

1. Introduction

1.1 Principal's Message

Dear Students & Parents:

Welcome to the 2011-2012 school year at Keene High School. I strongly believe that great things can occur with the involvement of students, staff, parents and community members. No one can achieve greatness alone. Working together as a group, there is no limit to what one can achieve.

This handbook contains information and resources to answer your day-to-day questions about policies, procedures, and events at Keene High School. Please review the attendance policy for granting excused absences. Please familiarize yourself with every section of this handbook, using the Table of Contents as a reference guide. The more you understand about the day-to-day functions of the school the more comfortable you will become with your environment. As a school community, we will do everything possible to be consistent and fair in implementing these policies and procedures; we ask for your support and involvement. Keene High school has a wealth of opportunities for its students, from academic to extracurricular offerings. These offerings are designed to meet each student's interests; make sure you take advantage of these opportunities. If you are unsure of what to do with your course or extracurricular choices seek the advice of your counselor, teachers, coaches or administrators. The only foolish question is the one you never asked. We encourage all students to become involved and commit their best efforts in pursuit of a well-rounded education.

The enclosed calendar provides you with information on important dates, such as progress report and report card distribution dates, and exam periods to name just a few. Take some time to review these dates as a family.

Once again, welcome, it will be an exciting year; together we can make a difference!

Sincerely,
Alan Chmiel, Principal
Keene High School

1.2 KHS Mission Statement

The Mission of Keene High School is to provide each student with the tools to succeed in a diverse and interdependent world.

2. How to Contact Us/Misc. Info.

2.1 KHS Web Site: www.keene.k12.nh.us
CCC Web Site: cheshirecareercenter.org

2.2 Switchboard Hours

During the regular school year the switchboard is staffed from 7:00 am until 4:00 pm. During the summer, the switchboard is staffed from 7:00 am until 3:00 pm.

2.3 House System

Keene High School is now divided into three houses (blue, gold, and green) and the Cheshire Career Center. A student is usually assigned to the same house for their four years at KHS. Every house office has an assistant principal, administrative assistant, and school counselor. Each house office is responsible for student discipline, attendance, dismissals, and is the primary contact point for most verbal and written parent/school communication or contact.

2.4 Contacting Faculty

Faculty e-mail: hint: first initial, last name

@sau29.org

For most academic questions or situations please contact, in order as needed:

- A. classroom teacher
- B. department head
- C. school counselor
- D. supervising assistant principal
- E. principal

2.5 KHS Student Learning Expectations

Academic

- (1) Graduates read critically
- (2) Graduates comprehend at or above grade level
- (3) Graduates read for a variety of purposes
- (4) Graduates write competently
- (5) Graduates apply a writing process
- (6) Graduates apply mathematics
- (7) Graduates use a problem solving process
- (8) Graduates can find and use information
- (9) Graduates demonstrate skills in a chosen area of fine, performing, or practical arts

Social

- (10) Graduates speak clearly, concisely, and effectively
- (11) Graduates listen actively, critically, and responsibly
- (12) Graduates demonstrate an understanding of the values of lifelong learning

Civic

- (13) Graduates demonstrate a sense of community
- (14) Graduates respect diversity
- (15) Graduates show respect for self and others
- (16) Graduates demonstrate conflict resolution skills
- (17) Graduates develop and utilize skills for a changing world (communication, leadership, teamwork, cooperation, creativity, critical thinking, decision-making, organization, problem solving)
- (18) Graduates develop a career plan.

2.6 Keene School District's Reservation of Rights

The Keene School District "reserves the right to bring suit against any person responsible for disrupting the school by making bomb threats, causing a false fire alarm, or otherwise interrupting instruction. The district will seek restitution and other damages permitted by law."

2.7 Title IX Compliance Statement

The Keene School District receives federal financial assistance. In order to continue receiving such federal financial assistance, this school district will not discriminate in educational programs, activities or employment practices on the basis of race, language, sex, age or handicapping condition, under the provisions of Title IX of the 1972 Educational Amendments: Section 504 of the Rehabilitation Act of 1973.

Complaints regarding compliance with Title IX regulations should be submitted in writing to the Title IX liaison for N.H. School Administrative Unit 29, the Personnel Manager, 34 West St., Keene, N.H. Complaints regarding compliance with the Rehabilitation Act of 1973-Section 504 should be submitted in writing to the Director of Special Education, 34 West St., Keene, N.H.

2.8 Equal Opportunity

Keene High School is an equal opportunity employer and is nondiscriminatory in their course and extracurricular offerings. Any person(s) who feel they have been a victim of discrimination should file a written report, detailing their complaint within five (5) school days to the building principal.

2.9 Nondiscrimination Statement

The Keene School District does not discriminate in the administration of its admissions and educational programs, activities or employment practices on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status. This statement is a reflection of the Keene School District and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII or the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1975
- N.H. Law against Discrimination (RSA 354-A)
- State Rule: Ed. 303.01 (i), (j), and (k)

Any person having inquiries concerning the Keene School District's compliance with the above mentioned laws may contact Paul Cooper, Personnel Manager, Supervisory Union 29, 34 West Street, Keene, New Hampshire 03431, telephone (603) 357-9007. Inquiries may also be directed to the:

U.S. Department of Education, Office for Civil Rights, Region I, J. McCormack Post Office and Courthouse Building, Room 222, Boston, MA 02109-4557, (617) 223-9696.

Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Government Center, Boston, MA 02201, (607) 565-3200.

NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767.

2.10 Access to Students' Records

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents and eligible students will have access to educational records maintained by the district, including the right to inspect and review educational records and to request their amendment to ensure that the records are not inaccurate, misleading, or in violation of a student's privacy or other rights.

2.11 Accreditation Statement

Keene High School is accredited by the New England Association of Schools and Colleges and the New Hampshire Department of Education.

2.12 Pledge of Allegiance

The Pledge of Allegiance will be said over the PA system on the first day of each week. It will occur during HR. The Principal, teacher or a student/student group will lead the Pledge. Participation is voluntary.

Note: for the Pledge of Allegiance, respecting the moment includes removing hats and standing or sitting quietly.

2.13 North Campus

North Campus is an alternative educational setting for students with emotional/behavioral difficulties and special educational needs. The North Campus schedule is as follows:

Homeroom- 7:25-7:35
Period 1- 7:35-8:15
Period 2- 8:15- 8:55
Period 3- 8:55- 9:45
Period 4- 9:55- 10:30
Period 5- 10:30- 11:20
Lunch- 11:20- 11:40
Period 6- 11:40- 12:30
Electives- 12:30- 1:45
Homeroom- 1:45- 2:02

3. Academics

3.1 Grading System

The grading system records and reports students' achievement in their studies. Each teacher's grading system takes into account the following criteria:

- Tests and quizzes
- Homework
- Lab work, projects, etc.
- Attendance
- Class Participation

The grading rationale used in a class will be presented to students as part of the teacher's class prospectus. It will also be available to parents during open house sessions. Letter grades are used to indicate the degree of achievement. Pluses and minuses indicate gradations within each category.

<u>SUPERIOR</u>		<u>ABOVE AVERAGE</u>	
98-100	A+	89-91	B+
95-97	A	86-88	B
92-94	A-	83-85	B-
<u>AVERAGE</u>		<u>BELOW AVERAGE</u>	
80-82	C+	71-73	D+
77-79	C	68-70	D
74-76	C-	65-67	D-
<u>FAILING</u>		<u>Physical Education</u>	
Below 65	F	"M" = Medically Excused	

3.2 End of Semester/Year Final Exams

All students are expected to attend school for the entire 180 days and take exams/assessment as scheduled. Students who do not complete the final exam/assessment activity will not be given credit for the course, regardless of their final average in that **course**. The final exam/assessment activity will count for 10% of the final grade. With good reason(s), students may request early final exams directly through their house office Administrator.

3.3 Grading Periods

The year will be divided into two semesters each approximately ninety days. Therefore, the end of the first semester may change if there are snow days. The dates for progress reports and quarter grade reports may also have to be altered slightly to accommodate changes in the semester schedule. See the calendar for tentative dates during this school year.

3.4 Report Cards and Progress Reports

Classes that Meet for One Semester Only

Printed grade reporting will include: two progress reports, two quarter grade reports, the final exam/assessment grade, and the final grade. The final grade will be calculated from: two quarter grades (at 45% each) and the final exam/assessment grade (at 10%).

Classes that Meet for the Full Year

Printed grade reporting will include: four progress reports, four quarter grade reports, the final exam/assessment grade, and the final grade. The final grade will be calculated from: four quarter grades (at 22.5%) and the final exam/assessment grade (at 10%).

