the end of the day. Students are expected to be respectful of others and to manage their behavior appropriately. Students must check in with the Study Hall supervisor before leaving for any reason. Students can lose the Study Hall option during PAWS if they are unable to meet the expectations of the environment.

### **SUBSTITUTES**

Students are expected to treat substitute teachers with respect and courtesy at all times.

### **SUICIDE PREVENTION (JLDBB & JLDBB-R)**

The Moultonborough School district is committed to protecting the health, safety, and welfare of its students and school community. The District's Suicide Prevention policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention, and postvention resources. The National Suicide Prevention Lifeline's three-digit phone number 988 is printed on the back of student identification cards. If a student is experiencing suicidal ideation as reported by themselves or anyone else, a counseling team member will conduct a risk assessment and contact the parent regarding the evaluation, results, and next steps. Based on the evaluation outcome, the student may need to be taken to the emergency room by their parent/guardian for further evaluation. If at any time you are concerned about the safety of your student outside of school hours, please call 988 or call/text the NH Rapid Response Access Point at 833-710-6477 (website NH988.com). If your child is in crisis and needs immediate help, please call 911 or take your child to the closest emergency room. For more detailed information regarding Moultonborough School District's Suicide Prevention Policy and Plan, please see School Board Policies JLDBB and JLDBB-R, respectively. All policies are available online or through either the school office or the SAU office.

The MSD Suicide Prevention Coordinator is Heather Nelson

The MA Suicide Prevention Liaison is Sarah Fenton

### **SUMMER CREDIT RECOVERY**

Students who did not pass a class at the end of the school year due to an Incomplete grade and/or a missed summative assessment (competency) will have one last chance to get help to complete their work and earn class credit by attending the summer credit recovery program. The program runs for six hours per day, three days per week, for four weeks during the month of July. Students should contact the school prior to attending. Incomplete grades that are not completed during this time will be converted to failing grades at the conclusion of the program.

### **SUPERVISION**

#### **Early Morning**

The school doors open at 7:40 a.m. and students should report directly to their first period class.

### Late Afternoon

All students must be under the direct supervision of a staff member, working in the media center, or participating in the After School Program once school is out at 2:40 pm. Dining hall behavior should be quiet and appropriate. After school is dismissed, students should not be in the building unless they are under the direct supervision of a staff member. (See "Late Bus")

### SUSPENSIONS/DETENTIONS (JICD, JKB)

Students have a right to present their case and be heard as part of their due process rights in all suspension cases.

### Detentions

Administrative detentions are given for a variety of reasons including misbehavior, excessive tardies and skipping class. They last for one hour (2:50 – 3:50) and are held on Tuesday and Thursday afternoons. Failure to attend an assigned detention will result in a day of in-school suspension. Work and/or participation in co-curricular activities do not constitute valid reasons for missing a detention. Students should expect to be assigned the next available detention.

### In-School Suspension

When a student has been assigned in-school suspension, that student will attend school during regular school hours, stay in an assigned area and do the assignments for classes being missed. Lunch and break will be eaten in the assigned area. Credit will be given for attendance and assignments done.

### Out of School Suspension

When a student has been given an out-of-school suspension he/she may not come on to school property for the duration of the suspension. This includes afternoon and evening activities on the day(s) of the suspension including Driver Education classes. It is expected that all assigned work will be completed, for full credit, in order not to fall behind. A short-term suspension is any suspension of 10 days or less. A long-term suspension is more than 10 days. Out-of-school suspensions are considered unexcused absences.

Any in school or out of school suspension assigned prior to **9:45 a.m.** and served on the same day, will be considered a full day.

### TARDY TO SCHOOL

Students shall be excused for up to 4 tardies per quarter without consequences to allow for such events as sleeping late, cars not starting, slow travel or other such events. Tardies will be excused for health and medical related circumstances, for family emergencies, and at the discretion of the principal.

Excessive unexcused tardies (**5 or more per quarter**) will result in administrative detention. Students will receive a warning prior to receiving an administrative detention.

### TELEPHONE

Students may use the office phone with permission and at the discretion of the office staff.

