

OYSTER RIVER MIDDLE SCHOOL
STUDENT HANDBOOK 2016-2017

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OYSTER RIVER MIDDLE SCHOOL

STUDENT HANDBOOK 2015-2016

New England League of Middle Schools

Spotlight School

1 Coe Drive, Durham, NH 03824

Telephone: (603) 868-2820

"Working together to engage every learner."

Welcome to Oyster River Middle School. The information in this handbook is intended to help students and parents better understand and navigate their school environment. If you have any questions or concerns please feel free to call at 868-2820 or e-mail Jay Richard, Principal at jrichard@orcsd.org or Bill Sullivan, Assistant Principal at bsullivan@orcsd.org.

Note to Students and Parents:

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcsd.org/>.

ORMS Mission and C.A.R.E. Philosophy

The ORMS mission is to provide a creative and developmentally appropriate learning environment recognizing the educational, social, and emotional needs of every learner. Our goal is that every learner will develop skills needed to become a responsible, lifelong learner who is able to serve the school, community, and/or the world.

Students and staff members at ORMS work within the C.A.R.E. philosophy. To CARE at ORMS means to COMMUNICATE clearly, to have a positive ATTITUDE, to show RESPECT for self, others, and the school environment, and to make the EFFORT necessary to being a successful learner. This philosophy is reinforced throughout each school day at every grade level and in all school programs and activities.

Equal Educational Opportunities

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. See Board Policy AC.

Students and/or parents should address any questions or concerns to Dr. James Morse, Superintendent of SAU #5. The phone number is 868-5100 or email at jmorse@orcsd.org

ABSENCES AND DISMISSALS

If you are absent, please have a parent or guardian call the school. We have an answering machine, which is on from 3:15 p.m. until 7:45 a.m. The school phone is 868-2820 or 868-2155. When calling to report an absence please leave your name, student's

grade, their class and a brief message explaining the reason. If the office does not receive a call regarding your absence, we will attempt to contact a parent either at home or at work. **Students who are not in school cannot attend after school activities.**

If a student is being dismissed, the student should bring a note signed by a parent to the office at the beginning of the school day and receive a dismissal slip from the office staff. This slip is shown to the classroom teacher at time of dismissal and the student should come to the office to sign out. If a student is returning to school after a dismissal, please check in with the office and receive a pass to class.

EXTENDED ABSENCE PROCEDURE

Families going on vacation while school is in session must notify the principal and all teachers in writing three weeks in advance. Prior to the absence, teachers will provide a calculation of the student's current average with a brief synopsis of topics to be covered in class during the student's absence. It will be the responsibility of the parents and the student to keep the student current in curricular topics presented in the school during a discretionary absence. The student will not be held accountable for specific assignments missed during the absence period, but will be responsible for subsequent assignment AND for all tests and quizzes relevant to the schoolwork completed by the student's class will not be sent on vacation with the student. Teachers are not required to design a separate program and will not be able to recreate classroom activities for students who are absent for reasons other than illness, emergency or religious observance.

ARRIVAL TIME/TARDINESS/DROP-OFF PROCEDURES

Students can be dropped off at the front entrance of the building starting at 7:25 AM when ORMS staff supervision begins. Walkers are also expected to wait at the front entrance. All students may enter the building when school starts at 7:30 AM. Students having breakfast in the Bobcat Café may enter school at 7:25AM. Students arriving after 7:35 will be marked tardy.

EMERGENCY SCHOOL CLOSINGS OR DELAYS

If school is delayed or cancelled, several radio stations will be notified. Please listen to WTSN (1270 AM), WOKQ (97.5 FM), WHEB (100.3FM) or WERZ (107.1 FM). Information about cancellations or delays will also be posted at www.orcsd.org, the school district website. In addition an e-mail message will be sent using the SchoolMessenger system. Please contact the middle school office if you are not receiving these SchoolMessenger messages. If no announcement is made, school will be in normal session. On days when school is cancelled, evening activities for that day are automatically cancelled as well.

BELCHER MEMORIAL LIBRARY

HOURS: 7:15AM TO 2:45PM

GENERAL INFORMATION:

Library resources include print and digital collections.

The digital resources often require log-on information which is available through classroom use and from the library.

Resources found in the library may be borrowed as follows:

BOOKS - 2 weeks (Renewals are possible as long as the item is not on reserve).

REFERENCE RESOURCES - used in the library media center

MAGAZINES AND VIDEOS - overnight loan

AV EQUIPMENT - start with your teacher to arrange use for classroom needs.

Please discuss damaged or lost items with Mr. Bellows.

DESTINY LIBRARY CATALOG

The Destiny catalog is an online system used throughout the school district to identify and access resources at all OR libraries. Grade 5 and new ORMS students are provided a Destiny account and instruction to personalize use of this account.

STUDENT RECORDS

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). A notice is sent home with students at the beginning of the year about parent and student rights concerning student records. If you need more information, please contact the Principal or your child's Guidance Counselor.

SPECIAL EDUCATION SERVICES

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Coordinator, Andrea Biniszkievicz. She can be reached at 868-2820 or via e-mail at abiniszkievicz@orcsd.org.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for proper care and return of textbooks and other school properties issued to them for their use, and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB).