3.5 Honor Roll

Honor grades at KHS consist of a grade point average of 3.0 (with no grade lower than a C) for regular honors and 3.7 (with no grade less than a B) for high honors, based on a four-point scale. Students must be enrolled in at least three blocks per semester to be eligible.

3.6 Graduation Requirements

A Keene High School diploma is issued to students upon successful completion of these criteria:

1. Four years of school attendance
2. Accumulation of 25 credits
3. All specific state-mandated credits completed as listed in the Program of Studies, Page 3.

Students must be enrolled as full-time students for four years, taking eight credits in each of the first 3 years and a minimum of 6 credits (at least 3 per semester) in their senior year. Exceptions to this requirement will be considered on an individual basis. Students wishing to be considered for early graduation must inform their school counselor in writing (with supporting written parent consent) by the end of May of their sophomore year. Final approval of this option is granted by the Principal and Guidance Director.

3.7 Program of Studies

The Program of Studies outlines in detail answers to questions about academic courses, selection process, course prerequisites, and other academic issues.

3.8 Course Selection Process

Please refer to Program of Studies.

3.9 Course and/or Schedule Changes

With serious effort from students, parents, teachers, and counselors, courses selected will be the correct ones and the alternatives selected will also be valid options for the student if substitutions need to be made. Once the master schedule is in place, it will be very difficult to make changes without negatively impacting other students and teachers. Therefore, course changes will not be made unless one of the following criteria is evident:

- Failure or failure to attain a prescribed grade in a prerequisite course.
- Failure to receive the appropriate grade in summer

school

- Prerequisite course has been completed with the appropriate grade in summer school
- A teacher determines that a student is inappropriately placed in a course.
- An emergency situation exists which requires a change to be made

3.10 Course Withdrawal

Once the school year starts, schedule changes may not be initiated by the student. If a teacher determines that a student is inappropriately placed in a course and the student has met all the expectations (i.e., seeking extra help, completing all assignments and makeup work), the teacher will contact the student's parents, school counselor, and the department chairperson. If the proposed schedule change is determined to be warranted, a change of schedule form will be completed by the teacher, counselor, and parents and referred to the student's house administrator for approval. If the withdrawal takes place after the first progress report of the marking period a withdrawal grade (W/P) for passing or (W/F) for failing will be assigned and become part of the student's permanent record.

3.11 Campus Plan/Eligibility/Privileges

Campus Plan is a privilege extended to juniors and seniors with good academic, attendance, and disciplinary records. This plan allows qualified students more freedom in using unstructured time. Students must receive administrative approval and display a valid sticker on their student ID.

Students must be juniors or seniors with at least a **3.0** GPA at the end of the preceding grading quarter. Academic status will be reviewed at the end of each quarter. The administration reserves the right **NOT** to assign a student to Campus Plan – if in its judgment – he/she has not demonstrated maturity and responsibility.

During the day, students with unstructured time may choose to report to the library, courtyard, Campus Area or Cheshire Room during lunchtime. **Students are not permitted to leave school grounds and must be in one of the assigned areas unless they are on early release or late arrival schedules.** Students who violate any of the guidelines concerning behavior, grade average or attendance may be removed from Campus Plan and assigned to study hall.

3.12 Cooperative Education (Co-Op)

Please refer to the Program of Studies.

3.13 Driver Education

Please refer to the Program of Studies. Driver Education is offered through Keene Community Education: 357-0088.

4. Communications

4.1 Bell Schedule / Regular School Day

First Bell - 7:20 am

Block 1 - 7:25 am - 8:50 am

Advisory/HR - 8:56 am - 9:01 am

Block 2 - 9:07 am - 10:33 am

Block 3 - 10:39 am - 12:31 pm

Block 4 - 12:37 pm - 2:02 pm

Students arriving prior to 7:20 am are asked to wait in the cafeteria/north lobby. Students may not be in classrooms without supervision by an adult! There will be no loitering in the south lobby by the main office.

4.2 School Closings/Delay Procedures

Snow days, delayed openings, and other emergencies will be announced on local radio stations, usually by 5:30 AM. Students/parents can call 352-0640 ext. 777 to find out if school is delayed or closed.

4.3 Delayed Opening Schedules

One Hour Delay:

Block 1 - 8:25 am - 9:26 am

Block 2 - 9:32 am - 10:33 am

Blocks 3 & 4 - Regular Schedule

All Cheshire Center 1st & 2nd block sending school canceled.

Two Hour Delay:

Block 1 - 9:25 am - 9:56 am

Block 2 - 10:02 am - 10:33 am

Blocks 3 & 4 - Regular Schedule

All Cheshire Center 1st & 2nd block sending school canceled.

4.4 Open House

KHS will have open house for parents on Thursday, September 15, 2011, and Thursday, March 15, 2012. The purpose of these Open Houses will be to familiarize parents with their child's schedule and first and second semester teachers.

4.5 Parent Advisory Council

The KHS Parent Advisory Council is committed to playing a supportive role in the school's mission to provide a high quality education for all students. Through the Parent Advisory Council, a strong partnership is formed between parents, teachers and school administrators for the purpose of enhancing educational opportunities. Monthly meetings provide a forum for meaningful discussion as well as formal presentations, which help to interpret current programs and introduce new trends in education.

5. Student Support Services

5.1 Library Services

THE HAROLD F. DREW LIBRARY (Instructional Media Center)

Hours: Monday-Thursday 7:00 am to 3:00 pm, Friday 7:00 am to 2:30 pm

Card Catalogue - Drew Library's web-based card catalogue can be accessed anytime on the Internet at: <http://library.keene.k12.nh.us/boolean>

Procedures for using the Drew Library:

The mission of the Drew Library is to provide students and staff with the resources and information they need in an atmosphere that is friendly and conducive to research. The library media center is open Monday through Thursday from 7:00 am to 3:00 pm and Friday from 7:00 am to 2:30 pm. The library supports the school's academic programs by offering materials that are curriculum connected. The library also provides many books for pleasure reading. The library media center's collection includes over 29,000 books, 1,000 videos, 400 audio books, 200 e-books, 70 periodicals, 3 local and national newspapers, and 16 databases. The career collection; which includes SAT, AP prep books, college guides, and job

outlook books; is a resource for post-secondary planning. The collection also includes equipment such as digital photos cameras, video cameras, laptops, mp3 players, flash drives, external hard drives, camera memory card readers, personal CD and cassette players, and nook ereaders. Students may check out up to 10 items at a time.

Most books circulate for 18 days; equipment and career materials circulate for 7 days. After two overdue notices are sent to students, students' names are forwarded to their house offices for office detentions until the lost or damaged books are returned, paid for, or worked off in the library.

The library website provides links to our online catalog, databases, e-books, program instructions, online book club, classroom book lists, and pathfinders. Access our website via the link on the KHS website. Students may use the library computers to conduct research, word process, and create multimedia presentations.

5.2 Guidance Services

The major objective of the Guidance Department is to help students and parents make intelligent decisions regarding personal, educational and vocational goals. Every student is assigned a school counselor. However, students and parents have the ultimate responsibility for deciding life goals.

In addition, a Personal Counselor is available to students with personal concerns or problems. When emergencies arise, students may request to see the Personal Counselor without prior notice. Drug and alcohol abuse counseling is available. Inquiries should be made through school counselors. A Co-op and Career Advisor, located in the Cheshire Career Center, supervises all co-op students and provides information for students desiring part-time employment.

5.3 Health Services

Health Services are provided to help students achieve an optimum level of academic success by maintaining a high level of health and wellness. The school nurses are available for health counseling with parents and teachers as well as students.

MEDICATION TO BE TAKEN DURING SCHOOL TIME MUST BE KEPT IN THE HEALTH OFFICE.

Any student requiring a prescription medication during the school day must register and leave the medication with the nurse. Prescription and nonprescription medication will be

administered by the school nurse after receiving permission from parent/guardian. All prescription medication to be taken in school requires a physician authorization. Nonprescription medication permission documents will be sent home at the beginning of the school year and upon request.

IMMUNIZATIONS: NH state law requires that all children be immunized prior to entrance to school unless exempted for health or religious reasons. Documentation of a Tetanus booster (Tetanus toxoid containing vaccine) is required if it has been 5 years or more since the last Tetanus-toxoid containing vaccine. (One time dose of Tdap) Please forward documentation of any immunization boosters that your child receives during the year to the health office. If your child is not in compliance with the NH state immunization law he/she will be excluded from school until requirements are met.

