

# **NEWMARKET JUNIOR-SENIOR HIGH SCHOOL**



## **Student Handbook 2023 - 2024**

\*This handbook was current as of its publishing date. However, changes may be made throughout the year. Any changes will be communicated to parents through our website and email. The most current copy of the Student Handbook can be found on our website at any time.

**NEWMARKET JUNIOR SENIOR HIGH SCHOOL**

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SAU #31

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**SCHOOL BOARD MEMBERS**

Gary Swanson, Chair

Amy Tilton, Vice-Chair

Andrew Haemker

Phil Nazzarro

Dan Smith

Sean Vincent, Student Representative

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# NEWMARKET SCHOOL DISTRICT SAU 31

## 2023-24 School Year Calendar

July 4: Independence Day

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

January 2024 - 20/21				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec 25- Jan 1: Recess

Jan 15: MLK Day

Jan 16: Staff PD

Aug 22-23: Orientation

Aug 24: Staff Return

Aug 28: 1st Day of School

August - 4/6				
M	T	W	Th	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February - 17/17				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Feb 14: Early Release

Feb 26- Mar 1: Recess

Sept 1: No School

Sept 4: Labor Day

Sept 29: PD

September - 18/19				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March - 19/20				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Feb 26- Mar 1: Recess

Mar 12: Staff PD

Oct 9: Columbus Day

October - 21/21				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April - 17/17				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 3: Early Release

April 22-26: Recess

Nov 7: PD

Nov 10: Veterans Day

Nov 22-24: Thanksgiving

November - 17/18				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May - 22/22				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 15: Early Release

May 27: Memorial Day

Dec 18: 1st Day Chanukah

Dec 25- Jan 1: Recess

December - 16/16				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June - 9/9				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 7: Graduation

June 13: Last Day ½ Day-No Snow days

June 19: Juneteenth

June 20: Last Day, ½ Day-w/ 5 Snow Makeup Days

### Key

	Holiday or vacation
	No school; Staff PD/CD
	5 Snow Days

	Early Release (½ day)
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## **PRINCIPAL'S WELCOME TO NEWMARKET JUNIOR SENIOR HIGH SCHOOL**

Dear Newmarket Families:

As principal of Newmarket Junior-Senior High School it is my pleasure and honor to welcome you back to the start of the 2023-2024 school year. One of my core beliefs is in the power of strong relationships as a key part of the educational process and I will remain committed to building these connections with all stakeholders. As we begin this new year, I am committed to working with all students and families to create an educational environment where students and staff can take educational risks, ask probing questions, and explore all the opportunities we have to offer. I'm confident that our staff are dedicated to a safe, student-centered environment where individuality can flourish and interests can be explored.

This handbook should serve as your guide for all the policies and procedures that govern the school. Students, staff and parents should use it as a reference tool to outline our expectations for the coming school year. Additionally, students and families can find a variety of available resources, programs, and contact information within the handbook. We encourage students and parents to review the material together and reach out with any questions that may arise. On behalf of the entire Newmarket JSHS faculty, staff, and community, we wish you a very successful and rewarding year.

Best wishes for a great year!

Andrew Korman, PhD  
Principal

## **DISTRICT AND SCHOOL MISSION STATEMENTS**

### **Newmarket School District Mission Statement**

The Newmarket School District is committed to the highest standards of quality education. We ensure a safe and successful learning community. We embrace diversity and respond to the social, emotional, intellectual and physical needs of every child. We strive to work with the broader community to ensure that students develop lifelong skills enabling them to be contributing and productive members of society.

### **Newmarket Junior-Senior High School Mission Statement**

Our mission is to provide opportunities for students to realize their potential in a safe and tolerant environment. Our goal is to develop a solid academic foundation of basic skills, critical thinking and creativity. We commit to fostering respect, trust, self-awareness, and an appreciation of cultural, ethnic, lifestyle, and learning diversity. We accept the responsibility for preparing our students to function successfully as productive individuals and responsible citizens in a complex and technological society. To this purpose, we, the administration, staff, parents, and students, dedicate ourselves to work together to create a community of lifelong learners.

### **Core Values and Learning Expectations**

The staff at Newmarket Jr. Sr. High School in partnership with students, family, and community, believes in providing each student with the opportunity to develop to his or her fullest potential in an academically rigorous, supportive, and safe environment.

### **21<sup>st</sup> Century Learning Expectations**

Graduates of NJSHS will:

- Think creatively and critically to identify and solve a variety of complex problems
- Use technology as a tool to research, organize, evaluate and communicate information
- Work respectfully with diverse teams, share responsibility for collaborative work, and value the individual contributions made by each team member
- Communicate effectively using oral, written and interpersonal skills in a variety of forms and contexts
- Demonstrate knowledge and understanding of the complex issues that impact the global community such as economics, advances in technology and environmental issues
- Develop a realistic career plan for post-secondary education, skills training and/or entering the workforce



## **Student Code of Conduct**

The Newmarket School District is dedicated to the success of every student, by maintaining a safe and orderly environment which supports all student learning and achievement. *Mules Pride* is the expectation of Newmarket High School students to conduct themselves with respect, responsibility and cooperation for others and in accordance with the Newmarket School District and School Board policies, school rules, and applicable state and federal laws. All School Board Policies regarding student conduct (JIC) can be found in the [SAU 31 policy manual, part 2](#).

All student behavior must be based on respect and consideration for the rights and wellbeing of others.

Students shall have the right to receive annually at the opening of school, a publication listing the rules and regulations to which they are subject. These rules are initially developed by the administration and approved by the School Board.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship, everywhere. These regulations are contained in this handbook and may be amended by the administration upon approval of the School Board.

Within Newmarket Junior Senior High School (NJSHS), all students have the right to learn and all teachers have the right to teach in a safe environment. Any individual or group that jeopardizes or infringes upon these rights shall be subject to disciplinary action.

Newmarket Junior Senior High School is defined as not only the immediate premises of the school but also any premises at which a NJSHS activity is conducted, such as a bus or other field trip venue. The rules of the school apply at all extra-curricular activities and other times when school activities are conducted off campus.

Newmarket Junior Senior High School rules relative to student behavior, discipline and due process in the school are adapted from the Rules of the New Hampshire State Board of Education (See Part Ed 317).

The NJSHS administration recognizes that its first obligation is the health, welfare, and safety of the school population. Therefore, in emergencies or extreme or unusual circumstances some of the practices, procedures, and policies outlined in this handbook may be temporarily waived in whole or in part. Every effort will be made to restore such policies to their full force and effect as soon as circumstances warrant.

It is expected that the NJSHS Student Handbook will be subject to alterations and revisions during the school year, as the need arises. As updates are made, students and parents will be notified via email and postings to our school's website.

## **Nondiscrimination Policy**

It is the policy of the Newmarket School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. See NJSHS School Board [Policy AC](#) for more information.

### Daily Bell Schedule (High School)

Building opens at: 7:15 a.m.

A Block	7:35 - 9:00
Advisory	9:05 - 9:30
B Block	9:35 - 11:00
C Block	11:05 - 1:00 <i>Lunch 1, 11:00 - 11:30</i> <i>Lunch 3, 12:30 - 1:00</i>
D Block	1:05 - 2:30
Dismissal	2:30

### Early Release Schedule (High School)

Building opens at: 7:15 a.m.

A Block	7:35 - 8:25
B Block	8:30 - 9:20
C Block	9:25 - 10:15
D Block	10:20 - 11:10 <i>Lunch 1, 11:10 - 11:30</i>
Dismissal	11:30

### Delayed Opening Schedule (High School)

Building opens at: 9:10 a.m.

A Block	9:35 - 10:30
B Block	10:35 - 11:30
C Block	11:35 - 1:35 <i>Lunch 1, 11:25 - 12:05</i> <i>Lunch 3, 1:05 - 1:35</i>
D Block	1:35 - 2:30
Dismissal	2:30

### **Daily Bell Schedule (Junior High School)**

Building opens at: 7:15 a.m.

Period 1	7:35 - 8:30
Period 2	8:30 - 9:25
Period 3	9:25 - 10:20
WIN	10:20 - 11:00
Period 4	11:00 - 11:55
Lunch	11:55 - 12:25
Period 5	12:25 - 1:20
Period 6	1:20 - 2:15
Advisory	2:15 - 2:30

### **Early Release Schedule (Junior High School)**

Building opens at: 7:15 a.m.

Period 1	7:35 - 8:06
Period 2	8:06 - 8:37
Period 3	8:37 - 9:08
WIN	9:08 - 9:39
Period 4	9:39 - 10:10
Period 5	10:10 - 10:41
Period 6	10:41 - 11:10
Lunch	11:10 - 11:30

### **Delayed Opening Schedule (Junior High School)**

Building opens at: 9:10 a.m.