VALUABLES

Please do not bring valuable items or large sums of money to school. If you must do so, please ask one of your teachers or office staff to secure your property during the day. The school assumes no responsibility for lost or stolen items.

Student Use of Personal Electronic Devices

Students are allowed to bring in personal electronic devices for educational purposes (cell phones, laptops, tablets, etc.). Students need adult permission to make cell phone calls during school hours. Inappropriate use of personal electronic devices may result in confiscation by ORMS staff and the loss of the privilege to have a device at ORMS.

Note: Students bringing personal electronic devices to school are responsible for their storage and safety. ORMS is not responsible for lost items as stated above under valuables.

PHYSICAL EDUCATION

Physical activity is important to a healthy body and mind. Physical education is a required activity at ORMS that occurs every other day for every student all year. Lockers are provided to secure your belongings while participating in physical education, intramurals and/or interscholastic programs. Required articles for physical education class are: shorts, T-shirt, sneakers, towel, and deodorant or body powder. Sweat pants and shirts are recommended. Names on each article of clothing are recommended.

If you need to be excused from physical education for more than two consecutive classes, you will need to show a doctor's note to your teacher.

STUDENT CONDUCT AND DISCIPLINE

The rules and disciplinary procedures in this handbook are intended as guidelines only. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. For more information see Oyster River School Board policies JG-Discipline; JGB-Detention; JGD-Suspension and Dismissal.

THE TRUTH ABOUT CONSEQUENCES

Every choice you make has a consequence. Good choices will have positive consequences and poor choices may have consequences that you don't like. Your middle school years are important years because you will be given more opportunities to assume responsibility for your actions. With this increased independence comes the need to accept responsibility for personal choices. It is a real sign of maturity when a person can accept the consequence of a poor decision.

Every day you will be faced with making decisions and making choices. Sometimes you will make mistakes and you will need to accept a consequence for those mistakes. Serious incidents, particularly that are unsafe, may have more serious consequences, such as a detention or a suspension. Choices that create an unsafe environment for others, like bullying or

harassment, could result in a suspension. You are an individual and you will be treated like an individual throughout your middle school experience but it your responsibility to make appropriate choices for behavior.

The continuum of possible disciplinary consequences is as follows:

Verbal Warning: For most first offenses the incident is treated as a learning experience. It is assumed on most first offenses that the student made an honest mistake and only requires a warning. At this time the rule in question is clearly explained and future consequences for repeated incidents is outlined. If the behavior involved is extreme or negatively impacts others the consequence could jump ahead to a higher level. Please note that regardless of the level of consequence involved the rule in question is always explained to the student and questions answered in hopes of avoiding future incidents.

Lunch/Recess Detention: A recess detention is generally assigned for lower level behaviors. Depending on the circumstances it could be served as community service by helping to clean-up in the cafeteria, served in the classroom of a teacher or be served as a time-out in the principal's office. The administration or classroom teacher will determine which method is most appropriate given the individual circumstances.

After-school Detention: An after-school detention is extra time spent after school as a consequence for your actions. These are generally assigned for repeated low level offenses or for an extreme behavior that negatively impacts others or disrupts the classroom environment. A detention may be assigned by your teachers or by the school administration. Detention begins at dismissal time (2:35) and generally will last until the late bus at 4:00 PM. This time will be used for doing schoolwork, reading, performing community service, or other related work, so come prepared. Parents will be notified prior to a student serving a detention. Failure to cooperate with the rules of detention will result in a higher level of consequence.

Suspension: There are two kinds of suspensions utilized at ORMS. Those two types are an in-school suspension and an out-of-school suspension. An in school suspension is served in the principal's office during the school day. An out-of-school suspension is served at home under parent supervision. Anyone receiving either of these suspensions may not participate in, or attend, any after-school or evening sports or activities on that day. Suspensions are only given for serious or chronic offenses. In all cases of suspension, a parent will be contacted.

LEARNING AND LETTING OTHERS LEARN, TOO

Everyone is here to learn. Everyone's job is to do their best. This means being respectful when others are talking and cooperating when you are asked to do something. Be sure to ask questions when you don't understand and to be respectful of any student who asks a question, or gives a wrong answer, even if the answer is obvious to you! Take responsibility for your own learning and be honest about your work. At ORMS learning is the most important activity and everyone has a responsibility to contribute to a productive atmosphere that promotes this primary purpose.

Plagiarism/Cheating

A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. A paper containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the unnoticed borrowing is intentional or due to sloppy workmanship, it is considered plagiarism. Plagiarism includes:

1. Word for word lifting of information from a source
2. Paraphrasing information which is not common knowledge
3. Using another person's original idea but developing it with details, examples and facts
4. Borrowing from another student or teacher with whom the assignment was discussed

The consequences for plagiarism are up to the discretion of the teacher. Plagiarism can result in no credit for the assignment and, depending upon the circumstances, may cause a student to fail the class even for a first offense. In addition, any subsequent offenses may result in disciplinary action up to and including, suspension.

SMOKING AND TOBACCO USE

The Board has adopted a policy prohibiting smoking and the use of tobacco products on school property or at school-sponsored events (see Board Policy JFCG). Students who violate this policy are subject to disciplinary action and violations will also be referred to law enforcement authorities.