Vision and hearing screenings will be conducted for students in grade 9 and for any referrals made by parents or teachers.

Students injured at school must report to the health office. The school nurses provide first aid. In case of accident or injury requiring further medical attention, a parent or guardian will be contacted and advised to take the student to his/her own physician or the hospital emergency room. It is the policy of the Health Office not to transport students.

Students who are to be excused from physical education due to a health condition must provide the health office with an official note from their physician.

SPORTS PHYSICALS: For all students participating in interscholastic sports, one physical examination is required in a four (4) year high school career, unless the student has been significantly ill or injured thereafter.

Each year, prior to each sport's participation, a "Health Questionnaire for Sports and Parent Approval" will be required of each participant. This will be kept on file in the Health Office. Physicals by the school physician will ONLY be offered ONCE, in late June, prior to sport's season. A documented physical examination by a student's family physician, given AFTER June 1st of the incoming freshmen year, filed at the Health Office, will be accepted. (per NHIAA regulations)

5.4 Peer Mediation

Peer mediation is available to help students resolve interpersonal issues. It is a way for students to solve their own

conflicts, with the help of other students (or an adult, if needed) who facilitate a problem solving process. Anyone can initiate a peer mediation referral by contacting any administrator or school counselor. Mediators and mediation advisors will keep mediation conversations confidential, unless something illegal or something which could endanger the participants or others is shared.

5.5 Cafeteria

Parents are encouraged to pay for meals and snacks on a monthly basis. For every prepayment of 15 lunches, one bonus (or free) lunch is provided.

Prepayments may be sent to the Food Service Office, 77 Arch Street, Keene, NH 03431 or the prepayments may be deposited into the designated box in the KHS cafeteria.

Prices are as follows:	<u>Full Price</u>	<u>Reduced</u>
Student Breakfast (7:00-7:25)	\$1.35	\$.30
Staff Breakfast	\$1.75	
Milk	\$.45	
Student Lunch (w/beverage)	\$2.65	\$.40
Staff & Adult Lunch	\$2.75	

All students are expected to respect the cafeteria and pick up after themselves.

5.6 Use of Telephones

Pay telephones/House Office student telephones are available for students to use. Students should use these phones between classes and during lunch periods, not during class time. **Phones in the classroom are not to be used by students. Cell phones cannot be used in class without the teacher's permission.**

5.7 Lockers

It is the responsibility of each student to maintain the security of their locker by not giving their combination to any other person.

The school provides locker facilities but assumes no liability for lost items. Report any security violation or damage immediately to your Assistant Principal. Students are expected to use lockers prior to Block 1, during class passing time, and at the end of the school day. All lockers are to be kept in an orderly manner. Students are expected to use the locker **assigned to them.** Locker searches: see Section 7.4.

5.8 Lost and Found

Students are responsible for their own personal belongings. Items found should be turned in to the Communications Office and students may inquire there about lost items. Report thefts as soon as possible to your Assistant Principal.

6. Attendance

6.1 Attendance Policy Re duced

School attendance is covered by State Law 193:1. Regular, prompt attendance is also a district requirement and is essential for students' academic progress. The school reserves the right to impose academic penalties for absences. Students need to be present to experience the full value of their courses. No amount of make-up work can replicate classroom instruction time. Students will be held accountable for the information presented in every class whether they are present or not. Parents and students have a duty to ensure that students attend school and cooperate with the following rules:

Absences

Students are allowed no more than a total of:

- 6 absences per 1/2 credit course
- 12 absences per 1 credit course
- 18 absences per 1 & 1/2 credit courses
- 24 absences per 2 credit courses

Students who enroll after the start of a semester will be allowed no more than one absence for every 7.5 days left in a semester for courses which meet every day, or one for every 15 days for courses which meet every other day.

Excused absences, which **do** count toward the total number of absences, include:

- Student illness
- Medical/dental appointments
- Bereavement/funerals

Religious reasons
Extraordinary circumstances
Planned absences with prior approval
Two college visits (seniors only)
ISS

Exemptions, which **do not** count toward total absences, are school-sponsored activities such as:

Field trips
Sports and club dismissals
Counseling
Testing
Mandatory assemblies

Unexcused absences, which **do** count toward total absences, are all other absences not listed above. These include, but are not limited to:

Truancy
Cutting class
Missed the bus
Car trouble
Overslept/alarm
OSS
Removal from class (30 min. or more)

An absence/tardy of more than 30 minutes (excused, unexcused, or exempt) will be treated as a full absence from class.

6.2 Notification of Absence by a Parent

If a student is going to be absent from school a parent must call the student's **House Office** to state specifically the reason for the absence/tardy before 8:00 am.

Blue House ext. 3164 (Mrs. Lane)

Gold House ext. 3364 (Mrs. Hill)

Green House ext. 3564 (Mrs. Rokes)

House Administrative Assistants will make an attempt to contact parents at home or work after 8:00 AM to verify the reason for the absence if they have not yet received notification. If no telephone contact has been made, then students must present a note explaining the reason for the

absence(s) on the day the student returns to school before an admit slip is issued allowing the student back in class. Only the school administration may excuse a student from school attendance. A telephone call or a note from a parent does not, in itself, excuse an absence. Failure to call or present a note will automatically result in the absence being unexcused and will be deemed a truancy. Once the reason is made known to the administrator, a determination will be made as to whether it is excused or unexcused. **Per RSA 193:1 only the school administration may excuse a student from school attendance.**

6.3 Tardy to School / Tardiness

Students who, for unexcused reasons, are tardy to school 30 minutes or less are marked as only tardy. Students may accumulate four (4) unexcused tardies to school without consequences. Consequences commence with the fifth tardy to school. Please refer to the discipline section of the handbook for specific disciplinary actions. **STUDENTS WHO ARE UNEXCUSED TARDY AFTER 7:55 AM WILL AUTOMATICALLY RECEIVE AN ADMINISTRATIVE DETENTION(S) FOR EACH CLASS MISSED.**

Early Dismissal Procedure

To properly dismiss a student, a parent/guardian must call or provide written documentation **stating the reason for the dismissal prior** to the dismissal. Students are to be dismissed through their House Office preferably before school begins.

6.4 Make-up Work

Excused absence or tardy:

Students are required to make up any work missed due to excused absences or tardiness. Students are generally allowed the same number of days to make up the work as the number of days missed, but the students must make appropriate arrangements with their teachers and should not assume that they know their new due dates without asking.

Unexcused absence or tardy:

Students will not be permitted to get credit for work missed due to unexcused absences or tardies. These assignments will earn grades of zero. They include class work, quizzes, and tests, as well as homework due and assigned on the day of the absence. Students are encouraged to complete make-up work, but credit will not be granted.

Homework Requests for Absences:

It is the responsibility of the student to make arrangements directly with the teacher for making up any work missed for an excused absence. Generally, one day will be allotted for each day absent to make up work missed due to an excused absence. For students who have an excused absence, missed work may be made up for credit. Students should meet with teachers on the first day back to school to insure that all missed assignments/projects are understood. If a student has an excused, extended absence of three or more days, parents should request homework/schoolwork by calling their House Office. Homework will usually be ready for pick-up within 24 hours of the request.

6.5 Loss of Course Credits

Students who have exceeded their allowed absences for a course will lose academic credit for that course. If a student has exceeded the number of allowable absences, he/she has the right to appeal to his/her House Administrator if they have no cuts or truancies.

Students and parents should closely monitor attendance through the parent portal, progress reports, and report cards.

6.6 Appeals

Students who have exceeded their allowed absences, have cut no classes, and have not been truant may appeal to their House Administrator for reinstatement of credit. The explanation for the appeal must be reasonable and justified. Verification will be required and a physician's note may be requested in the case of long-term or chronic illness.

Students must complete attendance appeal forms for each class they are appealing. Students will then submit the forms to their House Administrator for examination and review. Students must have a complete record of their absences with parent/guardian documentation in their attendance file before an appeal can be filed.

Students can only file an appeal in classes for which they received a passing grade. The student's entire attendance record for the course, not individual days, is examined.

The cutting of classes predetermines loss of credit. An appeal will not be granted for any student whose absences include one or more cuts. Credit will not be reinstated for appeals that have been denied.

The House Administrators will review and make decisions on all appeals as an administrative team. If, for any reason, the team cannot come to a decision, the Principal will make the final decision. Appeals made to the House Administrators may be further appealed to the Principal.