Period 1	9:35 - 10:13
Period 2	10:13 - 10:51
Period 3	10:51 - 11:29
WIN	11:29 - 12:07
Lunch	12:07 - 12:37
Period 4	12:37 - 1:15
Period 5	1:15 - 1:53
Period 6	1:53 - 2:30

## Human Service Agency Phone Numbers

These numbers are updated regularly and are subject to change. For up-to-date information on all Human Service agencies in NH, call the NH Helpline at 1-800-852-3388.

### Personal and Family Support

HUB Family Support Center	Dover	1-603-749-8800
Lamprey Health Care	Newmarket	1-603-659-3106
Seacoast Mental Health	Portsmouth	1-603-431-6703
Parent to Parent (for parents of special needs students)		1-800-698-5465
Parents Anonymous		1-800-750-4494
Child and Family Services of NH		1-800-640-6486

### Abuse or Neglect

NH Division of Children, Youth and Families		1-800-821-0326
Abuse Hotline		1-800-894-5533

### Alcohol and Drug Abuse

Alcoholics Anonymous		1-800-593-3330
Al-anon/Alateen		1-603-645-9518
Narcotics Anonymous		1-888-624-3578

### Family Planning/Pregnancy

Lamprey Health Care	Newmarket	1-603-659-3106
Planned Parenthood	Exeter	1-603-772-9315
Seacoast Birthright	Portsmouth	1-603-436-5558
HUB Family Support Center	Dover	1-603-749-8800

### Food and Material Assistance

Community Action Program	Portsmouth	1-603-431-2911
Food-stamps Hotline		1-800-852-3383
Salvation Army	Portsmouth	1-603-436-2606

### Mental Health

Seacoast Mental Health Center	Portsmouth	1-603-436-6703
Lamprey Health Care	Newmarket	1-603-659-3106

### Tobacco Education

The Community Diversion Program	Greenland	1-603-430-8570
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### HOTLINES

<b>DOMESTIC VIOLENCE</b>	<b>1-866-644-3574</b>
<b>RUNAWAY</b>	<b>1-800-786-2929</b>
<b>SEXUAL ASSAULT</b>	<b>1-800-277-5570</b>
<b>SUICIDE &amp; CRISIS LIFELINE</b>	<b>988</b>

## **Newmarket Junior Senior High School Suicide Prevention Resource Contacts**

**Kaitlyn Schena, School Social Worker**

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(603) 659-3271, Ext. 7975

### **Suicide Prevention and Response Plan**

The Newmarket School District is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

- A. District Suicide Prevention Plan and Biennial Review. The Superintendent, or designee, shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.
  1. Specific Requirements for Plan Terms: The District Suicide Prevention Plan shall include terms relating to:
    - a) Suicide prevention (risk factors, warning signs, protective factors, referrals);
    - b) Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
    - c) Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;
    - d) Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
    - e) Confidentiality considerations;
    - f) Designation of any personnel, in addition to the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons, to act as points of contact when students are believed to be at an elevated risk of suicide;
    - g) Information regarding state and community resources for referral, crisis intervention, and other related information;

- h) Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
  - i) Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;
  - j) Such include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).
2. Biennial Review: No less than once every two years, the Superintendent, in consultation District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Suicide Prevention Coordinator and Liaisons.

1. District Suicide Prevention Coordinator. The Superintendent shall appoint a District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:
- a) developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
  - b) annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District’s website;
  - c) developing - or assisting individual teachers with the development – of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
  - d) developing or assisting in the development of the annual staff training required under section C of this policy;
  - e) Such other duties as referenced in this Policy or as assigned by the Superintendent.
2. Building Suicide Prevention Liaison. The school psychologists, or, in his/her absence, the building Principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the

Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

- C. Annual Staff Training. The Superintendent shall assure all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.
- D. Dissemination. Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

#### **Other Resources:**

- The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see:  
[www.nhstudentwellness.org](http://www.nhstudentwellness.org)
- American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>
- Suicide Prevention Resource Center - <http://www.sprc.org>
- The National Suicide Prevention Lifeline –  
<https://www.suicidepreventionlifeline.org>

#### **School Closings, Delays, and Emergency Dismissals**

If schools are closed, delayed in opening, or dismissed early due to inclement weather or to emergencies, the announcement will be provided by the following:

**WMUR -TV -Channel 9**

**District Website**

If the opening of school is delayed, it will be delayed for a two-hour period of time. Please make sure you have discussed with your student what to do in the event that school closes early.

The District uses the ***Blackboard Connect*** communication service to inform students, staff, and families of any changes to the school day or of upcoming events. Please make sure that correct contact information has been provided to the school. If you have any problems receiving information from the school, please contact the [Counseling Office](#).

#### **Accident Insurance**

Since the Newmarket School District does not assume financial responsibility for accidents at school, a voluntary insurance plan is offered to parents to help protect them against medical and dental expenses that might result from possible accidents to their student. This policy is offered during the first week of school, and

the policy coverage extends for the period of the school year.

### **ATTENDANCE**

The Newmarket School Board and the Newmarket Junior-Senior High School (NJSHS) staff and administration are committed to offering the best possible education to students. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular attendance and participation in classroom experiences are an integral part of any meaningful education program. School attendance is mandated by state law, and it is the responsibility of parents and guardians to assure the punctual and regular attendance of their children. Frequent absences disrupt the continuity of the instructional process. As school attendance is essential to learning, NJSHS will closely monitor attendance.

The School Board considers the following to be excused absences: illness, recovery from an accident, required court attendance, medical and dental appointments, death in the immediate family, observation or celebration of a religious holiday, and such other good cause as may be acceptable to the Principal or permitted by law. Parents/Guardians can use Infinite Campus on a daily basis to monitor student attendance / tardies.

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

### **Reporting an Absence from School**

The school should be notified of any anticipated absences and / or called on the morning of an absence. The Main Office is open from 7:00 a.m. to 3:00 p.m. However, you can call 603-292-7660 to leave a message at any time on the answering machine. Any absence not reported by a parent or guardian by the end of the day will be considered an unexcused absence.

### **Planned Absences / Vacation Requests**

Parents are encouraged to plan doctor's appointments, family trips, and other personal events during non-school hours or vacations. Vacation requests should be submitted at least two weeks prior to the vacation and students must be in good academic and attendance standing in order for the days to be excused. A student who has more than five days excused for a family vacation during the school year will need to meet with administration to discuss the absences and a plan to account for learning loss.

A letter from a parent/guardian requesting the vacation must be given to or emailed to the Principal. Once the Principal has reviewed the vacation request, the student's attendance history and current grades, a decision will be made and parents will be notified of the decision.

Students are expected to make up all missing work in a time frame that is established by the individual teacher.

### **Appealing Absences**

At any point in time, a student or parent can contact the Principal to discuss absences. He can be reached via telephone or email.



### **Dismissal During School Hours**

Students needing to be dismissed during the school day must present a dated note to the office within the first fifteen minutes of the school day. The contact phone number should also be included on the note, signed by a parent/guardian or student of legal age stating the reason for the dismissal. Students are encouraged to obtain appointments during school vacations or after school hours.

The NJSHS administration reserves the right to verify all appointments for which students are dismissed from school. If a student becomes ill while in school, the school nurse will notify the Main Office and the student's parent or guardian to recommend dismissal. All students who are being dismissed are required to sign out in the front office when they leave the building and, if returning to school, upon return.

### **Tardy to Class / School**

Punctual attendance is important. A student is considered tardy when he or she does not show up for his or her scheduled class on time. Any student who is not in his / her first period classroom by the start of first period is considered tardy to school and must sign in with the Main Office immediately upon arrival. Repeated tardies to first period will be managed by the Main Office and may result in disciplinary action.

Repeated tardies to class will be recorded and managed by the classroom teacher. A teacher will issue a Teacher Detention when a student has accumulated three unexcused tardies within one term. If the student continues to arrive late to class, and it is determined that Teacher Detentions are not an effective deterrent, it will be the responsibility of the teacher to notify the administration and an Afterschool Administrative Detention will be assigned.

### **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. The Principal is hereby designated as the employee responsible for overseeing truancy issues.

### **COLLEGE, CAREER, AND COUNSELING SERVICES**

The School Counseling Department supports all students' social-emotional development, academic progress, and college and career readiness.

We use a student-centered, family-driven, and solutions-focused approach. We commit to providing a safe, inclusive, nurturing environment where all students feel welcome. We seek to inspire all students to develop their individual potential to become life-long learners and actively-engaged citizens in our diverse and changing world.