DRUGS AND ALCOHOL

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Policy JFCI). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities

WEAPONS, THREATS AND VIOLENCE

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline, including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JFCJ - Dangerous Weapons in Schools.

HARRASSMENT/SEXUAL HARRASSMENT

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy ACAA - Harassment and Sexual Harassment of Students and ACAA-R - Student Discrimination and Harassment Complaint

BULLYING

The Oyster River School Board has adopted a Pupil Safety and Violence Prevention policy (Policy JBC). ORMS defines bullying as:

Bullying

Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

Physical Bullying

The repeated use of force toward a person's body or personal belongings.

Examples

Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

Verbal Bullying

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

Examples

Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments, using the R word, sexual orientation attacks

Cyber Bullying

Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person.

Examples:

Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards

Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

ORMS DRESS CODE

Student clothing should not distract from the educational process or make others feel uncomfortable. Rude or offensive messages on clothing or other items is unacceptable, this includes but is not limited to references to drugs, alcohol, tobacco, sexual activity, or illegal acts. All undergarments must be covered. Loose or baggy pants and shorts need to be belted so undergarments are not exposed. Shirts which reveal the chest, undergarments, or abdomen are not acceptable. During the winter

months and any other extreme weather conditions, the school reserves the right to require students to wear coats outside for any activity. Sunglasses and Hoods are not to be worn inside the building unless there is a diagnosed medical reason. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

COMPUTER AND INTERNET USE

The Oyster River School Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet (see Policy IIBH). Students are required to follow the policy and school rules at all times and have no expectation of privacy in their use of school computers. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges. The policy and rules are provided to students and discussed in class each year.

SCHOOL LOCKERS AND STORAGE FACILITIES

Use of lockers, desks and other school storage facilities is a privilege granted to students. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy JFG.

SCHOOL LUNCH AND BREAKFAST PROGRAMS

"The Bobcat Café"

Breakfast and lunch are available to all students. Breakfast begins at 7:25 am. Lunches are scheduled by grade. Students may purchase hot lunches (menus are posted) or purchase items such as sandwiches, fruit, yogurt, juice or cookies from the snack bar. The monthly menu is posted at the website. Applications for free or reduced lunch can be obtained from the office or online.

All students are assigned PIN numbers for their personal accounts. In the case that students don't have sufficient funds, they will NOT be allowed to receive a hot lunch.

Parents can manage their child's lunch account on-line. Instructions for how to set up and manage an on line lunch account can be found at the school district web site (www.orcsd.org) under the Food Services link.

Expectations for behavior in the cafeteria are consistent with school-wide expectations under the CARE philosophy. You are responsible for cleaning your personal table space and floor space.

SNACK POLICY

Each team will establish a time that students are allowed to eat snack in classrooms.

NURSE'S OFFICE

The school nurse is available to all students who are ill or hurt. Before going to see the nurse, you should have a signed pass from a teacher. The school nurse will call home should a student need to be dismissed due to illness. We ask that students do NOT call/text home prior to visiting the nurse.

MEDICATION

All medication brought to school must be kept in the nurse's office, labeled with the student's name and accompanied by a signed parental request. This includes over the counter medications such as aspirin, Tylenol, or decongestants. The Board has adopted a comprehensive policy and procedure concerning the administration of medications at school. Parents may request that medications be administered at school in accordance with the established policy and procedure. Students may not carry or self-administer medications except as permitted by Board policy (see Policy JHCD). Questions should be directed to the School Nurse.

EMERGENCY DRILLS

During the year, there will be scheduled and spontaneous drills. When the alarm sounds, follow your teacher's directions for departure from the room. No talking is allowed during a drill. All students should exit in single file lines. Directions for exits are posted in each classroom.

STUDENT TRANSPORTATION

BUS CONDUCT

The Board has adopted a policy concerning bus conduct (see Policy JFCC). Students who misbehave on the bus are subject to suspension of their bus privileges. Parents and students should be aware that District school buses may be equipped with electronic surveillance devices (see Board Policy EBF).

LATE BUS/BUS PERMISSION

Students need written permission from their parent or guardian to ride a bus to a friend's home. This note must be stamped at the main office before 2:00. Only students involved in a school sponsored after school activity may ride the late bus. The late bus operates Monday - Thursday and leaves school at 4:15pm.

PARENT INFORMATION

HOME/SCHOOL COMMUNICATION

It is our goal as a school to be as paperless as possible. For every school-wide mailing we **don't** send we save at least 700 sheets of paper and \$400 in postage. For this reason we try to put all relevant information, like this handbook, on our school web site at www.orcsd.org/orms/. We ask all students and parents to bookmark the school web site and check it regularly. Academic teams will post homework and important announcements on their individual team web sites. The home page of the middle school will provide an accurate calendar of up-coming school-wide events. Each team, with parent/guardian cooperation, will keep an e-mail list that will be used for team business as well as school-wide announcements. At the beginning of the school year when these e-mail lists are being created it is helpful if all families provide accurate e-mail addresses to their son/daughters team of teachers.

VISITORS

For school security reasons all adult visitors must stop at the main office and sign in before proceeding with any business in the school. The main office is located at the front door off of Dennison Rd. Please always enter the building through this entrance.