7. Security

7.1 Student Identification Cards (ID's)

All students are issued an identification card (ID) annually. **Students must carry their ID in school at all times and make them available to staff upon request.** ID cards are used to verify student identity, check-out library materials, attend school functions, and are required for students on campus plan, late arrival or early release. Students who purposely switch identities during the ID picture process will receive disciplinary action and lose all above-stated privileges.

7.2 Security Cameras

Please be advised that Keene High School is equipped with a video monitoring system. Video monitoring is taking place throughout the inside of the building, exterior of the building and parking lots.

7.3 After Hours (pickup)

Students should be picked up after school at the main entrance. Students *must* wait for rides at the main entrance.

7.4 Student Searches

The administration has the legal authority to conduct searches of lockers, backpacks, vehicles and students for probable cause.

7.5 Emergency Drill Procedures

Throughout the year Keene High School conducts monthly fire drills in accordance with state law. Additionally, there may be a need to evacuate the building in case of a disaster. KHS has extensive emergency plans that cover most anticipated emergency evacuations. These plans are practiced and

reviewed yearly, updated, and practiced by all students and staff.

In the event of a fire or other disaster, it is imperative that students follow the directions of their teachers and administrators. During any fire drill or actual event, students should leave the building quickly through the exit indicated on the map posted in every classroom. Students must remain with their group at all times. Attendance will be taken by staff.

In the event of major disaster, students will be evacuated to an assembly area and then to the Keene State College Gymnasium. If an evacuation does occur, a general announcement will be made on all radio stations in the area. Parents will be required to show ID in order to pick up their children at the evacuation site.

7.6 Student Resource Officer

Keene High School has a School Resource Officer on premises, who will work with school officials on safety issues.

8. Policies and Procedures

8.1 Dress Code

Keene High School would like to challenge all students to take pride in their appearance. Proper attire is required of all students during school and at all school-related functions. Proper attire is defined as: clean clothing that is free of holes or tears that appropriately covers the body, and that helps maintain a healthy and safe environment at the school. Additionally, the school cannot permit clothing that creates a classroom or school distraction, is dangerous to school property, disruptive to the educational process, vulgar, obscene, advocating illegal substances or offensive to human dignity. Students who wear such articles of clothing will be referred to their House Administrator. Because styles change and fads tend to creep into student dress from time to time, effort will be made to adhere to regular standards. However, as every circumstance cannot be foreseen, the House administrator will have the final authority to determine appropriate dress for the school environment on a case-by-case basis. Students are expected to amend immediately anything deemed inappropriate. If you have a question about appropriate dress, consult your House Administrator. To assist in your judgment, be advised that:

1. Bare feet are not allowed.
2. Brief, immodest or revealing attire such as midriff tops, backless (below mid-line) shirts or tank tops, muscle shirts, pajamas, beachwear, inappropriate necklines, excessively short skirts or shorts, and exposed undergarments are prohibited. No bare midriffs. Straps must be a minimum of 1 inch wide. Skirts and shorts must reach mid-thigh or they will be deemed too short.
3. Leggings must be accompanied by clothing meeting the mid-thigh standard.
4. Spiked items such as collars, wristbands, chains or spiked hats are not permitted. Chains and/or dog collars are prohibited.
5. Clothing that displays or advertises by written or visual statement sex, alcohol, drugs, tobacco, and/or violence are prohibited.
6. Attire that identifies students as members of a so-called "gang" (bandanas, etc.) are prohibited.
7. No one shoulder or halter tops.
8. Hoods may not be worn on school grounds.
9. Sunglasses may not be worn in school.

8.2 Food and Drink in the Classroom

Food and drink are not to be consumed in the hallways or in the auditorium/library/computer labs/gymnasium. Food and drink being taken from one place to another must be covered or in closed containers. Bottled water is allowed in the classroom. Teachers will use their discretion in allowing food to be consumed in the classroom. Purchasing food from the Cheshire Room mobile cart or from Phases, the school store, is allowed at the discretion of each staff member. Note: Students may not leave the class to use vending machines or to go to the Cafeteria.

8.3 Lost School Materials

Students losing school materials, which would include but not be limited to textbooks, library books, uniforms, tools, calculators, etc. will be charged for the replacement cost of the item.

8.4 Use of Halls and Bathrooms

While classes and study halls are in session, no student is to be found loitering in a bathroom or wandering in the halls or on school grounds. Students in such areas must have a teacher issued pass. Bathroom privileges during class or study hall are permitted in emergency situations with a pass. Students are not allowed outside of the classroom during the last 15 minutes of each block. **Campus students are expected to be in one of their assigned areas and/or moving from one assigned area to another.**

8.5 Student Guests

Students are encouraged **NOT** to bring guests to school, especially near vacation breaks or at the end of the school year. If unusual circumstances require a guest to attend school, that guest must be approved **at least two days in advance** by the Gold House Administrator. Final approval will be at the discretion of the Principal. KHS students must pick up a Guest Form in Gold House. Visitors must be high school students currently enrolled in another school. Visitors must comply with all Keene High School rules.

8.6 Reporting Child Abuse

State law requires that school officials, the school nurse, teachers and counselors report to the Division of Children and Families any reason to suspect that a child has been abused or neglected.

8.7 Photo/Video Waiver

Periodically, N.H. Administrative Unit 29 publishes printed material, prepares power point presentations, and updates web sites that may use photographs of students in a classroom or school setting. **Names of students are not used except to celebrate achievement.** If you do not want your child's photo used, please notify the principal of your child's school.

8.8 Transfer/Withdrawal from School Procedure

Please contact your child's House Office to secure the proper forms and procedures required to correctly withdraw or transfer a student from Keene High School.

8.9 Network, Internet and Computer Use

Computers are Keene High School are provided to students and staff to promote educational excellence through resource sharing and communication. Access to these computers will be available only to users who agree to act in a considerate and responsible manner consistent with the educational mission of Keene High School. To achieve these standards and meet these responsibilities, computer service at KHS relies upon the proper conduct of the users and requires efficient, ethical, and legal utilization of the resources offered. Students who do not return a signed Acceptable Use & Internet Safety Policy Compliance Statement will not be able to use any computer at Keene High School. Students found using computers without a signed compliance statement on file will be subject to appropriate consequences. In addition to Keene High School's disciplinary code, Acceptable Use & Internet Safety Policy violations typically carry either or both of the following consequences:

1. A loss of computer privileges, which means that the student's work must be done by hand or on the student's home computer. If the IEP of a student with special needs requires the use of a computer, the student's case manager will be notified so that appropriate modifications or accommodations can be made.
2. A loss of network privileges means that the student may use stand-alone computers. Students may download their school work-files to disk before privileges are removed so that work can be done at home. **Student disk storage will be limited to 10 MB.** Requests for additional server storage space should be made to Blue House.

8.10 Disclosure of Information to the Military

No Child Left Behind legislation requires school districts to provide directory information to military recruiters. Directory information includes a student's names, address and telephone number. If you do not want KHS to give out this information, please contact the principal in writing prior to September 30th.

Military recruiters will be provided rosters after September 30th of each school year.

8.11 Pupil Harassment/Bullying/Hazing

Bullying is a pattern of 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 pupil. Keene High School is committed to providing a safe school environment in which the members of the school community are treated with respect. 'Bullying' interferes with this proper school environment. Accordingly, Keene High School follows a procedure intended to minimize and prevent bullying by dealing with such acts of verbal or physical abuse. See Keene School District Policy and Procedure #4125/5148.

"Hazing" is defined as any conduct or method of initiating students onto any student team or organization, which subjects a student to physical or mental abuse and/or publicly embarrasses or humiliates the student.

8.12 Cyberbullying

Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The policies of Keene High School regarding these situations are the same as above and will follow the NH Pupil Safety and Violence Prevention Act, RSA 193-F:3-10.

8.13 Sexual Harassment

No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is offensive "Sexual harassment" is described as, but not limited to the following:

- a. Sexually-oriented teasing or kidding.
- b. Derogatory gender-based or sexually suggestive humor.
- c. Graphic comments about a person's body.
- d. Sexually suggestive objects or pictures in the school environment, which serve a derogatory purpose.
- e. Unwelcome touching of a sexual nature such as patting, punching, or frequent brushing up against another's body.
- f. Subtle or direct pressure for sexual activity.

- g. Demands for sexual favors accompanied by implied or direct promises or threats that submission or rejection will affect any decision concerning the status of the harassed person.