Students, parents, and teachers may refer students for school counseling. School counseling includes grade level, classroom, small group, and individual interventions. Some situations require a referral for outside services, which will be facilitated by a member of the counseling staff.

Students and parents/guardians are encouraged to refer to the NJSHS [Program of Studies](#) available on the school website for more detailed information on course offerings, prerequisites, and career pathways.

## Graduation Requirements

The Newmarket School Board requires that any student graduating must satisfactorily complete:

SUBJECT	CREDITS	EXPLANATIONS
English	4.0	English 1, English 2, English 3, English 4.
Writing	0.5	Preferred in Grade 9 or Grade 10
Mathematics	4.0	Any combination of Math courses (One must include Algebra 1. One can be chosen from the list of math experience courses listed in the Program of Studies)
Science	3.0	Must include a physical science and biological science
Social Studies	3.0	Required: U.S. History 1.0, Civics 0.5 and Economics 0.5, and 1 credit of any other Social Studies course (.5 must be Geography, World History, or Global Studies)
Technology Literacy	0.5	Preferred: Taken in Grade 9 or 10
Fine Arts Education	0.5	Can be satisfied by taking any **Fine Arts course
Health	0.5	Usually taken in grade 9 or 10
Physical Education	1.0	Recommended .5 in grade 9 and .5 in grade 10
Electives	10*	These additional credits may be earned in any subject area
<b>TOTAL CREDITS</b>	<b>27</b>	<b>Specific to the Class of 2024 (see below for future requirements)</b>

\*\* For the purpose of meeting the graduation requirements for “Fine Arts, Art 1, concert Band, any course in the Industrial Technology Department or Adobe Photoshop may be taken.

These graduation requirements should only be thought of as minimum requirements and should be carefully plotted out over a four-year period. The total number of credits required for the Class of 2025 will be 26 credits; for the Class of 2026, it will be 25 credits; and for the Class of 2027, it will be 24 credits.

In order to participate in graduation ceremonies students must have fulfilled all requirements and obligations prior to the date of graduation.

## Grading System

The following grading system is used at Newmarket Junior-Senior High School:

<b>A+ 97-100</b>	<b>B+ 87-89</b>	<b>C+ 77-79</b>	<b>D+ 68-69</b>	<b>F &lt;65</b>
<b>A 94-96</b>	<b>B 84-86</b>	<b>C 74-76</b>	<b>D 66-67</b>	
<b>A- 90-93</b>	<b>B- 80-83</b>	<b>C- 70-73</b>	<b>D- 65</b>	

Percentages are shown on report cards and high school transcripts. Report cards include the above letter grade table, and, when transcripts are sent to colleges, universities, the military, and employers, a school profile is included explaining our grading system. When calculating percentages, our grading software computes to the tenths place, i.e. 91.7%. Rounding occurs to arrive at the final percentages displayed on report cards and transcripts.

### Grade Point Average

Grade Point Average (GPA) is the average of all grades of all classes taken at Newmarket High School. There are two types of Grade Point Averages that are calculated; **weighted and unweighted**. A weighted GPA. is calculated using the point values corresponding to the level of the course taken. An unweighted GPA is calculated using the unweighted column (unweighted and college prep columns are the same).

Each final grade is converted to a point value based on the level of the course (College Prep, Honors, or Advanced Placement) according to the Grade Point Table below.

**Grade Point Table:**

PERCENT	LETTER	Grade points College Prep & <u>unweighted</u>	Grade points Honors	Grade points AP
96.5-100	A+	4.33	5.33	6.33
93.5-95.5	A	4.00	5.0	6.0
89.5-92.5	A-	3.67	4.67	5.67
86.5-88.5	B+	3.33	4.33	5.33
83.5-85.5	B	3.00	4.0	5.0
79.5-82.5	B-	2.67	3.67	4.67
76.5-78.5	C+	2.33	3.33	4.33
73.5-75.5	C	2.00	3.0	4.0
69.5-72.5	C-	1.67	2.67	3.67
67.5-68.5	D+	1.33	2.33	3.33
65.5-66.5	D	1.00	2.0	3.0
64.5-65.4	D-	0.67	1.67	2.67
0-64.4	F	0.00	0	0

The point conversion is then multiplied by the number of credits for the course equaling the number of grade points earned for that course. The total number of points earned is then divided by the total number of credits attempted to provide the GRADE POINT AVERAGE.

**Example:** Using courses at the College Prep level

COURSE	REPORT CARD FINAL GRADE	Point conversion (See Grade point table above)	POTENTIAL CREDITS	Grade Points earned for each course Points X credits
Art	87%	3.33	0.5	1.665
Math	75%	2.0	1.0	2.0
Social Studies	88%	3.33	0.5	1.665
Science	92%	3.67	1.0	3.67
English	87%	3.33	1.0	3.33
Computers	77%	2.33	0.5	1.165

**Total points earned = 13.495**

**Credits attempted = 4.5**

**13.495 grade points/4.5 credits attempted = 2.998 Grade Point Average**

### **Class Rank**

Class ranking begins in grade 9 and is determined by the **Weighted Grade Point Average** (See Grade Point Average above).

**Weighted Rank** is based on the average of grades earned in English, World Languages, Mathematics, Social Studies and Science only.

Class rank will be available to view at the end of junior year. For Seniors, final class rank will be updated at the end of Quarter 3 for the purposes of designating the Top Ten recognition and for determining Valedictorian and Salutatorian. Final updated class rankings will be posted to transcripts when final grades have been posted for all students.

In order to be eligible for class rank, a student must have attended six semesters at NJSHS. High school career is defined as four years from the start of 9th grade.

### **Progress Reporting**

Student grades will be available through Infinite Campus daily. It is the student and parents responsibility to review interim progress with their student. Parents are encouraged to call the school counseling office to obtain a current login for Infinite Campus. Any questions or concerns about a class or grade should be directed to the classroom teacher first before contacting administration.

### **Honor Roll**

The students of NJSHS are recognized for their individual academic achievement. The recognition categories are as follows: **High Honors:** 90% Average. **Honors:** 84% Average. For high school students, honor roll is calculated and published at the end of each semester. For junior-high school students, honor roll is calculated and published at the end of each quarter.

### **Repeating Courses**

Students who fail a course with a final average of "F" (50%-64%) may repeat the course in a certified summer school with the approval of the administration. The student needs to earn a C or better in order to receive

credit for summer make-up work. Students who require remediation in one or more competencies (rather than the entire course) may not be required to retake a course. Eligibility for competency review will be decided by administration in collaboration with the teacher and school counselor.

### **Add / Drop Procedures**

A student can change their schedule during the designated schedule change days before the start of the school year. Once the semester begins, the Add/Drop period will only happen on the first five (5) days of a new semester. Students wishing to add and/or drop a course may see the Counseling Office Administrative Assistant to schedule an appointment. All schedule changes must be approved by the teacher, a parent/guardian, school counselor, and administration.

- Courses can only be dropped without affecting a student's transcript during the Add/Drop period (first five days of the course).
- Courses dropped after the Add/Drop period will be recorded as "WP" (withdraw passing), "WF" (withdraw failing), or "WM" (withdraw medical) depending on the circumstance. This may affect honor roll eligibility.

### **CREDIT OPPORTUNITIES**

#### **Credit for High School Courses taken in Junior High**

Any high school course successfully passed by a student in the junior high school shall be placed on that student's high school transcript, listing final average, and credit earned. It will be noted that the course was taken before high school entrance. Prior approval from the school counselor and principal is required and will follow the appropriate guidelines outlined in policy.

- The grades earned **will not** be counted when calculating the cumulative scholastic average each year of high school.
- Credits earned will count toward the total needed for graduation.

#### **Earning College Credit while at NJSHS**

There are three methods students can earn college credits while attending NJSHS:

- At the end of their junior year or sooner with permission from administration, students can apply to take classes at the University of New Hampshire or Great Bay Community College either during the summer prior to their senior year or during their senior year. Tuition and transportation are the responsibility of the student. Any UNH class taken in the school year can count towards the required classes per semester. College classes and grades will be displayed on the transcript and college courses will be weighted the same as an AP course.
- As part of their career and technical education at the Seacoast School of Technology in Exeter, students can take Running Start courses. Running Start is a program that offers college credit while taking a high school course that meets college requirements at Great Bay Community College or other state community colleges. Tuition will be determined annually.
- Students can enroll in eStart online courses offered by the NH community college system. More information can be obtained at: <http://www.ccsnh.edu/estart/>

### **Alternative Credit Opportunities**

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

The Virtual Learning Academy Charter School is NH's first and only statewide online virtual high school offering over 90 credit courses in Art/Visual Arts, Business Technology, Communications, English, Family and Consumer Sciences, Career Exploration, Computer Science, Health/Physical Education, Mathematics, Research and Critical Thinking, Science, Social Studies, Technology, and World Languages. They also offer over 40 several dual-credit college courses in which students can earn college and high school credit concurrently, competency

recovery programs to replace lost credits, and opportunities to engage in online extended learning opportunities. VLACS is an approved diploma-granting New Hampshire public school and is free to all NH students. More details can be found at: <http://www.vlacs.org/>.