All visitors are required to wear a white identification sticker to show that they have checked in at the office.

MESSAGES

During any school day, the office staff receives at least 50-100 messages to be delivered to students.

Messages will be delivered to students via the intercom at 2:20 p.m. each day. Messages needing immediate attention should be requested in emergencies only. We ask parents and students to make plans before school begins each day to minimize the need for messages.

FIELD TRIPS

When appropriate, field trips are scheduled during the year to enhance classroom instruction. Parents will receive an information letter explaining the intent and cost of the trip, and requesting permission for students to participate. Parents are often invited to chaperon trips. This help is greatly appreciated. Students may be excluded from trips for discipline reasons. Families will be contacted in a timely fashion in these cases.

LOST AND FOUND

The ORMS "lost and found" is located outside the cafeteria in the hall-way. Due to storage issues lost items will only be stored there temporarily. At various times throughout the year it is announced that the "lost and found" items will be donated to charity if not claimed. It is the individual student's responsibility to check for personal items. Please label your possessions so they may be returned more effectively.

MEDIA INFORMATION

On occasion, the District allows media outlets such as local newspapers, radio stations and television stations to visit the school to report on school programs and activities. The District may also feature students, or their photographs, voices or work for promotional and educational reasons on the District web site, cable TV, publications or school/community events. A Media Permission Form is sent home at the beginning of 5th grade or upon enrollment. Please note that releases are not required for public events such as athletic events or graduation. If you need further information, please contact the building principal.

EXTRACURRICULAR ACTIVITIES

At ORMS we offer a wide range of extra and co-curricular activities. Participation in all activities is considered a privilege granted to students for being a good citizen of our community. In order for a student to be eligible to participate in these activities they must be in good academic standing and meet ORMS behavior expectations.

For more information on extracurricular activities at ORMS please visit our school website at www.orcsd.org/orms/.

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DIRECTORY

ADMINISTRATION

Todd Allen

PRINCIPAL

Mark Milliken

DEAN OF FACULTY

Michael McCann

DEAN OF STUDENTS

Corey Parker

ATHLETIC DIRECTOR

Misty Lowe

SPECIAL EDUCATION COORDINATOR

Deborah Jabre

PRINCIPAL'S SECRETARY

Lisa Richardson

OFFICE SECRETARY

Danuta Richards

NURSE

ART

Tracy Bilynsky

Tim Lawrence

Maria Rosi

BUSINESS/COMPUTER ED.

Pamela Carr

Heather Healy

Child Development

Laurie Grant

ENGLISH

Corey Blais

TBD

Trevor Garman

Shauna Horsley

Shawn Kelly

John Monahan

Kara Sullivan

Marjke Yatsevitch

COUNSELING DEPARTMENT

Heather Machanoff

COUNSELING DIRECTOR

Jason Baker

Kim Cassamas

Kim Sekera

SCHOOL COUNSELORS

Sandra Rogers-Osterloh

COUNSELING SECRETARY

INDUSTRIAL TECHNOLOGY

Mike Troy

LIBRARY/MEDIA SERVICES

Kathleen Pearce (Librarian)

Elliot Moore (Library Assistant)

TBD (Video Production)

MATH

Katie Chagnon

Andrea Drake

Lisa Hallbach

Peter Harwood

Chris Kearney

Jamie Mulcahy

William Reeves

Brendan Whalen

Erica Cooke

MUSIC/FINE ARTS

Dave Ervin

Marc LaForce

Meredith Freeman-Caple

Andrea Von Oeyen

PHYSICAL EDUCATION/HEALTH

Don Maynard

Emily Rogers

John Morin

Robert Quaglieri

SPECIAL EDUCATION

Ann Golding

Dagmar Lamberts (Counselor)

Jenn McGuinness

SPECIAL EDUCATION (cont.)