Students are encouraged to discuss such harassment, whether by a peer or an adult, with their parents and/or school personnel: teacher, counselor or administrator with whom the student feels comfortable. A copy of Keene School District Policy # 4124/5147 on sexual harassment can be obtained in a student's House office, the Main Office, or by contacting Paul Cooper, SAU #29, Personnel Manager at 34 West Street, Keene (357-9007).

9. Behavior and Discipline

9.1 Disciplinary Code

As a learning community, KHS places the responsibility of creating the appropriate atmosphere on the shoulders of everyone who participates in that life. The purpose of education is to prepare young people to participate productively and responsibly in society. To do so, students must learn what is appropriate behavior and what are the consequences of inappropriate behavior. Young people must learn to respect one another in both speech and actions. The KHS community considers public displays of affection both inappropriate and unacceptable. Both in and out of class, students are expected to behave in a safe, courteous and respectful manner. School rules and regulations provide safety, security and support to students. They help in the formation of character, orderliness and efficiency, helping students become well-rounded, capable individuals for their future roles in society. With a school-wide discipline code, students know what is expected of them. The KHS Discipline Code applies during school - in the classroom, hallways, locker rooms, cafeteria, gym or on the athletic fields - immediately before and after school, and at any school related function on or off campus.

9.2 Honor Code

An Honor Code represents a level of conduct and truthfulness that everyone should strive to meet. As a community of teachers, staff members, and students, we pledge to be truthful in our words and in our deeds.

At Keene High School we value honor above all else. To be honorable is to possess integrity. An honest person is one who does not lie, cheat, steal, or take unfair advantage. As Keene High School students, you will be expected to behave honorably and follow the school's honor code.

1. I acknowledge that cheating is an act of dishonesty.
2. I understand and accept that if I cheat, I will receive a "zero" for the assignment or examination; my parents or legal guardian, respective counselor(s), and administration, as well as the National Honor Society Advisor will be notified.
3. If I violate the Keene High School Honor Code, I will accept responsibility for my actions and the subsequent consequences (administrative detentions or suspensions).

9.3 Examples of Cheating

Cheating is defined as using someone else's ideas, words, or information as one's own or giving unauthorized assistance to someone.

These include but are not limited to:

- a. Plagiarism - copying the essential character of someone else's work, whether visual or written, and submitting it as your own. When writing reports, the student is often required to support ideas with information from sources such as newspapers, magazines, books, web sites, and all electronic media, etc. In order not to plagiarize, the student is required to give credit to the authors of these sources. This is called documentation. In addition, all writing must be in the student's own words or else it must be quoted. If you have any questions about what constitutes plagiarism or what information requires documentation, see your teacher.

Note: Certain art projects may require a student to simulate subject matter, technique, etc. This requirement will be stipulated in the course criteria.

- b. Giving or receiving information on tests, classroom assignments, etc. (Both parties are guilty.)
- c. Using any type of illegal aide during tests and quizzes. (Cheat-sheets and all electronic devices, etc.)
- d. Copying software.
- e. Copying tests.
- f. Discussing test material with students who have not yet taken the tests.

- g. At Keene High School we encourage the involvement of parents and guardians in support of their son's and daughter's learning and in the preparation of homework; however, the student must prepare the work and accept only guidance and advice from parents, guardians, and tutors. (Suggested ways to support: proof reading, editing.)
- h. Talking during the test for any reason.
- i. Copying or using other's work (homework, labs, etc.) as "your" work when instructed to do the assignment by yourself.

9.4 Discipline Infractions and Penalties

(Determining final penalties for all discipline infractions rests with the building level administration.)

Assault

1st offense - 10 days OSS, Referral to Principal for Possible Expulsion)

Subsequent offenses -Admin. Discretion, Referral to Principal for Possible Expulsion **(Police Report Required/SRO=required for all offenses)**

AUP (Acceptable Use Policy-of Technology)Violations

1st offense - Admin. Detention
 2nd offense - 5 days off network & Saturday detention
 3rd offense - 9 weeks off network/Admin. Discretion

Cyber-bullying/Bullying/Threatening/Harassment/Hazing Intimidation/Taunting

1st offense - 1-3 days OSS (Police Report)
 Subsequent offenses - Admin. discretion
 (Report Required per Board of Ed. #4125/5148)(Police Report Required)/ SRO

Cell Phones

Cell phone policy -Trial Period for Quarter 1 *
 Students may use cell phones during passing time and during lunch time. No phones may be used during study halls. No phone may be used unless the teacher directly allows phone use. For example, a student may wish to use the phone as a calendar for assignments, allow phones to be used for assessment feedback (phone clicker), or other educational instructional use.
 Reason for a change in the cell policy is a result of consideration for cell phones to be used for positive educational use and future educational benefits such as

educational "apps" and homework assignment tools.

*Administration will review this policy after each Quarter during the 2011-2012 school year. Administration may revert to a no cell phone use if there is evidence to show a negative impact of the new policy. **Violation of cell phone policy will result in:**

- 1st offense - Administrative Detention
- 2nd offense - 2 Admin. detention and confiscation (pickup after school)
- 3rd offense - Saturday Detention (confiscation and parent pickup)

Cheating/Plagiarism

- 1st offense - Saturday Detention, Zero on work, parent contact, school counselor & NHS contact,
- Subsequent offenses - Admin. Discretion/No NHS while at KHS.

Cut Class/Study Hall/Advisory/Homeroom

- 1st offense - Admin. Detention
- 2nd offense - 2 Admin. Detentions
- 3rd offense - Saturday Detention

Cut/Late to/Sent out of Administrative Det.

- 1st offense - 2 Admin. detentions
- 2nd offense - Saturday Detention
- 3rd offense - 1 Day OSS
- Subseq. Offenses- Administrative Discretion

Cut Saturday Detention

- 1st offense - 2 Saturday Detentions
- 2nd offense - 1 Day OSS
- 3rd offense - 3 days OSS, refer to Principal

Cut Teacher Detention

- 1st offense - Admin. Detention
- 2nd offense - 2 Admin. Detentions
- 3rd offense - 1 Day ISS

Disruptive Behavior/Sent Out of Class

- 1st offense - ISS for remainder of block & teacher detention
- 2nd offense - Administrative Detention
- 3rd offense - Saturday Detention

- 4th offense - 1 Day OSS

Dress Code Violations

- 1st offense - Corrective action, Admin. Detention
- 2nd offense - Corrective Action, Saturday Detention,
- 3rd offense - Corrective Action, 1 Day OSS

Failure to Identify

- 1st offense - Saturday detention, parent contact
- 2nd offense- 1 Day OSS
- 3rd offense- 3 Days OSS

Fighting

- 1st offense - Up to 5 days OSS (issued by Assistant Principal) (**Police Report Required/SRO**)
- 2nd Offense- Up to 10 days OSS (1st 5 days issued by A.P., 2nd 5 days issued by Principal) (**Police Report Required/SRO**)
- Subseq. Offenses Recommended for expulsion (**Police Report Req./SRO**)

Food In The Classroom

- 1st offense -. Teacher warning, Immediate corrective action
- 2nd offense - 1 Teacher Detention
- 3rd offense - 1 Admin. Detention

Forging Notes/Passes

- 1st offense - 2 Admin. Detentions/parent contact
- 2nd offense - Saturday detention
- 3rd offense - 1 Day OSS

Insubordination (failure to comply with a reasonable request of a staff member)

Classroom / Other area

- 1st offense - Teacher detention /Admin. Detention
- 2nd offense - Admin. detention /Saturday detention
- 3rd offense - Saturday detention /1 Day OSS

Leaving Campus Without Permission

- 1st offense - Saturday detention, parent contact
- 2nd offense - 2 Saturday detentions
- 3rd offense - 2 days OSS

Loitering/Wandering Halls/Off Limits Area/Parking Lots, etc.

- 1st offense - 1 Admin. detention
- 2nd offense - 2 Admin. detentions, parent contact
- 3rd offense - Saturday detention

Library Violations

- 1st offense - Must leave library, not able to return for the rest of the day, notify house office
- 2nd offense - Must leave library, loss of library privileges for 3 days, notify house office
- 3rd offense - Must leave library, loss of library privileges for 1 week, and 1 Admin. Detention

Parking/Fire Lane Violations

- 1st offense - 1 Admin. detention
- 2nd offense - Saturday detention
- 3rd offense - Car towed at owner's expense (Police Report/SRO)

Possession of Dangerous Instruments (i.e. Knives, Leatherman, Razor Blades, Metal, etc.)