#### KEY POINTS ABOUT VLACS:

- Students need to get prior approval before enrolling in a VLACS class. (paperwork in the Counseling Office and school website). After receiving approval from administration and a parent/guardian, students register for VLACS courses directly on the VLACS website. Parents will log in as well. This process can occur anytime during the calendar year. **Students who fail to get prior approval before enrolling in a VLACS class will not be permitted to receive credit on their NHS transcript.**
- Students can take VLACS courses on their own time, or they can include it as part of their schedule, with prior administrative approval.
- Credits earned at VLACS are fully acceptable in Newmarket. They are listed on the transcript as “VLACS *course name*”. Students can browse the VLACS Learning Catalog and choose either 1 credit, or .5 credit courses that will fulfill a Newmarket graduation requirement.
- Any student who registers for a VLACS course after the beginning of the semester will still be expected to complete the course by the end of the semester or will receive an incomplete (INC). An incomplete could affect eligibility for extracurricular activities if the student is taking the minimum course load.

#### Extended Learning Opportunities (ELOs):

The New Hampshire Department of Education defines extended learning as, "the primary acquisition of knowledge and skills through instruction or study outside of the traditional classroom methodology, including, but not limited to: independent study; private instruction; performing groups; internships; community service; apprenticeships; and, online courses." ELOs in Newmarket must be pre-approved by administration, have a faculty sponsor, and meet the competency requirements of the course/material being studied. ELOs can be used in any content area. Please see your school counselor for more information.

#### Arson

Any student that engages in the act of starting, or attempting to start a fire anywhere on school property will be given a 10-day Out-of-School Suspension and face possible expulsion. All incidents of arson or attempted arson will be referred to local law enforcement.

#### Assault (includes fighting)

Assault is defined as any sort of unwanted physical contact against another person. Any incident of physical, sexual or verbal and/or attempted assault will be considered a very serious matter and investigated fully. Assault and unwanted physical contact may result in disciplinary consequences including suspension and expulsion. For various types of assault, the Newmarket Police Department will be notified.

#### ATHLETICS

Newmarket Junior-Senior High School has a comprehensive interscholastic athletic program. The philosophy that we strive to have as part of every program is participation, growth, and success. Participation means all student-athletes feel a part of the team and are given an opportunity to participate to the best of their ability. Growth means that through practice, fundamentals and skill levels are improved, and values such as sportsmanship, character, and leadership are developed. Success means that every time a student-athlete competes, they strive to do their best. The NJSHS Athletic Department offers the following NHIAA athletic

programs:

### High School Sports

Sport	Season
Football	Fall
Boys' Soccer	Fall
Girls' Soccer	Fall
Cross Country	Fall
Boys' Basketball	Winter
Girls' Basketball	Winter
Indoor Track	Winter
Cheerleading	Winter
Hockey	Winter
Swimming and Diving	Winter
Baseball	Spring
Softball	Spring
Boys' Lacrosse	Spring
Girls' Lacrosse	Spring
Outdoor Track	Spring

### Athletic Eligibility

Eligibility for athletic participation is governed by policies set by the New Hampshire Interscholastic Athletic Association (NHIAA). The NHIAA handbook can be found on the [NHIAA website](#). Newmarket's school policy regarding athletics can be found on the school [athletic website](#).

### Books / Equipment / School Property

Students are provided a variety of school materials during the year and are responsible for the care of those items. Students are responsible for the replacement costs of lost or damaged books and materials.

### Bullying & Harassment

It is the policy of the Newmarket School District that its students have a safe and secure school. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited. Newmarket Jr/Sr High School reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The school reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs. Characteristics behavior or beliefs may include but are not limited to: a student's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing person characteristics.

Cyberbullying is defined as any conduct defined as bullying that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

For more information regarding bullying, the notification, investigative, and reporting processes, please refer to NJSHS [Policy JICK](#).

Parents / guardians, school staff and students (reporting for him/herself or another student) can complete an [Online Bullying and Harassment Reporting Form](#) located on our website under the Families Toolbox Tab. Responses will go directly to the administration.

### **Cafeteria and Food Services**

Details and menus of the school lunch program are available on the school [website](#). MySchoolBucks® is our online payment service and provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check.

MySchoolBucks provides:

**Convenience** - Available 24/7 on the web or with the mobile app for your iPhone , Android or Windows phone.

**Efficiency** - Eliminates the need for your student to take money to school.

**Control** - Set low balance alerts, view account activity, recurring/automatic payments & more.

**Security** - Myschoolbucks adheres to the highest security standards, including PCI & CISP

- Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
- You will receive a confirmation email with a link to activate your account.
- Add your students using their school name and student date of birth. A transaction fee of \$2.49 will be applied per transaction of up to \$100. You will have the opportunity to review any fees



and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly: [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com) or 1-855-832-5226. Please remember to fill out a new free/reduced application for the school year as soon as possible. They are available online [here](#) (in the Food Service section on the web site).

All students, regardless of whether they bring their lunch or buy it at school, will be required to eat in the cafeteria. Students are expected to leave their area clean when leaving the cafeteria and are expected to behave in an orderly manner while eating their lunch. Students who are unable to behave in an orderly manner will be referred to the administration for disciplinary action.

Appropriate language and behavior is expected in the cafeteria during breakfast and lunch.

- Students are expected to throw their trash away in the proper receptacles before leaving the cafeteria.
- Food and drink should not leave the cafeteria without permission from the staff member on duty.
- Aside from using the restroom, students are expected to remain in the cafeteria until the end of the lunch period.
- Students are encouraged to use the recycle bins when applicable.

### **Cell Phones**

In order to maximize the use of instructional time during the school day, high school students are not allowed to use cell phones during class or study labs without the teacher's consent. High school teachers will establish classroom rules and etiquette regarding cell phone use. Phones are also not allowed during assemblies, or in the locker rooms, or at other times and places where they could cause a disruption or be inappropriate.

For junior-high school students, cell phones are not allowed in school during the school day from 7:35 - 2:30. Cell phones should be left home, locked in lockers, or stowed away in a backpack during the school day.

All staff members have the right to confiscate cell phones that are being used inappropriately or during the times listed above. Refusal to turn over a cell phone at a staff member's request is considered insubordination and will result in disciplinary action.

- First offense = student receives a warning
- Second offense = the phone will be held in the main office until the end of the day
- Third offense and beyond = a parent / guardian must come to the school to retrieve the phone

The school shall not be responsible for damage to, or loss of any cell phone or electronic device brought to school.

### **Cheating and Plagiarism**

Newmarket Jr-Sr High School is charged with the responsibility to provide the best education and training to prepare students to become personally, socially, and educationally responsible citizens. Students are expected to exhibit honesty in the completion of their academic work.

Students who cheat or plagiarize, including failure to properly cite or to omit citations in assignments, may be subject to scholastic consequences and disciplinary action by the teacher and the administration. After

verifying an incident of cheating or plagiarism on the part of a student and the teacher has communicated with the student and parents, the administration will work collaboratively with the teacher and student to determine the appropriate discipline.

With the evolving nature of technological resources, it is important that the primary mission of the school, to educate students, be respected and embraced as new and novel technologies become available to students. Teachers, students, and administrators will work together to collaboratively address emerging technologies' impact on classroom instruction and ethical use of such tools in daily practice for both students and teachers.

### **Dances**

The following rules apply for all NJSHS dances held on or off school district property:

- Students must arrive by the end of the first class of the day in order to be able to attend the event; students who have an unexcused absence on the day of a dance will not be permitted to attend.
- NJSHS students may bring guests to dances or formal events held on or off school property. A Guest Permission Form needs to be completed at least one week prior to the event.
- Students who leave during the event without permission will not be readmitted and must leave the premises at once.
- Vehicles driven to the event must be left in the parking lot and may be subject to administration search.
- Attire for all students should follow the school dress code.
- Admission into the dance will be permitted up to 30 minutes after the dance begins.
- High school students will not be permitted to attend the junior high dances and junior high students will not be allowed to attend high school dances.
- An advisor, a minimum of three teachers, and an administrator will be present for every dance.