Estie Ott

Jon Peterson

Nicholas Ricciardi

Brian Ryan

Tim Sinclair

Carolyn Smith

Heather Stanley

Amy Whicher

SCIENCE

Tracey Benkosky

Celeste Best

Jonathan Bromley

Sara Cathey

Mark Lawrence

Nathan Oxnard

Jim Thibault

Jennifer Wainwright

SOCIAL STUDIES

Gabrielle Anderson

Derek Cangelo

David Hawley

Matthew Pappas

Pamela Raiford

Karen Van Dyke

Brian Zottoli

STUDENT SERVICES

Joseph Saxe

SCHOOL PSYCHOLOGIST

Kelsey Hall

SPEECH PATHOLOGIST

WORLD LANGUAGE

Mary Beaton

Leslie Gelsomini

Wendy Gibson

Tom Hausmann

Steve Lord

Barbara Milliken

Oyster River Cooperative School District
SCHOOL CALENDAR

2015-2016

Approved by School Board: November 19, 2014

Deliberative Session: February 2, 2016*

Voting Day: March 8, 2016*

*Subject to Change

		AUGUST/ SEPTEMBER 2015					FEBRUARY 2016				
		M	T	W	Th	F	M	T	W	Th	F
S(20)	TW			△	3	4	1	2	3	4	5
T(22)	X	8	9	10	11	12	8	9	10	11	12
		14	15	16	17	18	15	16	17	18	19
		21	22	23	24	25	X	X	X	X	X
		28	29	30			29				
		OCTOBER 2015					MARCH 2016				
		M	T	W	Th	F	M	T	W	Th	F
S(20)					1	2		1	2	3	4
T(21)	X	5	6	7	8	TW	7	8	9	10	11
		13	14	15	16		14	15	16	17	TW
		19	20	21	22	23	21	22	23	24	25
		26	27	28	29	30	28	29	30	31	
		NOVEMBER 2015					APRIL 2016				
		M	T	W	Th	F	M	T	W	Th	F
S(16)		2	3	4	5	TW					1
T(17)	*9	10	X	12	13		4	5	6	7	*8
		16	17	18	19	20	11	12	13	14	15
		23	24	X	X	X	18	19	20	21	22
		30					X	X	X	X	X
		DECEMBER 2015					MAY 2016				
		M	T	W	Th	F	M	T	W	Th	F
S(17)			1	2	3	4	2	3	4	5	6
T(17)	X	7	8	9	10	11	9	10	11	12	13
		14	15	16	17	18	16	17	18	19	TW
		21	22	23	X	X	23	24	25	26	27
		X	X	X	X		X	31			
		JANUARY 2016					JUNE 2016				
		M	T	W	Th	F	M	T	W	Th	F
S(18)						X			1	2	3
T(19)	X	4	5	6	7	8	6	7	8	9	10
		11	12	13	14	15	13	14	15	16	17
		X	19	20	21	22	SD	SD	SD	SD	SD/△
		TW	26	27	*28	29					

8/31 & 9/1..... Teacher Workshop Days
 9/2 1st Day for Students Gr. 1-12
 9/3 1st Day for Kindergarten
 9/7..... Labor Day Observance
 9/8..... 1st Day Preschool
 10/9..... Teacher Workshop
 10/12..... Columbus Day
 11/6 Teacher Workshop
 11/11..... Veterans' Day
 11/25 - 11/27.. Thanksgiving Recess
 12/24-1/1..... Holiday Recess
 1/18 Martin Luther King Day
 1/25 Teacher Workshop
 2/22 - 2/26..... Winter Recess
 3/18..... Teacher Workshop
 4/25 - 4/29... Spring Recess
 5/20..... Teacher Workshop
 5/30..... Memorial Day
 TBD..... ORHS Graduation
 6/24 With 5 Built In - Snow Days

△ First Day of School for Students
 △ Last Day of School (unless more than 5 make-up days are required)
 TW Teacher District Workshop Days (no school for students)
 X School Closed - Holiday/Vacation
 * End of Quarter
 SD Snow Days (5 Built in)
 Anticipated last day for students is 6/24. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

178 Student Days 185 Teacher Days

Oyster River High School Bell Schedules

Non-Block Days	Block-Day Thursday	Block-Day Friday
Period A (7:35 - 8:23)	Period A (7:35 – 9:10)	Period B (7:35 – 9:10)
Period B (8:27- 9:15)	Office Hours (9:15 – 9:45)	Office Hours (9:15 – 9:45)
Period C (9:19 - 10:07)	Period C (9:50 – 11:25)	Period D (9:50-11:25)
Period D (10:11 – 10:59)		
Period E (10:59 -12:21)	Lunch 1/ Period E (11:25-11:55/ 12:00-12:50)	Lunch 1/ Period E (11:25-11:55/ 12:00-12:50) Period E/ Lunch 2 (11:30-12:20/ 12:20-12:50)
Lunch 1(10:59 -11:29)	Period E/ Lunch 2 (11:30-12:20/ 12:20-12:50)	
Lunch 2 (11:51-12:21)		
Advisory (12:25 -12:45)		
Period F (12:49 - 1:38)		
Period G (1:42 - 2:30)	Period F (12:55 - 2:30)	Period G (12:55 – 2:30)

Delayed Opening: In the event of a weather delay, school will begin at 9:35. Single period classes are approximately 30 minutes in length. Students with late arrival privileges must time their arrival to school accordingly.

Delayed Opening
Period A (9:35 - 10:10)
Period B (10:15- 10:50)
Period C (10:55 - 11:30)
Period D (11:35 - 12:05)
Period E (12:05 - 1:10)
Lunch 1 (12:05-12:35)
Lunch 2 (12:40-1:10)
Period F (1:15 - 1:50)
Period G (1:55 -2:30)

Assembly/Student Senate Schedule: From time to time, Student Senate meetings, assemblies and other special events will necessitate a modified schedule. Every effort will be made to give students timely notice of changes. Students and parents are encouraged to check the website for information about upcoming events.

Contact Information

**Oyster River High School
55 Coe Drive Durham, NH 03824**

Oyster River High School:	868-2375	ORHS Fax:	868-1355
School Nurse:	868-2375 x6005	ORCSD Transportation:	868-5100 x2601
Athletic Department:	868-2375 x6007	SAU Office:	868-5100

Emergency School Closing/Delay Information

WMUR Channel 9

WTSN 1270 AM

WOKQ 97.5 FM

All closing and delays are communicated via the School Messenger email system. Please make sure that correct contact information has been provided to the school. If there are any problems with your receiving information from the school please contact the Counseling Department.