### TRANSGENDER & GENDER NON-CONFORMING STUDENTS (JBAB & JBAB-R)

The Moultonborough School District is committed to providing a safe and supportive learning environment for all students that is free from discrimination, harassment, bullying, and intimidation and assisting in the educational and social integration of transgender and gender nonconforming students in our schools. Policy JBAB is designed to keep with these

mandates to create a safe learning environment for all students and ensure that every student has equal access to all school programs and activities. District policy requires that all schools and all personnel promote acceptance and respect among students and staff. Additionally, federal and state law and District policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is intended to be interpreted in light of applicable federal and state laws and regulations and School Board policies, procedures, and school rules. The District and its schools seek to provide all students, including transgender and gender-nonconforming students, with a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints. For more detailed information regarding Moultonborough School District's Transgender & Gender Non-Conforming Students, please see School Board Policy JBAB and JBAB-R. All policies are available online or through either the school or SAU office.

### **VAPING**

See SMOKING/TOBACCO PRODUCTS

### **VIRTUAL LEARNING ACADEMY CHARTER SCHOOL (VLACS)**

The Virtual Learning Academy Charter School (VLACS) offers an on-line, flexible alternative for a variety of classes as well as competency recovery work. VLACS is funded by the State of New Hampshire and is an accredited school that employs NH certified teachers using approved curriculum. The courses offered through VLACS are rigorous and require a high degree of self-motivation and personal responsibility. **All VLACS courses must be approved in advance** of a student registering if the course is being taken for credit at Moultonborough Academy.

Moultonborough Academy students should expect to be scheduled into the ILC at least one period per day to work on their VLACS class. Credit is generally only granted for courses that are not offered at MA, courses that are being taken for credit recovery, or courses that do not fit the student's schedule. VLACS offers rolling enrollment through the school year. Students interested in pursuing this program should speak first with their school counselor.

### **VIDEO SURVEILLANCE AND RECORDING (EEAA)**

The Board has authorized the use of video devices on District property to ensure the health, welfare and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds and equipment. Placement of the video cameras is based upon the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. Students will be responsible for any violations of school rules caught on tape by cameras.

Students are prohibited from using any electronic listening or recording device in the school without the prior consent of a teacher or administrator. The use of any device to take pictures or video is prohibited without permission of the administration. Taking unauthorized pictures on school grounds is prohibited. Violators will be subject to disciplinary action up to and including suspension from school.

New Hampshire is a "two-party" or "all-party" state where every party to a conversation has to agree to be recorded. Violations of NH RSA 570-A, Wiretapping and Eavesdropping, can result in a Class B felony or a misdemeanor charge as well as monetary damages.

### **VISITOR POLICY (KK)**

Visitors shall use the main entrance, sign in and receive a visitor badge. Student visitors are not allowed without a specific, school-related reason approved by the administration.

All Visitors must have permission from the administration before visiting classroom areas.

The purpose of this policy does not apply to special events such as class plays, contests, athletic events, etc., where the public is invited to participate.

### **VOLUNTEERS (IJOC)**

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a district staff member shall clearly explain the volunteer's responsibility. The selection of volunteers will be consistent with those policies and procedures under the direction of administration. The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons.

*A designated volunteer is any volunteer who may have contact with individual students without a school employee directly involved in the activity or who chaperones on an overnight field trip.*

#### **Designated Volunteers shall:**

- A. Receive a copy of this policy.
- B. Be screened through the district's regular background checking process and the Criminal History Records Check Law procedure.
- C. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- D. All volunteers will sign a Confidentiality Agreement (IJOC-R) and will maintain the utmost confidentiality and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- E. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a regular staff member.
- F. Be terminated when:
  1. Program and/or duties are no longer needed;
  2. They are replaced by paid staff; or
  3. In the sole judgment of the administration, their conduct does not meet the standards of the district.
- G. The district will cover the cost of the Criminal History Records check for all volunteers.

### **WORK PERMITS**

Work permits are required by the State of New Hampshire for any student under the age of 16. Permits are available at the main office. In accordance with RSA 276A: work permits may be revoked for any student placed on Academic Probation.