### **DISCIPLINE PROCEDURES**

Student discipline will be addressed using a consistent and restorative approach to managing problematic behaviors when they arise. Restorative disciplinary practices emphasize a relational, trauma-informed approach to student behavior and favor inclusive rather than punitive and exclusionary practices. However, when appropriate and necessary, punitive consequences will be assigned. Infractions that also violate the law will be referred to the Newmarket Police Department.

### **Temporary Removal from the Classroom**

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if he/she refuses to follow the teacher's directions, fails to follow classroom rules, or disrupts the classroom environment. Upon removal, students will be sent to the Main Office. At some point that same day, teachers will communicate with parents / guardians.

Examples of behaviors that may result in a Temporary Removal from the Classroom include, but are not limited to, the following:

- Disrespect
- Insubordination
- Disruptive behavior in or out of class
- Inappropriate language

Repeat occurrences of behavior resulting in a Teacher Detention may result in further disciplinary consequences.

### **Teacher Detention**

A Teacher Detention may be assigned by a classroom teacher or staff member to be served after school. The issuer of a Teacher Detention will inform the student of the infraction and the date and time of the detention. Students will receive a 24-hour notice. Communication to home will be made to inform the parent / guardian of the infraction, detention date, and time to arrange for transportation.

Examples of behaviors that may result in a Teacher Detention include, but are not limited to, the following:

- Repeated tardies to class
- Insubordination
- Disruptive behavior in or out of class
- Incomplete class work / homework
- Failure to arrive to class prepared
- Inappropriate language / disrespect

Repeat occurrences of behavior resulting in a Teacher Detention may result in further disciplinary consequences.

### **Administrative After-School Detention (AAD)**

Administrative Afterschool Detention is held immediately after school on Tuesdays, Wednesdays, and Thursdays in room 121 from 2:30 - 3:30. Students may only be assigned an AAD by an administrator. When an AAD is assigned, a phone call to the parent / guardian will be made prior to the day the detention is to be served. If a student is not able to attend the AAD due to an accepted prior engagement, parents must communicate with an administrator and that AAD may be deferred to the following day it is offered. Students are expected to report on time for their AAD and to bring work with them. Failure to arrive on time to or serve an assigned AAD may result in further disciplinary consequences.

Examples of behaviors that may result in an AAD include, but are not limited to, the following:

- Skipping assigned Teacher Detention
- Skipping class
- Disrespectful behavior
- Insubordination
- Leaving class without permission
- Inappropriate language/disrespect

Repeat occurrences of behavior resulting in an AAD may result in further disciplinary consequences.

### **In-School Suspension (ISS)**

Suspension is a more serious consequence for misconduct than detention. In-School Suspension is the removal from classes for a specified amount of time not to exceed ten (10) consecutive school days. Students who are assigned an ISS must report to the Main Office upon arriving at school and immediately leave school grounds at the end of the day and are not permitted to return to the campus for the rest of that day for any reason. If a

student is late or dismissed from ISS, he/she must make up the time. Students should come prepared with work. Students will remain in ISS for the duration of the day; students will be escorted to the bathroom or nurse's office as needed. Students who are purchasing lunch will be escorted to and from the cafeteria; lunch will be eaten in ISS.

Students who serve an ISS are required to complete any missed work. During ISS, students are expected to work on assignments and complete any missing work; if they complete their work, they may read or sit quietly. Students will not be allowed to sleep or use phones or other electronic devices during ISS. Failure to comply with ISS rules will result in further disciplinary consequences.

Prior to issuing an ISS, the administration will investigate the allegation by meeting with necessary parties, including students and staff. During the investigation, the alleged student(s) will be given the opportunity to present his / her perspective as well as any relative evidence. The administration will contact parents / guardians in a timely manner as part of the investigative process.

Examples of behaviors that may result in ISS include, but are not limited to, the following:

- Skipping AAD
- Bullying or Harassment
- Destruction of school property
- Disrespect / profanity to any member of the school community
- Possession of prohibited items
- Stealing / Theft
- Leaving school grounds without permission

Repeat occurrences of behavior resulting in an ISS may result in further disciplinary consequences.

### **Out-of-School Suspension (OSS)**

Out-of-School Suspension is the removal from school for a specified number of school days due to egregious behavior. There are two categories of OSS: Short-Term, which can last up to ten days and Long-Term which goes beyond ten days. Depending on the severity of the infraction, OSS students may not return to class until a parent / guardian conference is held with an administrator to discuss the incident that led to the OSS. Students who are suspended are not allowed on school grounds during the duration of the OSS and may not participate in any school sponsored activities while on suspension.

Out-of-School Suspension is considered an absence from class. Students serving OSS are expected to make up work they missed during their absence from school. The responsibility for obtaining the make-up work rests jointly with the student and the teacher.

Examples of behaviors that may result in Short-Term OSS include but are not limited to the following:

- Fighting or assault
- Bullying / Harassment
- Destruction of school property
- Disrespect/profanity to any member of the school community
- Fighting
- Possession of prohibited items

Repeat occurrences of behavior resulting in OSS may result in a hearing with the Superintendent, the School Board, or expulsion.

### Long-Term Out-of-School Suspension

The NJSHS School Board, or the Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out-of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, JICK: Pupil Safety and Violence Prevention-Bullying.
- See also JBAA, JIC, JICD, IHBA; when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or Possession of a firearm, BB gun, or paintball gun, or knife.

A student who is subject to a long-term suspension is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing, there shall be a written communication to the student and at least one of the student's parents / guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g), and in compliance with School Board Policy JICD: Student Discipline and Due Process (p. 66 of SAU 31 Policy Manual, Part 2)
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
    - a. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
    - b. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
    - c. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
4. The written decision shall include notice to the student that the decision may be appealed. For a long term suspension issued by the Superintendent, the decision must be appealed in writing to the Newmarket School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
5. For a long term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

Depending on the severity of the student's conduct, the Superintendent may also refer or recommend the student to the School Board for further disciplinary consequences.

### **Expulsion**

The School Board may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult;
- Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).
- During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

A student who is subject to expulsion is entitled to the following due process. To learn more about expulsion and due process, refer to School Board [Policy JICD](#).

### **Due Process**

A student who is accused of an offense that may lead to OSS or expulsion is entitled to due process. The purposes of due process are 1) to let the student respond to the charges, 2) to let the student present any evidence in support of his or her position and/or identify witnesses who might provide additional information, and 3) to allow the school to explain the evidence supporting the allegation(s).

### **Dress Code**

As per School Board policy JICA: Student Dress Code (p. 60) students must wear:

- Shirt
- Bottom; pants/sweatpants/shorts/skirt/dress/leggings
- Shoes

High School courses that include attire as part of the curriculum (for example, professionalism, public speaking, lab safety, and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire.

Students may wear:

- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Ripped jeans, as long as underwear is not exposed
- Tank tops, including spaghetti straps, strapless tops (not including tube tops)
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the goals of the dress code

Students may **not** wear:

- Pajamas
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of them.
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Bathing suits

- Hats, hoods, helmets, or other headgear that obscures the face (except as religious observance)

Administrative action may be required to remediate issues of attire. Repeated offenses may result in additional administrative consequences.

### **Drug and Alcohol Free School**

Newmarket Junior-Senior High School is a drug-free zone. The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs is prohibited on any school property, in any school-owned vehicle, or in any other school approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. Any student who is found by the administration to be in violation of this policy shall be referred to the local police department for prosecution and subject to disciplinary action. Strict compliance is mandatory. Refer to NJSHS School Board [Policy JICH](#) for more information.

### **Extra-Curricular Activities**

Students are encouraged to get involved in extra-curricular activities, which are school-sponsored activities. Extra-curricular activities include: athletics, intramurals, clubs, etc. The School Board supports the concept that a wide variety of extra-curricular activities should be made available to students. However, participation in such activities is a privilege, not a right. Extra-curricular programs shall not only provide opportunities for developing leadership ability, but shall also stimulate active participation of all students in appropriate school organizations and community activities. Students may initiate an extra-curricular activity by securing an advisor and applying to the school administration for consideration. From time to time, situations may arise when clubs and organizations wish to advertise information to the school community in the form of flyers. All posted information must be pre-approved by administration and be affixed with a signature before it goes up on the walls. Failure to do so may result in additional consequences for the individual student or the organization.

Newmarket Junior-Senior High School offers several athletic and extra-curricular opportunities. See page 37 for a list of student organizations and page 21 for a list of athletic opportunities.

