

I move to make the following changes to the HHS Handbook...

1. In all places where it occurs, change “he/she” to “they”

Authorship Notes: This was discussed when the last Handbook Changes were brought and it is in accordance with the Gender Motion. The Office has worked to note down the area in the Handbook where this occurs and it can also be accomplished easily with a search function.

2. Under “Emergency” subheading of Section 5 strike “and informs them that the Hanover Police department will be called”; strike “requests” and replace with “may request”; strike “who will decide who will decide whether to take a student into custody”; strike “can request” and replace it with “may request”; strike “in the nurse's office” and replace with “at school”; and add “(or designee)” after the phrase “The Principal” in both subpoints 1 and 2 under the subheading “Follow Up Procedures”

Authorship Notes: Removes requirement that a police officer be called and leaves that up to the discretion of the Administration and in accordance with that removes the required notification for parents that a police officer be called. These changes also adjust a few grammatical issues and increase flexibility by removing the designation of the nurse’s office as the location a student waits until they can be released into the custody of a responsible adult and allows the Principal to appoint a designee to meet with the student and parents in a follow up meeting rather than attending themselves.

3. Under “Evacuation Procedures” subheading of Section 5 strike “when exiting the building remember”; strike “with fire alarms” and replace “when fire alarms sound”; add bullet point under the same section “never ignore alarms; strike “as follows” so it just has the evacuation procedures are and then the list; and insert “please” in front of the phrase “stay out of driveways”

Authorship Notes: Simplifies wording in the section so it is more succinct and adds a point emphasizing that alarms cannot be ignored

4. Under “Threat Protocol” subheading of Section 5 strike “the entire school community is aware that language or actions of a threatening nature” and replace with “Threatening language or actions”; strike “even if intended jest” and replace with “regardless of intent”; strike “an administrator. The first priority is”; change “This automatically initiates” to “This notification will initiate”; strike “has the obligation to” and replace with “should”; change “police” to “Hanover Police”; strike “If there is judged to be a nexus between the threat and the staff

member's employment at Hanover High School, the threat should also be reported to the Principal of the building, or if not available, the Dean of Students, or if not available, the Superintendent of Schools” and replace with “School-related threats should also be reported to the Principal or Dean of Students”; and strike “as with all situations involving students” and add “and school safety” to the end of point 4

Authorship Notes: These changes tighten up the section by removing redundant wording to reduce length of the section. There is also a modification to remove a confusing section and to replace it with clearer wording expressing the same intent.

5. Under the heading “Mandatory Immediate Action” in the “Threat Protocol” subheading of Section 5 change the heading “Mandatory Immediate Actions” to “Immediate Actions to be Taken by the School:”

Authorship Notes: A change the office wanted to more clearly express the content of the subsection

6. Under the heading “School Disciplinary Actions” in the “Threat Protocol” subheading of Section 5 strike “including” and replace with “revealed in the investigation with”; strike “disciplinary”; strike “with long term schedule up on return to school”; strike “expulsion hearing”; add a comma after “psychologist”; strike “the possibility of the student continuing to be a danger to others in the future” and replace with “degree to which the individual represents a risk to the school community”; and strike “including a meeting with the student or consultation with the outside psychologist”

Authorship Notes: These changes change the section to reflect current policy as well as clarifies the wording slightly. The things stricken from the potential disciplinary list are already included through other listed examples.

7. Move the heading “Lockdown” and the contained content from under the “Threat Protocol” subheading of Section 5 to its own subsection of Section 5 under the heading “Lockdown Procedure”

Authorship Notes: Right now it is contained under Threat Protocols which deals with threatening actions taken by someone within the school where Lockdowns are a more general procedure

8. Under “Lockdown Procedure” change “and insecure areas proceed immediately to nearest” to “and other insecure areas should proceed immediately to the nearest”; add “should” after

“atrium”; replace “lock their doors that lead into corridors” and replace with “should”; add “to be” after “Windows are”; change “lights are off” to “lights turned off”; strike “lie on the floor or hide in the safest area” and replace with “move to the safest, least visible area”; strike “takes” and replace with “should take”; strike “staff members secures phone listening to information and providing updates as appropriate”; and strike “In a lockdown the school is bidding time and shielding” and replace with “the goal of a lockdown is to bide time and shield”

Authorship Notes: Most of these modifications are updating the tense of the passage so that it is grammatically consistent. The modifications also remove cases of redundancy

9. Under Section 8, the subsection titled “Attendance Policy” replace “either” with “both”; replace “or” with “and”; and replace “first expectation” with “highest priority”

Authorship Notes: Slightly modifies wording to better reflect the intent of the passage

10. Under “Absences” the subsection titled “Attendance Policy” of Section 8 strike “the daily attendance list published by HHS’s Attendance Secretary is the official record of attendance; replace “if questions” with “when questions”; and replace “it can be appealed” with “appeals can be made”

Authorship Notes: Removes a line that is no longer current practice and slightly modifies wording

11. Under “Planned Absences - Prior Notification” in the subsection titled “Attendance Policy” of Section 8 replace “picks up” with “should pick up”; replace “goldenrod forms” with “goldenrod ”; replace “of these different absences” with “attendance”; replace “The student” with “students”; replace “students turns” with “student will turn”; strike “The school expects that the parent or guardian will telephone the school by 8 A.M. The number is 603-643-3431, extension 3535” and replace it with “Parents/guardians should call by 8 A.M. to report absences and late arrivals”; and change the two occurrences of “CoCurricular” to “Co-Curricular”

Authorship Notes: A few of these changes update the tense of the policy so that it reads more as instructions for students. It removes the details of the phone number which is posted on the school website and was included in the Handbook when that was the main reference source for all school information. Modifies Co-Curricular to be more consistent with the wording in the rest of the Handbook.