- 1st offense - 3 Days OSS (Police Report)
- 2nd offense - 5 Days OSS (Police Report)
- 3rd offense - Admin. Discretion (Police Report)

Profanity/Gestures Toward Staff/Students

- 1st offense - Admin. discretion
- 2nd offense - 1-3 days OSS
- 3rd offense - OSS/Admin. discretion

Public Displays of Affection/Hands-Off

- 1st offense - Admin. written warning
- 2nd offense - 1 Admin. detention
- 3rd offense - Saturday detention

Racist, Discriminatory, Hateful Remarks Directly/Indirectly to Individual/Group

- 1st offense - Admin. detention/Investigate harassment
- 2nd offense - Sat. detention/Investigate harassment
- 3rd offense - OSS/Investigate harassment

Removal From ISS For Inappropriate Behavior

- 1st offense - OSS for remainder of day/Saturday detention

2nd offense - 3 days OSS
3rd offense - Admin. discretion

Sale or Distribution of Drugs/Substances

1st offense OSS indefinite- refer to Superintendent (Police Report/SRO)

Smoke Bombs/Stink Bombs/Firecrackers, etc.

	Possession of...	Use Of...
1st offense -	Saturday Detention	Mand.3 Days OSS
2nd offense -	1 Day OSS	Admin. discretion
3rd offense -	Admin. discretion	Admin. Discretion

Smoking/Possession of Tobacco Products

1st offense - Saturday detention
2nd offense - 2 to 5 days OSS/Cessation Course
3rd offense - Admin. discretion (**Police Report/SRO Required for All Offenses**)

Substance Use/Abuse/Possession

1st offense - 5 days OSS
2nd offense - 20 days OSS - refer to Superintendent (Police Report/SRO)

Tardy to class

1st offense - Admin. written warning
2nd offense - Teacher detention
3rd offense - Admin. detention

Tardy to school (less than 30 minutes)

1st offense - (5th tardy) Admin. detention
2nd offense - (6th & 7th tardy) 2 Admin. detentions
3rd offense - (8 or more) Saturday detention

Tardy to school (more than 30 minutes)

1st offense - Admin. detention
2nd offense - 2 Admin. detentions
3rd offense - Saturday detention

Theft/Stealing/Shoplifting

1st offense - Sat. Det/ -5 days OSS, restitution,
Subsequent offenses - Admin. discretion (Police Report/SRO)

Truancy/Falsely Calling In

1st offense - 2 Saturday detentions, parent contact
2nd offense - 1 day OSS

3rd offense - 3 days OSS

Unauthorized use (in school) of Visual Communication Devices, i.e. Cell Phone Photos, Digital Photos

1st offense - Saturday Detention/ Confiscation of Equipment
2nd offense - 3 Days OSS
3rd offense - Admin. Discretion

Use (in class) of: CD/Walkman/MP3 Players/Ipods

1st offense - Written Admin. warning
2nd offense - 1 Admin. detention, confiscation, (pickup after school)
3rd offense - 2 Admin. detentions, parent pickup

Vandalism

1st offense - 1-5 days OSS
Subsequent offenses - Admin. discretion (Police Report/SRO)

Weapons

Follow Board Policy (can be obtained via Superintendent's Office). Refer to 8.14 for definition and consequences of Weapons.

9.5 Alcohol and Drug Abuse (Policy #5144)

In accordance with the Drug Free School and Communities Act and the Safe Schools act, KHS prohibits the use of drugs and alcohol on school grounds, or at any school related function, and has established a Drug Free Zone 1000 feet around the school. Health education programs will inform students and staff of the physical and psychological effects incurred through the use and abuse of alcohol and of controlled and uncontrolled drugs.

In accordance with State Law, only authorized persons shall possess, use or dispense controlled drugs or narcotics on school property or during school-sponsored activities held off the school premises. Distribution and abuse of uncontrolled drugs (patent medicines, nonprescription drugs and other harmful and toxic compounds) will not be permitted.

No alcoholic beverage shall be allowed on school property or at any school related function. Any violation of this policy will result in severe penalties.

The school administration has full authority to take disciplinary action deemed necessary for individuals under the influence of alcohol or drugs who are on school property or in attendance at school functions, or at school related activities including graduation.

Substance Abuse Penalties

Possession or Use

1st offense - Minimum of five (5) days Out of School Suspension (Ineligible for any school related activities for five weeks (three weeks may be waived if student participates in required program)).

2nd offense - Twenty (20) days Out of School Suspension; refer to the superintendent (Ineligible for any school related activities for ten weeks).

3rd offense - Referral to Superintendent for expulsion.

Note: Students knowingly in the presence of alcohol/drugs must: call for a ride and leave immediately.

Sale or Distribution

Suspended indefinitely pending investigation and expulsion hearing; refer to Superintendent.

For any substance abuse penalty, it is considered a second or third offense if it occurs within two years of a prior offense. (See Keene School Dist. Pol. #5144.

9.6 Smoking/Tobacco Policy

Due to the overwhelming medical evidence on the health hazards of smoking and the state law which bans smoking in all public buildings there will be no smoking in any Keene High School buildings or on the premises. In addition, possession of tobacco products is not allowed at Keene High School. This includes chewing tobacco as well. It is our strong belief that all students and staff have a right to a smoke-free environment. Students who choose not to follow this policy will be subject to suspension. Parents will be notified in all cases.

9.7 Teacher Detention

For some disciplinary actions a teacher detention is given by the classroom teacher. In most cases the teacher has already worked with the student through a classroom management program of verbal warnings and reminders and now needs to

address the negative pattern by assigning a detention with the teacher after school. The student is required to serve time after school with that teacher at the teacher's convenience; 24 hour notice is expected. Students are given one day's notice to arrange schedules and transportation. The length of time is solely at the discretion of the classroom teacher. If a student does not serve the teacher detention, an administrative detention will be given by the student's house administrator.

9.8 Administrative Detention

Administrative detentions are assigned for failing to abide by school rules. Students must arrive on time at 2:15 p.m. Detention runs from 2:15 pm to 3:45 pm. Students who arrive after 2:15 pm will be referred back to their House Office. Students are to bring work with them, sign in, take their seat, and work quietly & individually. While in detention, students must be doing work. Detention is not for students to socialize. If students are sleeping, talking or being unproductive, they will be asked to leave and two additional detentions will be assessed.

Detention takes **priority** over any other school activities including sports, extracurricular clubs, work and driver's education.

If students are absent on the assigned day, they should report to their house office to reschedule on the first day they return to school.

9.9 ISS (In School Suspension)

In-school suspension is a disciplinary measure that may be utilized by the administration of KHS in accordance with established policy and administrative regulations. The goals of ISS are:

1. To hold students accountable for the actions which resulted in their presence in ISS.
2. To insure that students continue their academic studies while in ISS. In-school suspension is a serious disciplinary action. Class assignments are completed in a quiet atmosphere with a monitor in charge.

Students in ISS must fulfill the following requirements:

- Students must first report to their respective House Office for attendance.

- Students must bring all necessary assignments, books, study material needed for the day.
- Students in ISS have the right to make up work missed without any penalty being assessed to their grade.
- Students in ISS will be allowed limited bathroom breaks and will eat their lunch under ISS supervision.
- There will be no communication between students. No notes, hand signals, talking, or other disruptive behavior will be allowed.
- Students may not use walkmans/iPods/MP3 or CD players; no food, candy, drink (except water); no sleeping or leaving early for any reason.
- Students who can't control their behavior in ISS could be subject to the next level of discipline.

9.9 Saturday Detention

Saturday Detention is a disciplinary measure used by the KHS administration when previous corrective measures have not been effective and prior to putting a student out of school suspended. Students in Saturday detention are not missing class time and can make up work missed without any penalty being assessed to their grade.

Saturday Detention Rules

8AM - 11AM / Cafeteria

*Students must be on time or they will not be allowed in to Saturday Detention.

All students must remain in Saturday Detention for the duration of 3 hours.

*Students must bring plenty of school work, reading materials (books/magazines/newspapers) etc., writing materials, art work, project materials or puzzles to keep busy for the 3 hours.

*Students must be quiet and working. Throughout the 3 hours, students will receive a 5 minute break every 35 minutes. Breaks are to be in the cafeteria lobby only, and students cannot be late returning.

*Students who do not come with *something* to do will not be allowed in to detention and they will be assessed Out-of-School Suspension(s).

•Students who are late or do not show up will receive an automatic Out-of-School Suspension(s).

*If a student is disruptive in any way, that student will be asked to leave and the proctor will call the parent or contact person. That student will receive an Out-of-School-Suspension(s).