Students will be expected to maintain good academic and behavioral standing in order to be eligible to participate in extra-curricular activities. Exceptions to this rule may be granted by the school administration. The Principal reserves the right to remove any student from a club or team who commits a serious violation of school policy or who in any way brings discredit upon our school.

### **Extracurricular Events Attendance**

Throughout the school year there will be a number of school-wide events and performances. Student attendance at these events is a privilege, not a right. Students should display respectful audience behavior. Students with an unexcused tardy will be ineligible and unable to attend if they are not present at school. Any student who arrives after the first class of the day or leaves during the school day, must provide documentation from a doctor, dentist, etc. Parent notes do not count as approved documentation.

### **Fire / Emergency Drills & Situations**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Our school has a detailed Emergency Plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on a school form, which is required to be filled out or updated by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your student at school:
  - they are 18 years of age
  - they are usually home during the day
  - they could walk to school, if necessary
  - they are known to your child
  - they are both aware and able to assume this responsibility

Check the school's website for emergency announcements. If students are to be kept at school, the school's website will be updated. Impress upon your student the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified in Infinite Campus. During an extreme emergency, students will be released at designated sites located on school campuses. Parents/guardians should become familiar with the protocols of the NJSHS Emergency Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

### **Food and Beverages**

No food will be allowed in classrooms or hallways. All food and drinks are to stay in the cafeteria unless students have been given specific permission by a staff member to do otherwise. Students may consume water in the classroom but outside beverages are not allowed in school.

### **Harassment & Sexual Harassment**

All students and staff should be able to work and study in an environment that is free of discrimination and harassment. Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or disability is prohibited and may constitute illegal discrimination under state and federal laws.

Any student or staff member who believes he or she has been harassed should notify the Title IX Coordinator, Erica at MacNeil at [macneile@newmarket.k12.nh.us](mailto:macneile@newmarket.k12.nh.us), and may file a complaint which will be investigated.

Newmarket Junior-Senior High School defines sexual harassment as unwanted or unwelcome or unsolicited sexual behavior. Sexual harassment includes but is not limited to: sexual gestures and comments directed toward or with reference to another person; inappropriate touching, grabbing or pinching; giving or showing a person offensive sexual material; sexual gossip or remarks which affect a person's ability to function in the school environment; and any other type of unwanted sexual contact. Students who engage in harassment or retaliation for reports of sexual harassment are subject to disciplinary action up to and including expulsion. (See Board policy [AC](#) and School Board policy [JBAA](#): Sexual Harassment - Students (see also GBAA) (p. 13 - 16), JBAA-R: Sexual Harassment and Sexual Violence Report Form (p. 17)).

### **Homework**

Homework is an extension of the work students complete during the school day and students are expected to complete homework given by their teachers. Homework should not be busy work. It complements current class work and is tied directly to a student's learning objectives.



The amount of homework will vary from class to class and should be used in one of four ways:

- Pre-Learning: homework may be used to provide an introduction to a topic or background for a more in-depth lesson. This may include reading or outlining something prior to class.
- Checking for Understanding: homework is an excellent way for teachers to check the level of understanding and gain insight into student learning.
- Practice: a traditional use of homework has been for the practice of rote memorization skills or things that need to be memorized, which is highly beneficial to learning.
- Processing: This is used when teachers want students to reflect on concepts that were discussed in class, think of new questions to ask, apply skills or knowledge learned, synthesize information, or show that they see the big picture.

Completing homework is the responsibility of the student. It is also his / her responsibility to make-up any missed assignments, both class and homework.

### **Insubordination**

Insubordination is defined as the refusal to follow the reasonable directive of a staff member. Insubordination may result in a Temporary Removal from Class, Teacher Detention, or AAD. Repeated and serious insubordination may subject the student to short or long-term suspension.

### **Internet / Technology Use**

All students must abide by the [Responsible Use of Technology Procedures for Students](#) and the [Chromebook User Agreement](#). All students must have a signed copy of both of the current forms on file with the district in order to use district computers and networks. Any student found in violation of the policy will face disciplinary consequences up to and including revoking computer access and internet privileges.

### **Leaving School without Permission**

Under no circumstances are students allowed to leave school grounds without the knowledge or permission of the administration. This rule applies to students during the regular school day and while attending school-sponsored activities. If a student leaves school grounds without permission, parents and/or guardians will be contacted as may be local law enforcement officials. Any student leaving school grounds without permission will receive a disciplinary consequence. Repeated offenses will result in further disciplinary action.

### **Library / Media Center**

The Library is an essential part of the educational program at NJSHS and provides students with the opportunity to conduct research, study, read, write, and use various technologies in a quiet setting. It is open to students from 7:15 until 2:45.

In order for the Library to remain a center for learning, students are expected to follow the rules set forth by the Library staff which include: exhibit common courtesy toward the people and the place, have work to do, and respect the rules of the library and school.

Students may come to the library on individual passes signed by a teacher. Students may borrow books for a two-week period. The student may renew books upon request for an additional two-week period. Students with outstanding library obligations will be required to clear those obligations before borrowing additional materials.

The following services are available in the Media Center:

- Small group study rooms

- Printing for school needs
- Research assistance
- Studio with green screen
- Camera/ video equipment to borrow
- Chromebook loaners and chargers (limited numbers available)
- Help finding great books
- Crafts, games, puzzles, coloring, crosswords, sudoku, and trivia
- Help navigating the databases
- Currently developing a makerspace area (3D printer and tech tools)
- Audio and ebooks available on Overdrive/ Sora:  
[https://link.edgepilot.com/s/ae64001/1WAXm4\\_7s0i-UTF08mgQqQ?u=https://newmarketnh.libraryreserve.com/10/45/en/Default.htm](https://link.edgepilot.com/s/ae64001/1WAXm4_7s0i-UTF08mgQqQ?u=https://newmarketnh.libraryreserve.com/10/45/en/Default.htm)

### **Lockers**

Each student is provided with a school locker at the start of the school year. See the staff in the Main Office if interested in having a locker. The school will provide a combination lock. Students are asked and encouraged to provide their own locks and use them as NJSHS cannot be held responsible for items lost or stolen. Locker assignments are for the year and students are responsible for the appearance and neatness of their lockers. Lockers are not to be defaced. Any items displayed in lockers should be school appropriate.

Lockers are school property, and the school retains the right to periodically inspect them for health and safety purposes. Additionally, the administration may open and inspect a student locker if a suspicion exists that the locker contains items or materials, which are illegal or hazardous to students or staff.

### **Locker Rooms**

Students are allowed to use the locker rooms to change for physical education class, to change for participation in an athletic practice or event, or to change for other school activities as needed. Otherwise, students should not be in the locker rooms. Students must provide locks for their lockers. Lockers are the property of the school and may be inspected at any time.

### **Make-up Work**

Students are expected to make up all missing work in a time frame that is established by the individual teacher in consultation with the administration and student. The responsibility for gathering make-up work rests jointly with the student and the teacher. If a student needs school work sent home due to a prolonged excused absence (in excess of 5 days), a request must be submitted in writing or by phone from the parent or guardian of the student to the Counseling Office.

### **McKinney-Vento Homeless Assistance Act**

This Federal Law entitles children who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance and success in schools. The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence. This includes children and youth who are sharing the housing of persons due to loss of housing, economic hardship or a similar reason and are living in temporary, emergency or transitional shelters.

If you suspect that your student meets the above description of “homeless” you should contact Newmarket Schools at 603-659-5020 via email at: [macneile@newmarket.k12.nh.us](mailto:macneile@newmarket.k12.nh.us)

### **Medications (Prescribed or Over the Counter)**

All medication prescribed or over the counter must be clearly labeled and handed over to the nurse immediately upon entering the building. The distribution of medication is done by the school nurse, or in her absence, by the Principal's designee. Students must not have prescriptions or over-the-counter medication on their person or in their lockers; doing so may result in disciplinary action (refer to the Drugs protocol on page 31). Inhalers and epi-pens are excluded from this provision.

### **Nurse's Office**

Newmarket Junior Senior High School has a full-time registered nurse on duty during the school day to assist students and staff with health issues. The nurse's office is merely an emergency station and is not equipped to deal with serious injury or illness. If a student becomes ill or injured at school, he/she should report to the nurse's office or the Main Office if the nurse is not available.

Parents/Guardians are encouraged to communicate any student health needs directly to the school nurse. The school nurse is responsible for handling medical situations and emergencies, maintaining health records, and communication with parents, medical agencies and school personnel about medical concerns. The nurse can be reached at 603-292-7960 or via email at [farnesej@newmarket.k12.nh.us](mailto:farnesej@newmarket.k12.nh.us). If a student becomes ill at school, the nurse may dismiss the student from school or may recommend returning to class, depending on the seriousness of symptoms. Parents / guardians will be notified of dismissal and must provide a means of transportation.