You may also find information on our website: <http://www.orcsd.org/school/orhs>

GENERAL INFORMATION

NOTE TO STUDENTS AND PARENTS

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcsd.org/school-board-67744/policies>.

EQUAL EDUCATIONAL OPPORTUNITIES

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. (See Board Policy AC). Students and/or parents should address any questions or concerns to the Director of Pupil Services at 36 Coe Dr., Durham NH 03824.

OYSTER RIVER PHILOSOPHY

The philosophy at Oyster River High School is that students will be challenged to meet high expectations within a context of caring. Faculty members make demands of students at the same time that they are supportive and encouraging. The Board policy of individualized instruction is taken very seriously. All students are challenged to meet their potential in heterogeneously grouped classes. The result of this approach to education is that students excel in basic skills while they also develop the life skills of self-discipline and teamwork. ORHS graduates have received a great deal of practice in thinking as well as in reading, writing, speaking, and listening. They leave the school well prepared for further training and for full participation in the world of work.

ORHS MISSION STATEMENT

Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society and our world.

In order to prepare ORHS students for full participation in society and the world of work, we are committed to emphasizing the following 21st Century Learning Expectations throughout our students' high school experience.

ORHS 21st CENTURY LEARNING EXPECTATIONS

1. Knowledgeable Person
 - a. Possesses content knowledge obtained through a variety of educational experiences.
 - b. Connects and relates content knowledge in new contexts
 - c. Recognizes one's own strengths and weaknesses
2. Skilled Information Processor
 - a. Gathers information and evaluates its validity
 - b. Effectively translates issues and situations into manageable tasks that have a clear purpose
 - c. Applies a variety of strategies to organize and interpret information
3. Critical and Creative Thinker
 - a. Actively engages in innovative and analytical thinking for a variety of purposes
 - b. Constructively questions assumptions and preconceptions
 - c. Expresses an independent and informed perspective
4. Self-Directed Learner
 - a. Comes to school prepared to learn
 - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions
 - c. Utilizes available resources for academic and non-academic success
 - d. Takes initiative to complete tasks, meet deadlines, and achieve goals
5. Responsible Citizen
 - a. Seeks opportunities to participate positively and productively in our local and global communities
 - b. Demonstrates ethical behavior and encourages others to do so as well
 - c. Demonstrates awareness of and values personal and community health and wellness
 - d. Demonstrates ethical and balanced use of technology
6. Effective Communicator
 - a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres
 - b. Uses evidence logically and ethically to support claims
 - c. Advocates effectively for one's own personal and academic needs
 - d. Communicates with purpose, courtesy and respect
7. Collaborative Worker
 - a. Values others' ideas and contributions
 - b. Works cooperatively to achieve group goals
 - c. Fulfills individual responsibilities for the betterment of the group

THE SCHOOL DAY

The school day officially begins at 7:35 and ends at 2:30 and on Monday, Tuesday and Wednesday consists of seven academic periods, including a 30-minute lunch. On alternating Thursdays and Fridays, classes meet for 90 minute blocks on either Thursday or Friday, depending upon individual student schedules.

ARRIVAL

Buses begin arriving at 7:00 a.m. and continue until approximately 7:30 a.m.

The cafeteria opens for breakfast and snacks at 7:00 a.m.

The library opens at 7:15 a.m. and closes at 3:30 p.m.

All students and visitors arriving after 7:35 a.m. must use the Main Entrance at the front of the building as all other doors will be locked after that time.

ATTENDANCE

State law requires that student attendance be taken and recorded during each school day. "Attendance" means presence in school, class and all other assigned activities. To participate in co-curricular activities, students must be present for the entire school day or on an approved field trip. Exceptions will be made by administration for verified medical appointments, etc.

Consistent class attendance is essential to the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, discussions and concepts, and are not participating in the required program. It is important to understand that excessive absences, regardless of whether or not an absence is excused, will almost always lead to a diminished performance by the student. In many cases excessive absences will lead to course failure. Regular attendance to all classes is a requirement of all ORHS students.

TARDINESS

Tardiness to school: Students are expected to be in school on time to their first class of the day. Students who accrue 3 unexcused tardies to school may receive one after school detention. Continued unexcused tardiness will result in further disciplinary action.

Tardiness to class: Students are expected to be in class when the class bell rings. There are 4 minutes of passing time between all classes so students should have no trouble being on time. Students will receive classroom level consequences when they are tardy. If a student develops a pattern of tardiness the issue will be referred to administration for appropriate disciplinary action. If a student is tardy by more than 10 minutes it is treated as an unexcused absence (T10).

An excused tardy is defined as tardiness due to a **legitimate** reason that is verified by a parent or staff member.

The following are **not considered legitimate** reasons for tardiness:

- overslept,
- missed the bus/missed my ride/ride was late,
- stuck in traffic/couldn't find parking.

As it is our responsibility to prepare our students for the full participation in society and work it is expected that students arrive promptly and ready to engage in school.

ORHS Absence Procedure

1. All absences from school require:
 - A. **A phone call** from the parent/guardian on the day of absence prior to 8:30 a.m.
 - B. **A note** from a parent/guardian within three days detailing the excused absence (see list below).