*At no time is a student allowed to sleep, listen to CD Players/Walkman's/MP3 Players/Ipods.

*KHS Dress Code must be adhered to.

*Students are only allowed to use cell phones during break &/or after Saturday detention is over.

9.10 Out of School Suspension (OSS)

Students on out-of-school suspension (OSS) are not allowed on any school grounds or permitted to attend any school related or school sponsored activities. These include, but are not limited to: home or away athletic events, events sponsored by clubs, prom or other dances, senior activities, including commencement and senior week activities.

Students on an OSS cannot make up work for credit and will receive a zero for all work missed during their suspension. This includes, but is not limited to: class work, homework, projects, quizzes and tests.

Out of school suspension days will count toward the total amount of absences allotted by the Attendance Policy.

9.12 Discipline Appeals Procedures

Students may appeal certain discipline decisions of the administration and faculty. Administrative detentions cannot be appealed. Suspensions of five days or less may be appealed to the building principal. Suspensions by the principal for 10 days or less may not be appealed. Any suspension for 11-20 days may be appealed to the Assistant Superintendent of Schools.

9.13 Discipline and Due Process Rights of Students

There shall be the following levels of discipline available to school officials enforcing RSA 193:13, D1-4 of the New Hampshire Education Laws Annotated and Keene School District Policy relative to the suspension and expulsion of pupils in a safe school zone.

- (1) A suspension for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school shall be considered a short-term suspension and shall be administered by a superintendent or designee for a period not to exceed 10 school days;
- (2) A suspension for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet or BB gun or rifle under RSA 193:13, II shall be considered a long-term suspension and shall be administered by the school board or designee in order to continue the short-term suspension for a period in excess of 10 school days.

“Weapon” means:

- (1) a firearm to include in addition to a pellet, BB gun or rifle, any object prohibited, licensed, or requested under RSA 159;
- (2) a knife, leatherman, and/or any other substance or object which , in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

In a short-term suspension of a student, (10 days or less) the student shall be entitled to the following due process:

- *assistant principal or principal shall inform the student of the purpose of the meeting;
- * oral or written notice of the charges and an explanation of the evidence against the students;
- * an opportunity for the student to present his/her side of the story;
- * a written statement to the student and at least one of the student’s parents or guardian, explaining any disciplinary actions taken against the student.

In a long-term suspension of a student (11-20 days) written communications to the student and at least one of the student’s parents or guardian shall be provided and delivered in person or by mail to the student’s last known address.

- * the communication shall state specific charges and evidence against the student;
- * the superintendent’s written or oral recommendation for student action to correct the discipline problem;
- * a hearing in accordance with Ed 317.04(d)(3)g;
- * a written decision which includes the legal and factual basis for the conclusion that the student should be suspended;
- * if the hearing was conducted by the school board’s designee, the decision may be appealed to the local board under RSA 193.13, I; and
- * If the hearing was conducted by the school board, the decision may be appealed to the state board.
- * After a hearing, the superintendent, the assistant superintendent(s) and/or the principal shall have the authority to extend a short-term suspension to 20 school days.

In an expulsion of a student by the school board, due process shall be afforded the student, and a formal hearing shall be held before any expulsion is decided. The hearing shall provide an opportunity to address the written charges against the student, an opportunity to be represented by counsel at parent/guardian’s expense, and an opportunity to question witnesses.

Any student who brings or possesses a firearm as defined in Section 921 of Title 18 of the U.S. Code in a Safe School Zone as defined in RSA 193 D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. However, the superintendent is authorized by local board policy to modify the expulsion requirement on a case-by-case basis.

10. Co-curricular Athletics & Activities

10.1 Athletics

Keene High School offers students a broad athletic program at various levels. Participation in these programs is competitive and is governed by the rules and regulations of the New Hampshire Interscholastic Athletic Association. Freshman and Junior Varsity Teams are developmental in nature and offer an opportunity for participation by all team members. Varsity teams are structured to put the best athletes into competition with teams from other New Hampshire schools.

10.2 Athletic Programs

(V) Varsity (JV) Junior Varsity (F) Freshman

Fall

Boys Soccer	(V, JV, F)
Girls Soccer	(V, JV, F)
Field Hockey	(V, JV, F)
Boys Cross Country	(V)
Girls Cross Country	(V)
Football	V, JV, F)
Golf	(V, JV)
Spirit	(V, JV)
Girls Volleyball	(V, JV)
Boys Volleyball	(V, JV)

Winter

Girls Basketball	(V, JV, F)
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Girls Basketball	(V, JV, F)
Girls Gymnastics	(V)
Ice Hockey	(V)
Spirit	(V, JV)
Alpine Skiing (B,G)	(V)
Nordic Skiing (B,G)	(V)
Wrestling	(V, JV)
Swimming and Diving (B,G)	(V)
Bowling	(V)

Spring

Baseball	(V, JV, F)
Softball	(V, JV, F)
Boys Tennis	(V)
Girls Tennis	(V)
Boys Track	(V)
Girls Track	(V)
Boys Lacrosse	(V, JV)
Girls Lacrosse	(V)

10.3 Athletic Eligibility

In order to participate in interscholastic athletic activities students must meet all eligibility requirements of the NHIAA. They include:

Students must pass the equivalency of a daily course load of two full blocks of the previous marking period. This does not apply to incoming freshmen for their first marking period. Must be enrolled in a minimum of two full blocks per day per marking period.

Must not reach the age of 19 prior to Sept. 1.

A student is eligible for competition for no more than eight (8) consecutive semesters.

Additionally, Keene High School standards require all students participating in interscholastic athletics to maintain an overall 1.67 average at a quarter grading period or at progress reporting period. Students who fail to meet this minimum will be placed on Academic Assistance until the next reporting period. During this time, the student on Academic Assistance may participate on an interscholastic team. If a student on Academic Assistance fails to achieve a 1.67 average at the next grading period or progress reporting period, he/she will become ineligible to participate in games or practices. Appeals may be made to the building principal. Variances in the Keene High School policy will ordinarily be made only in extreme cases such as family crisis, significant health problems or other such extraordinary situations. Eligibility will be determined one week after the close of the progress report period or one

week after quarter grades close. To participate in any activity, a student must attend school for the equivalent of two blocks on the day of the activity. Administrative approval is required for wavier in an extenuating circumstance.

10.4 Academic Assistance Program

The Academic Assistance Program is designed to assist KHS student athletes who do not maintain at least a 1.67 GPA on a progress report or report card during the athlete's sports season. Detailed information about eligibility, requirements, guidelines, and implementation of the program can be found in the 2008-2009 KHS Athlete/Parent Handbook.

10.5 Athlete/Parent Handbook

All athletes are provided an athlete/parent handbook at the specific athlete/parent meetings prior to the start of the fall, winter, or spring seasons. If you wish to obtain a copy of this document please contact the Athletic Director.

10.6 Activities/Clubs

Each student at Keene High School is encouraged to participate in activities/clubs. Being an active participant in school organizations helps you become acquainted with other students and faculty with similar interests. There are a number of sports teams and over thirty clubs and activities for student participation. Most clubs are open to any KHS student regardless of age or class. Club meetings are outlined in the Daily Announcements.

Blackbird Bylines

Students produce the school newspaper, which covers news about school sports, clubs and activities, and other school events.

Class Council

A class council group exists for each class. Students have to be elected into their class council, but any member of their class is welcome to attend meetings. Generally these students help organize the activities for each class, especially events like

homecoming, the prom and any other activities that are specific to that class.

Destination Imagination

This is a group of students involved in problem solving exercises. They are involved in regional, state and national events

Drama Club

The Drama Club is one of the school's largest clubs, which is primarily involved in two productions each year at KHS - a musical in the fall and a play in the spring. The club is active all year.

Envirothon Team

Envirothon is an academic contest where several students work collaboratively as a team taking written and practical tests dealing with environmental issues.

First Robotics

Keene High First Robotics is a yearlong club that introduces students to science, technology, engineering, and teamwork. They work with local companies to design and build a robot to solve a problem. In the fall, they work to refine our team and to fundraise for travel to regional and national events. Club members use local events as a showcase to display our robot to the community. The club then works on team building until the kick off of the next problem in January. The FIRST Robotics Competition challenges teams of students and their mentors to solve a common problem in a six-week timeframe using a standard "kit of parts" and a common set of rules. Teams build robots from the parts and enter them in a series of competitions.

Gay/Straight Alliance

The G.S.A. focuses on educating the school community through speakers and informational campaigns. It strives to create a school environment that is safe and accepting for all students and staff.