In the event that a student is injured during school hours, the school is responsible for administering immediate first aid only. Whenever possible, the family of an injured student will be immediately notified. In all instances of injury, the school shall take actions deemed necessary to insure prompt, safe treatment of students. In an emergency, the student will be transported to the hospital. The parent or guardian will be asked to meet the student there. When it is not an emergency, the parent/guardian or designated emergency contact will be responsible for providing transportation.

It is very important that emergency forms are filled out at the beginning of each school year and kept up to date so that parents / guardians and emergency contacts can be notified if your student gets sick or injured while at school.

Complete physicals are mandatory for students entering public school for the first time and for participation in sports. Appointments should be made by the student's parents with their family physician, with the results sent to the school nurse. New Hampshire Law requires that all children entering school must be fully immunized. Contact the nurse directly for any medical or religious exemptions.

No student should be sent to school with a contagious infection, such as strep throat, chicken pox, impetigo, conjunctivitis, etc. Consult the school nurse for further information. A student who has a temperature of 100° or more should not be sent to school. The temperature must be below 100° for 24 hours before returning to school. If a student is absent for three or more days, the school may request to be provided with a physician's note. The school has facilities for minor first aid treatment but cannot care for a child who was ill before leaving home.

In order for prescription medications to be given at school, the following must occur:

- Written order from the physician and written authorization from the parent/guardian.  
Medication is brought to school by parent/designee and kept in the office of the school nurse.  
No student shall transport medications to school.

- Medication shall be in a pharmacy labeled container.
- Students receiving routine medications for more than one year must have written physician and parent authorization annually. (Including inhaler, Epi-pens and insulin).
- Inhalers, epi pens and diabetic supplies may be carried with written permission of the physician and the parent.

Students are not allowed to carry over-the-counter medications or supplements on their person.

In order for non-prescription medications to be given at school, the following must occur:

- Written parental permission must accompany all non-prescription medications brought to school by parents. Medication should be in the original packaging.
- Generic Tylenol, Advil, Tums, Benadryl and Cortaid/Neosporin ointment are available in the Nurse's office in the case of an emergency.
- If your child needs one of these medications more than occasionally, you, the parent, must supply and deliver the non-prescription medication to the Nurse's office.
- Alternative medicine: School nurses, and/or employees shall not administer non-FDA approved herbal and /or dietary supplements and essential oils regardless of delivery: orally, topically, or diffused. These substances do not have consistent and reliable United States Pharmacopeia (USP) formulation to ensure dose purity and consistency, are not regulated by the FDA, and a predictable dose calculation for herbal products has not been established in pediatrics.

### **Personal Property**

Newmarket Junior-Senior High School will not be held liable and cannot accept responsibility for loss of money or personal items or valuables left unattended in school. If students must bring large sums of money or other items of personal value to school, they are asked to lock it up in their locker or leave them in the Main Office for storage. This procedure is especially important for physical education classes, where personal items are left unattended. If a student is the victim of a theft, he/she should report the theft to the Main Office or complete a [Theft Report](#). Any student committing theft will be subject to disciplinary consequences.

### **Prohibited Items**

If a student is caught using a prohibited item, any staff member has the right to confiscate the item and appropriate disciplinary action will be taken. The school shall not be responsible for damage to, or loss of, any prohibited items brought to school. Illegal items will be turned over to the local law enforcement agency.

### **Public Display of Affection (PDA)**

Students are expected to behave appropriately while on school grounds or at school-sponsored events. Displays of public affection between students are not appropriate in a public establishment / formal place of business. When PDA is deemed inappropriate, the participating students will be given a verbal warning. Repeated offenses will result in parental notification and disciplinary action.

### **School's Jurisdiction**

The school's jurisdiction is considered to extend to all school property, including the playing fields up to the parking lot of the community center, the sidewalks in front of the school, and school driveways, parking lots and on school buses. All school rules are in effect for this outlined area and at all school sponsored events on or off campus.

### **Searches (Implied Consent)**

The administration reserves the right to inspect student lockers at any time with or without reasonable suspicion. Students, their vehicles, and their possessions located on school property may also be searched

when the administration believes that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Cognizant of the dangers that contraband poses to the students and staff of the school, NJSHS administration reserves the right to conduct announced, random searches at any time with the assistance of qualified law enforcement officers and trained canines. K-9 units may be used periodically upon request of the Superintendent and the administration to sniff lockers, common areas, backpacks, parking lots, and school grounds.

Additionally, the action taken must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Section 504**

Section 504 protects all qualified students with disabilities, defined as those having any physical or mental impairment that substantially limits one or more major life activities (including learning). Students who qualify receive a 504 Accommodation Plan designed to provide appropriate and necessary accommodations to the students' program. For additional information regarding Section 504, please contact: Jodi Callinan, 504 Coordinator, at 603-659-3271 or via email: [callinanj@newmarket.k12.nh.us](mailto:callinanj@newmarket.k12.nh.us)

### **Senior Privileges**

Students who qualify for Senior Privileges may sign out of the building for A and D blocks only. Seniors must meet the following criteria in order to be considered for privileges.

Seniors:

- Must be in good standing academic standing (no failing or incomplete grades)
- Must be in good behavioral standing
- Must have parental permission

Seniors will:

- Sign in and out of the building using the security system in the main office
- Leave school grounds within 5 minutes of signing out. Seniors should not wander the hallways or disturb classes that are in session.

Eligible seniors need to complete a "Senior Privilege Form" and get approval from the Principal prior to privileges going into effect. The administration reserves the right to revoke or alter senior privileges at any time.

### **Special Education Services**

Federal law guarantees all students the right to a free and appropriate public education and requires that the Newmarket School District evaluate children suspected of having a disability and who may be in need of special education and related services. The legislation further states that every child is entitled to an education regardless of disability and stipulates that students with disabilities are to be educated with non-educationally disabled students in the least restrictive educational environment.

Special education services are available to all students who qualify. If you have questions about whether your child may be eligible for such services, please contact the Assistant Principal for Student Services or your child's teacher. (See School Board policy [IHBA](#).)

### **Telephone Use**

Students are to receive permission from a teacher or office staff in order to use the phone during normal school hours. The telephone in the Main Office should be used during lunch or non instructional time so students are not missing classroom instruction. In an emergency, a teacher may grant a student permission to use the telephone during class after attendance has been taken.

### **Transportation- Bus Conduct**

Bus Routes are posted on the NJSHS website and printed in the local newspapers at the beginning of the school year.

Students are expected to conduct themselves at bus stops, and in the immediate vicinity, according to the rules and regulations governing conduct at NJSHS. Violation of those rules may result in disciplinary proceedings.

Students should report any incidents of bullying, harassment, or unsafe behavior to the bus driver and/or to the NJSHS administration directly.

The right of all students to ride the school buses is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis.

1. The driver is in full charge of the bus and the students. Students shall promptly obey the driver's requests.
2. Drivers have the authority to assign students to specific seats on the bus, and students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the pick-up location. Due to schedule requirements, the bus cannot wait for those who are not on time. If a student misses a bus, it is the parent's responsibility to provide transportation to school for the student.
4. All bus riders shall adhere to the following rules:
  - a. Never stand in the road while waiting for the bus.
  - b. Do not run alongside the bus while it is slowing to a stop.
  - c. There should be no pushing or shoving while boarding.
  - d. Do not litter on the bus or throw litter from the bus.
  - e. Do not vandalize the bus.
  - f. Do not distract the driver by attempting to talk to him/her while the bus is in motion.
  - g. Keep arms, head and all body parts inside the bus.
  - h. Remain seated at all times that the bus is in motion.
  - i. Do not leave the bus without the driver's permission, except at your assigned stop.
  - j. Respect all persons whom you may pass on the bus route.
  - k. Report any damage to the bus to the driver.
  - l. Profane language or harassment of others shall not be tolerated.
  - m. Yelling, screaming and unnecessarily loud talk are distractions to the driver and are not allowed.
  - n. Loud music is not allowed on the bus.
  - o. Bus windows may be opened during warm weather with driver permission provided that the student who opens the window closes it before leaving the bus.
5. Students who must cross the road after departing the bus should pass in front of the bus, not behind it. The driver shall see that the road is clear before the student is

permitted to cross the road.

6. Students are to ride buses from the designated pick-up point to the school and from the school to their drop off point. The drivers shall not make special stops for students unless approved in advance.
7. Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A: 2.