2. Definition of Excused Absence:
 - A. Personal illness: Absences beyond 3 consecutive days require a note from a licensed medical professional indicating that the student is cleared to return to school.
 - B. Medical/Dental appointments: Documentation from a physician or dentist.
 - C. School sponsored activity: Coach/teacher will provide rosters.
 - D. Religious holidays: Parent note.
 - E. Court appointments: w/Court Documentation.
 - F. Family emergencies: Parent note.
 - G. A planned absence for a personal or educational purpose which has been **pre-approved by administration**: Parent note.

3. All absences, unless excused, will automatically be recorded as unexcused (**AU**) at the end of the school day. Power School will generate automated phone calls and emails daily for those students marked as absent. **Students have 3 school days to resolve unexcused absences (AU).**

4. Students exceeding 3 **Unexcused Absences (AU)** will receive an Excessive Absence Failure (**E**) to be recorded as a 64% (unless the actual course grade is lower) for the marking period.

5. Students may appeal an Excessive Absence Failure to the faculty attendance committee at the end of the grading period.

Excessive Absences:

-Special exceptions to this policy will be granted if it is indicated on any formal educational plan (i.e. 504 plans, Individual Education Plan).

-An appeal board will meet after grades have closed to hear all appeals. The appeal board will be made up of teachers, guidance and administration.

-Parents will be alerted to Unexcused Absences by the end of each week via e-mail. Parents and students are reminded that they can monitor their attendance on PowerSchool.

-Attendance is recorded in real-time on a period by period/daily basis and accessible via the parent and student PowerSchool portal.

-When students exceed 3 unexcused absences in a quarter, a letter will be sent home notifying parents that the student will receive an "E" (64%) for excessive absence failure. In this letter parents

and students will be notified of their right to appeal the "E" and be reminded of the process for doing so.

Cuts/Truancy/Unexcused Absences (AU): Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. A student who cuts a class will face disciplinary action which may include: detention, loss of parking permit and/or Junior/Senior privilege, etc.

Please note, students who cut classes, are excessively tardy, or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

Dismissal: A note must be turned in to the Main Office prior to the dismissal. Students must sign out in the Main Office prior to leaving campus.

Planned Extended Absences: Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The school principal must be notified of planned absences at least two weeks before the first day a student is out. Forms are available on our web site and in the Main Office for planned absences. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student and what is most practical depending on the circumstances.

Make-up Work Policy

All make-up work as a result of an excused absence, including tests, must be completed in a timely fashion as determined by the teacher.

(This policy is currently in committee for revision.)

AFTER-SCHOOL ACTIVITIES

The school day officially ends at 2:30.

Students should not remain at school after this time unless they are participating in a supervised activity such as team practice, meeting with teachers or attending Homework Den, driver's education, theater rehearsal, school sponsored club, or detention.

Each activity is confined to an appropriate area of school (classrooms for meetings, stage for rehearsal, gym for athletic practice, etc.) It is not safe or acceptable for students to be in the building without supervision either before or after school.

Students taking the late bus are required to have a pass signed by their faculty advisor or a front office staff member in order to use this service.

Students who leave school grounds after the school day may **NOT** return to ride the late bus.

DAILY ANNOUNCEMENTS

Those people wishing to have announcements read over the intercom are requested to submit them in writing to the Main Office by the end of the day before they are to be read. Student announcements need to be co-signed by a faculty advisor.

VISITORS

Building security is very important to us in the Oyster River District. To maintain a safe and secure learning environment for our students the following procedures have been implemented for entering and leaving ORHS:

-All students, staff members and visitors must enter and leave the building through the front entrance and register/sign out in the main office.

-Whenever possible a school employee will escort visitors to destinations in the building. Student visitors are generally not allowed due to issues of space, supervision and liability. Unauthorized student visitors are not allowed in the building, on school grounds, or on school buses, once again for reasons of security and safety.

-School counselors may arrange for a prospective student to visit the school. All student visitors, including recent graduates, must make an appointment at least 24 hours in advance.

-All school doors will be locked starting at 7:35 (student arrival time). Doors will remain locked throughout the day. If you need to gain access to our school during the day, volunteers/ visitors are asked to follow the procedure listed below:

- Ring the buzzer on the far right side door (fourth to the right) of our entry doors.
- Visitors will then be greeted by a staff member over the intercom and asked for specifics related to your visit.
- If you need to drop off a lunch or item for your son or daughter, please call ahead to notify us of your approximate arrival. This will help expedite your entrance to ORHS.
- All classroom visitors, including recent graduates, must make an appointment at least 24 hours in advance.
- All visitors are required to check in at the office, sign in and affix a visitor's badge in a visible location.

One door at the front entrance will be unlocked after 2:30 for after-school activities.

LIBRARY/MEDIA SERVICES- BRUCE SMITH LIBRARY

(some minor revisions pending)

The mission of the Bruce Smith Library is to encourage students to become independent and capable lifelong learners who seek out, evaluate, use, and create information for a variety of purposes. Through class visits to the library, direct instruction, small group work, and one-on-one assistance from the librarian and library assistant, students have abundant opportunities to meet this goal.

In addition to traditional print materials selected to meet the personal interests and academic needs of our students, the library lends digital equipment, provides access to online databases, and assists students in downloading e-books and audio books from our state library system. For needs that reach beyond our collection, the library participates in the statewide interlibrary loan network, lending and borrowing items from libraries around New Hampshire.