12. Under “Lateness” in the subsection titled “Attendance Policy” of Section 8 change the heading from “Lateness” to “Late Arrivals to School and/or Class”; replace “who is late” with “who

arrives late”; strike “the lateness” and replace with “the cause”; replace “their co-curricular or athletic activity” with “co-curricular activities”; Add “teacher’s” before “course standards”; add “without penalty” after “students may leave the classroom”

Authorship Notes: Takes out the awkward use of “lateness” as a noun, removes redundant wording, and clarifies the policy if a teacher is 15 minutes late.

13. Under “Lateness Caused by School Travel” in the subsection titled “Attendance Policy” of Section 8 strike “these changes follow: Arrival before 12:00 midnight: Student must attend all classes” and replace with “the following apply.”; strike “that he/she has received an unreasonable tardy or absence” and replace with “unfairly treated”

Authorship Notes: Simplifies the section by reducing unnecessary wording

14. Under “Makeup Work” in the subsection titled “Attendance Policy” of Section 8 strike “absent” at the start of the section; replace “the teacher what assignments” with “teachers for the assignments”; strike “or handouts”; add “when absent” after “they missed”; strike “at the teacher’s discretion” and replace with “as defined in the course standards”; replace “The student must complete work missed due to their absence. The student” with “Students must complete all missed work. Students”; insert “an amount of” after “allowed”; and strike “on the scheduled date” and replace with “as scheduled”

Authorship Notes: Simplifies wording and condenses the passage. Also clarifies that teachers have the ability to reduce the grades for missed work but is has to be consistent with what was stated in the course standards rather than at the teacher’s whim.

15. Under “Cuts” in the subsection titled “Attendance Policy” of Section 8 replace “Cutting a class” with “Cutting class”

16. Under “Consequences for Cutting” in the subsection titled “Attendance Policy” of Section 8 strike “athletics or in other” and strike “that have manageable attendance”

Authorship Notes: Simplifies it to just “co-curricular activities

17. Under the subsection “Student Expectations” under the heading “Open Campus” in Section 8 strike “Open Campus Pamphlet and to comply with these rules” and replace with “Handbook, and

to comply with this language.”; strike “in the main office and” and add “and the cafe” after “in the atrium”

Authorship Notes: The Open Campus Pamphlet is not the main resource for the policy, the Handbook is and that clarifies this. This also corrects the locations where the sign out sheets are currently.

18. Under the subsection “Consequences of Violations” under the heading “Open Campus” in Section 8 strike “will” and replace with “may”; strike “immediately”; and strike “provided that parents support the appeal” and replace with “assuming parental support”

Authorship Notes: Loosens the policy to give slightly more flexibility in enforcement based on situations. Also simplifies language about parental support for an appeal

19. Under the subsection “Ninth Grade Students” under the heading “Open Campus” in Section 8 add “do not have Open Campus Privileges” to the end of the heading and strike “ninth grade students do not have open campus”

Authorship Notes: Clarifies the section heading and then reduces redundancy created later on

20. Under “Parking and Driving” in Section 8 strike “‘booting’ or”; replace “additional \$40.00 tickets” with “additional parking ticket”; replace “locations can” with locations “will”

Authorship Notes: Clarifies the policy to reflect current practice and removes the listing of specific amounts to allow for modifications over time

21. Under “Student Driving and Use of Motor Vehicles” in the subsection “Parking and Driving” of Section 8 strike “Only those students who are granted parking privileges and students bringing vehicles to be worked on in the Industrial Tech Area are authorized to drive on school property”; strike “squealing of tires, fast starts, students riding on the outsides of cars of other”

Authorship Notes: Removes a section that does not reflect current policy and strikes list of examples that are covered by the statement “Potentially dangerous acts”

22. Under “Personal Appearance Policy” in Section 8 replace “and tobacco should not be worn” replace with “or tobacco may not be worn at school”

Authorship Notes: Changes to “or” so that the shirt cannot contain one or more of the following rather than all of the following and clarifies that it is a school policy

23. Under “Schedule-Up” in Section 8 strike “unscheduled time or”; replace “several” with “the”; replace “the Handbook” with “this Handbook”; strike “choice of where to go during” with “use of their”; strike “Usually, the student works out a schedule with the adult in charge”; and strike “as the next level consequences” and replace with “or additional consequences”

Authorship Notes: Removes the redundant singling out of unscheduled time as one of the rules that can be violated that will result in a schedule-up. It also clarifies wording of the policy.

24. Under “School Dances” in Section 8 replace “chief” with “head” and replace “is” with “and all other after “HHS Personal Appearance Policy”

25. Under Section 10, subsection “Common Ground” replace “Thursday” with “before common ground every week”

Authorship Notes: The CG announcements are sent out on Wednesday afternoon most weeks

26. Under Section 10, subsection “Dresden Plan” replace “being met” with “being fully met”; replace “experiences rather than just classes” with “experiential learning”; strike “rather than just the classroom”; and replace “toward many resources rather than just the teacher” with “toward the use of many resources”

Authorship Notes: Reduces certain redundancies to streamline the policy

27. Under the heading “Procedure for Requesting Use of the Building for a School Function” in the subsection “Building Information” of Section 10 strike “so that the request can be cleared with the responsible parties. Because there may be competition for space.”

Authorship Notes: Reduces certain redundancies to streamline the policy into instructions for students or parties