Should the conduct of any student endanger the lives or safety of others on the bus and the offending student fails to cease such conduct when requested to do so by the driver, a referral shall be made to NJSHS administration.

The Principal or his designee may forbid a student the privilege of riding the bus for a designated period of time. A notification of this action shall be provided to the parent of any student removed from the bus.

Parent or student complaints concerning the operation of buses should be directed to the NJSHS administration.

### **Student Organizations**

Students may form as many organizations as they desire as long as they are neither restrictive nor secret in nature. All student organizations must also meet the following standards:

- All student organizations must have a staff advisor, who must be present at all meetings and sponsored events.
- Any new student organization must be approved by the Principal.

Student activity funds shall be the responsibility of the Principal and shall be accountable at all times. All organizations are expected to keep accurate financial records; the Main Office serves in the capacity of a bank for student organizations. Advisors shall be responsible for funds entrusted to any student organization.

All student publications must be approved by the Principal prior to publication. No censoring will be done except in cases of possible character defamation or obscenity or in cases where the picture(s) or language in the publications is such as to create a reasonable danger of disruption of the school environment.

Any events sponsored by a student organization must be properly chaperoned, and the program for any such event must have prior approval of the Principal. The following organizations are currently available to NJSHS students: NET Zero, National Honor Society, Newmarket High School Democrats, SALT, Interact Club, Mahjong Club, Student Council, Model United Nations, Robotics Club, Yearbook Club, Alliance Club, and Student Government.

### **Student Resource Officer (SRO)**

Newmarket Junior-Senior High School has a full-time SRO assigned by the Newmarket Police Department. The presence of the SRO is to serve as a resource for students, parents, teachers, and administrators in establishing and maintaining an orderly and safe school environment. Some of the SRO's responsibilities include: being an emergency responder, serving as a liaison to the local police department, guest lecturing in certain classes, and building positive relationships with students and helping contribute to a positive school culture to name a few.

### **Skateboards, Scooters, and Rollerblades**

Due to safety and liability concerns, skateboards, scooters, rollerblades, or "wheelies" may not be used or

worn in school or on school property.

### **Smoking / Tobacco / Vaping Products**

The use of and/or possession of tobacco or nicotine-related products, including but not limited to: cigarettes, electronic cigarettes (e-cigs) and vaporizers (vapes), JUULs, liquid nicotine, or possession of any tobacco or nicotine-related products by any person is prohibited at all times on the entire NJSHS property.

It is illegal and against school rules for students to possess tobacco or nicotine-related products of any kind. Students with tobacco or nicotine-related products in their possession or who bring tobacco or nicotine-related products onto school property shall be subject to a disciplinary action and referral to the local law department. This policy applies to all school sponsored activities whether on or off school grounds. Refer to NJSHS School Board [Policy JICG](#) for more information.

### **Unwanted Physical Contact (includes fighting)**

Any incident of physical, sexual or verbal and/or attempted assault will be considered a very serious matter and investigated fully. Assault and unwanted physical contact may result in disciplinary consequences including suspension and expulsion. For various types of assault, the Newmarket Police Department will be notified.

### **Vandalism & Theft**

Any student that engages in the willful destruction of, or damage to, school property or the property of another person may be suspended from school. All incidents of vandalism will be referred to local law enforcement.

Any individual found to be responsible for an act of vandalism which causes damage to school property or equipment will be responsible for the costs to replace or repair said equipment or property.

Any student, who steals, attempts to steal, receives stolen property, or who in any way is a party to theft will be suspended from school for at least one day, for the first offense. Repeated cases of theft will result in further suspension. All incidents of theft, attempts to steal, or receiving stolen property will be referred to local law enforcement.

If you are the victim of a theft or an attempt, or vandalism, you need to complete a [Theft/Vandalism Report Form](#). All reasonable efforts will be made to assist students in recovering stolen property or in receiving restitution for stolen or vandalized property.

### **Vehicles / Parking**

Driving to school is a privilege, not a right. Everyone is expected to obey traffic regulations while on school property. This includes, but is not limited to, obeying all posted signs, maintaining safe speeds, and responding appropriately to any individual directing traffic. The administration reserves the right to work in cooperation with local law enforcement officials in any manner that will help support vehicular safety on school grounds.

Parking spaces are limited and student parking on school grounds is by permit only. Permits will be issued to only seniors during the first week of school and all other students may apply after the first week on a first come, first serve basis. The issuance of permits will be based on availability space, need, and seniority. The cost is \$20.00 per permit. All student-drivers must display their parking permit on the vehicle. Once permitted, students must park in the appropriate designated areas. Students who violate any aspect of the parking protocol may receive an Afterschool Administrative Detention. Repeated or egregious violation of driving and



parking protocols may also result in the loss of driving / parking privileges. Vehicles may be towed (at the driver's expense) for egregious violations.

In order to continue to be able to drive to school, students must know and understand and abide by the following expectations:

1. Vehicles are to be registered with the school and a parking permit displayed.
2. The student follows all school regulations when operating a motor vehicle on school property.
3. Students understand that the school will not be responsible for damages to vehicles parked on school grounds.
4. Students understand that when the vehicle is parked, it is advised that they be locked with the windows up. The school is not responsible for items lost or stolen from cars.
5. Students understand that bringing vehicles to school and parking the vehicle on the school grounds do not have a reasonable expectation of privacy, either when in the vehicle or when carrying or storing items in it. When school officials have reasonable grounds to believe that a search of the vehicle would turn up evidence that the student has violated or is violating either the law or the rules of the school, a warrantless search of the vehicle is justified. By parking a vehicle on school grounds, the student gives implied consent to such a search.
6. Students are not allowed to sit in their automobiles during school hours. Upon arriving at school, students must enter the building. Upon being dismissed, students must leave the parking area.
7. Loss of driving privileges can occur at the discretion of school administration and all cases of negligent driving will be reported to the police department.

### **Visitors**

All visitors and guests to the building must report to the Main Office to sign in. All visitors will be issued a badge that must be worn where visible while they are in the building and on campus.

### **Weapons and Firearms**

Weapons and firearms are not permitted on school property at any time. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe zone shall be disciplined according to policy and reported to law enforcement authorities. No person, other than law enforcement personnel, may enter school property as enumerated above, with a weapon of any kind in their possession or vehicle without prior written authorization from the building principal. This is also in compliance with School Board Policy JICD-R: Memorandum of Understanding for Administering the Provisions of RSA 193-D Safe School Zones (p. 67 - 71 of SAU 31 Policy Manual, Part 2). Also, School Board policy JICI: Weapons on School Property (see also KFA), p. 88, and School Board policy JICI-R: Modification of a Weapons Expulsion (See also IHBA, JICD, JICI) (p. 91 - 92).

The Newmarket School Board may discipline any pupil who brings or possesses a weapon on school property as per School Board policy JICI: Weapons on School Property (see also KFA), p. 88, and School Board policy JICI-R: Modification of a Weapons Expulsion (See also IHBA, JICD, JICI) (p. 91 - 92). "Weapon" is further defined as any device, instrument, material and substance which is used, attempted to be used or threatened to be used and is readily capable of causing death or serious physical injury. Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. Students found in violation of this policy will result in both school disciplinary action up to and including expulsion and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The Superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff, or the public.

## **PARENT NOTIFICATIONS**

### **Notification of Student Directory Information**

Newmarket School District directory information includes the following: Student name, address, telephone number, date and place of birth, and dates of enrollment; parents'/guardians' name and address; student's grade level, enrollment status, and dates of attendance; student's photograph; student's participation in recognized school activities and sports, weight and height of athletic team members, and student's diplomas, certificates, awards, and honors received.

Parent / guardians have until October 1, or 30 calendar days after enrollment in the district, to notify the building principal in writing of specific directory information that should not be released without prior consent of the parent / guardian or student of age, except as provided by law. If no objection is received within the designated time period, the information will be classified as directory information until the beginning of the next school year.

### **Annual AHERA Notification to Building Occupants**

The NJSHS has been inspected for the presence of asbestos containing materials. A written plan for the management of these materials has been developed and. Policy is available for inspection at the Office of the Superintendent of Schools, 186A Main Street, Newmarket, NH during regular office hours.

### **Access to Student Records**

A parent or guardian shall have access to the student's education files. However, if the student is 18 years old or older, the student may inspect their own records and their written permission shall be necessary in order for the parent or guardian to inspect them.

### **Notification of the Family Educational Rights and Privacy Act (FERPA) (See [Policy JRA](#))**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("eligible students") certain rights with respect to a student's education records.

They are:

- The right to inspect and review the student's education record within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are incomplete or misleading. Parents or eligible students may ask the Newmarket School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605**