Girl's & Boy's State

Girl's and Boy's State are weeklong seminars sponsored by the American Legion to promote citizenship and knowledge of government. Students are selected through an application process in the spring of their junior year to attend the seminars, which are held in the summer.

Granite State Challenge/Quiz Bowl

Granite State Challenge is a group of students who meet and work on various college bowl competition exercises in order to prepare for Granite State Challenge, which is the high school competition that is seen on New Hampshire Public Broadcasting System.

Interact

Interact is sponsored by the Keene Rotary. Students do community service projects and raise funds to support local, regional and international humanitarian projects. Selection for membership is by nomination.

Junior Lions

The Junior Lions attend weekly luncheon meetings of the local club and assist in their various community projects. Selection for membership is by nomination.

Key Club

This club is affiliated with the local chapter of the Keene Kiwanis. Members of this club volunteer time for community based charities and young children's organizations.

Literary Magazine

This club produces the school's literary magazine, the Avant Garde. Although there are approximately 25-30 students on the staff, the magazine is open to everyone in the school, and others can submit work for publication.

Math Team

The Math Team is a group of students who meet on a regular basis the entire school year. The club is designed to challenge students mathematically in competition at the regional and state level. Students are actively engaged in problem solving exercises in the following areas: Arithmetic (puzzle problems), Algebra I & II, Geometry, and Advanced Math.

Mock Trial

Students in this club hope to better understand the laws of the United States. Students prepare verbal presentations for different aspects of the legal system including criminal and civil trials.

National Art Honor Society

National Art Honor Society is for students interested in the fine and performing arts. Students have opportunities to: serve as an office to NAHS members, participate in school and community artistic activities as members, raise money for an art scholarship, participate in the Beaux-Arts Ball dance, exhibit in the senior art show, and other various artistic endeavors spurred on by the membership. To be eligible, a student needs to take an art class and maintain a "B" average in that class.

National Honor Society

In order to be eligible, students must be invited to apply in their junior or senior year, and maintain a 3.67 average. Selection for membership is based on outstanding *scholarship, character, leadership, and service*. This group does volunteer work and offers tutorial services to students in need.

SADD (Students Against Destructive Decisions)

SADD's mission is simply: *to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving,*

and other destructive decisions. Members meet regularly and plan activities that promote healthy decision-making.

Sierra Club

The purpose of this club is to heighten environmental awareness of students at Keene High School. They do a number of volunteer projects such as cleaning up parks and wilderness areas, and taking part in various research being done in the area of environmental science.

Student Council

Student Council members are elected representatives from each class and who assist in the governance of the school. The student council is involved all year in virtually all aspects of the school.

Students for a Free Tibet

The purpose of this Chapter is to aid the Tibetan people in their struggle for autonomy, freedom, and basic human rights from China through campaigns and other activities. The goal is to raise awareness for the Tibetan cause through education and nonviolent direct action.

Students for Peace

This club seeks ways for students to promote peace at many levels through workshops, displays and attending local events.

Usher's Club

This club ushers at various school activities, plays, concerts, graduation, etc. They are also involved in various fund raising projects.

World Language Clubs

World Language Clubs meet once a week to enrich their world language experiences and environment. Clubs are French, Spanish and Latin.

Career & Technical Student Organizations

Each Cheshire Career Center program offers students the opportunity to participate in local chapters of state and national organizations. These groups promote leadership, public speaking and job seeking skills and provide the opportunity to test students' technical knowledge studying similar career and technical programs.

DECA

Distributive Education Clubs of America for students enrolled in Marketing Education or Advertisement and Recreation Management.

FBLA

Future Business Leaders of America open to students enrolled in any Business Education class or Computer Science.

FFA

An Association of Agriculture Students interested in the science, business and technology of agriculture. At the Cheshire Center, students enrolled in Horticulture participate in FFA.

FCCLA

Family and Career Community Leaders of America. To promote personal growth and leadership development through family and consumer sciences education. Students in Early Childhood Education participate in FCCLA.

HOSA

Health Occupations Students of America. Their goal is to promote career opportunities in the health care industry and to enhance the quality of health care to all people. Students in Health Science Technology participate in HOSA.

Jr. Home Builders

Students enrolled in Construction Trades have the opportunity to participate in meetings and activities of the Southwest NH Home Builders Association. This gives students experience in how a professional business organization functions.

Skills USA - VICA

This is an organization serving students enrolled in programs of study in high tech and services occupations. Cheshire Career Center students enrolled in Electronics, Industrial Communications, Culinary Arts, Cosmetology, Automotive Technology, Drafting, Construction Trades and Machine Tool may participate in Skills USA.

10.7 How to Start a Club

There is a formal process to follow in order to begin a recognized club at KHS. Please contact Red House for official forms and other information if you wish to form a new club.

10.8 School Dances/Other Functions

Student organizations may have dances for KHS students. Admission to school dances is by Student ID Card and presentation of an admission ticket purchased in advance. Regulations governing school dances and other functions:

1. All school rules are applicable and enforced. In matters of dispute as to what is acceptable attire or behavior while attending any school function, the administrator on duty will make the final decision.
The back of each ticket will outline acceptable behavior at a dance.
2. The possession or use of alcoholic beverages, drugs, and tobacco while attending any school activity is strictly prohibited.
3. **No tickets will be sold at the door.**
4. Coats must be removed and checked in prior to entering the dance.
5. A student may have only one guest who has been pre-approved by their House administrator. KHS students must

pick up the Guest Form in their House Office. KHS students are responsible for the guest's behavior.

6. Students leaving the dance will not be permitted to reenter and are expected to leave school grounds.
7. All dances will be 8 pm -11 pm with the exception of Prom, which will be 8 pm – midnight.
8. Food and drink may not be brought into the dance.
9. At no time will there be inappropriate dancing. If such dancing continues after one warning, the offender will be asked to leave with no refund.
10. Students absent during the school day may not attend school-sponsored functions.

Students must arrive within the first hour of the dance.

11. Parking and Driving

11.1 Parking

Student parking at KHS is a privilege not a right. A student parking a motor vehicle on school property consents to a search of the motor vehicle. The district may search a motor vehicle parked on school property upon reasonable suspicion that the motor vehicle may contain evidence of a violation of school rules and/or contain items that are prohibited on school property.

A search of the motor vehicle shall be accomplished by the Principal and/or an Assistant Principal. The Principal and/or Assistant Principal may be accompanied or assisted by other school personnel as requested by the Principal or Assistant Principal. The Principal or Assistant Principal shall promptly complete a vehicle search form, which will indicate the reasonable suspicion and list each item removed from the motor vehicle. The completed vehicle search form shall be maintained by the district.

11.2 Parking Stickers and Fee

Student inquiries about student parking should be directed to the Gold House, where students who wish to legally park in a school parking lot must obtain a parking sticker. Details about parking stickers will be publicized in the morning announcements during the first week of the school year. The Keene School Board has determined that a parking fee of \$50.00 be charged for any student parking in school parking lots. **Students who illegally park a vehicle in a KHS**

parking lot risk being towed at the driver's/owner's expense.

11.3 Parking in Alumni/Scripture Lots

Seniors/Juniors who obtain a valid parking ticket are allowed to park in the Alumni and/or Scripture parking lots. Parking is on a first come first served basis.

12. Seniors Only

12.1 Early Release/Late Arrival

If a senior meets the requirements of Campus (Plan/Eligibility, see 3.11 and 3.12), and if Campus appears in the student's original schedule issued on the first day of school, seniors with parental permission, may be off school grounds during block one or four. Students, who believe they qualify for Early Release/Late Arrival, should obtain and complete an Early Release/Late Arrival Approval Form. Forms are available in House Offices. Except in rare cases and for good cause, a senior student may not drop a class to get Early Release or Late Arrival. **Students on Early Release or Late Arrival must sign in and/or out through their House Office each day.** Furthermore, students on Early Release/Late Arrival agree to not be on school property before the end of block one or after the start of block four. If a student on Early Release/Late Arrival needs to be in school during block one or four, they must have administrative approval and sign in with their House Office. Failure to follow these requirements may be cause to forfeit approval of Early Release/Late Arrival.

Students who violate any of the guidelines concerning behavior, grade average or attendance may be removed from Campus Plan and /or Late Arrival/Early Release and assigned to study hall.

12.2 Awards and Scholarships

Over eighty-five scholarships are given out each June. The application process is discussed with Seniors at a special assembly.

Applications are available just prior to April vacation in the Principal's Office.

Keene Board of Education Members:

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