The library is open every school day from 7:15 to 3:30, except for early release days when it closes at 12:15. Over 200 students use the library on an average day, so we ask for students' cooperation in keeping the library a productive and neat work environment for all. Food and drinks (other than plain water) are not allowed, and computers and other equipment should be used for school-related activities only.

LOCKERS/LOCKS

The school is not responsible for lost or stolen items.

Students are strongly urged to lock all possessions at all times.

Lockers and locks are the property of the Oyster River School District and students should have no expectation of privacy as a result. Their use is for the security of student property only. Use of lockers, desks and other school storage facilities including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody and supervision of the school.

School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy JH.

Students should not keep items of value in their lockers. Students are encouraged to keep their assigned lockers closed and locked at all times. Students should not share lockers as a shared locker implies shared responsibility for a locker and its contents. Using masking or cellophane tape only, students may post items on the inside of their locker, only. Posted items should be in good taste and appropriate for school use.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for proper care and return of textbooks, locks and other school property issued to them for their use, and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB). Students should place their names on the inside cover of all books when they are issued in an effort to better insure identification if they are misplaced. Failure to reimburse the school for the cost of loss or damage to issued texts or other school property may result in the loss of borrowing privileges, computer privileges and/or subsequent issuance of other texts.

NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- 1) 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.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Oyster River Cooperative School District to amend a record that they believe is inaccurate or misleading. They should write 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 provide to the parents or eligible student when notified of the right to a hearing.

- 3) 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. 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 are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington DC 20202-4605

NOTIFICATION OF STUDENT DIRECTORY AND MEDIA INFORMATION

Oyster River School District directory information includes the following:

- Name

- Field of study
- Most recent previous school attended
- Dates of attendance, degrees, and awards
- Participation in officially recognized activities and sports
- Weight and height of athletes

Parents or eligible students may refuse to let the school designate any or all of the directory information about the student as directory information by writing a letter to the principal within the first ten (10) school days of the school year and describing any or all of the information not to be released. A parent or eligible student may invoke their right to restrict the release of directory information at any time during the school year by providing written notice to the principal. If no such notification is received, directory information may be released to news outlets, colleges, etc. when requested.

As part of its curriculum, the Oyster River Cooperative School District conducts activities every year which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use your child's photograph, voice or student work in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs or other special district events. As with respect to directory information, a parent or eligible student may invoke their right to restrict the release of these images by providing written notice to the principal.

ACADEMIC/COUNSELING INFORMATION

Revisions pending.

Students and parent/guardians are encouraged to refer to the ORHS Program of Studies, available on the Counseling Department website, for more detailed information on courses and academic issues.

Course Load/Class Changes- All students are required to take a minimum of 6 courses. Students may add courses to their schedules, providing space is available, for a period of up to four (4) school days following the start of the course.

Students who withdraw from a course within five weeks of its start will receive no grade and the course will not become part of the student's permanent record. Students who withdraw from a full-year course after five weeks of attending the course will receive the grade earned to date for the

quarter during which the withdrawal occurred. A grade of "W" will be assigned for the remaining quarters, and a final grade of "W" will be recorded on the transcript; a "W" is not factored into the calculation of the student's cumulative GPA, although any "W" will remain part of the student's permanent transcript, as a matter of record. Students who withdraw from a semester-long course prior to the posting of Q1 or Q3 progress report grades will also have a "W" included on the permanent transcript for the course being dropped, adhering to the same guidelines as outlined for a year-long course

Courses that are more than one-half completed may not be dropped. Therefore, should a student discontinue a full-year course any time after the conclusion of Quarter 2 or a semester course any time after the conclusion of Quarter 1 or 3, a grade of "F" will be assigned for all remaining quarters and final average as well. A final grade of "F" does factor into GPA.

Courses taken for a letter grade, Pass/Fail, and audit are all subject to the guidelines listed above. A student transcript typically reflects all academic endeavors, attempted and/or completed, throughout the high school career.

Grade Reporting- PowerSchool provides up-to-date grade information for students and parents. While grades are available throughout the school year, Quarterly progress reports and Quarterly grades are posted and added to the permanent record (transcript). Parents who wish to have grades mailed home should make that request to the Main Office, in writing. Parents are encouraged to request additional information about student progress and performance from the Counseling Department and/or teachers at any time.

Occasionally a student is assigned a grade of Incomplete. Students are expected to complete requirements for the course in such a situation within two weeks of the close of the quarter or a grade of "F" will be assigned. Students with extenuating circumstances must receive permission for extensions from the principal.

GRADE	GRADE POINT	PERCENTAGE RANGE
A+	4.33	98-100
A	4.0	93-97
A-	3.67	90-92
B+	3.33	87-89
B	3.0	83-86

B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D+	1.33	69
D	1.0	66-68
D-	0.67	65
F	0.0	64 AND UNDER

Grades for Honor Roll Recognition

Highest Honors:	3.83 average with no D's, F's or Incompletes
High Honors:	3.33 average with no D's, F's or Incompletes
Honors:	3.00 average with no D's, F's or Incompletes

In order to qualify for Honor Roll one must be enrolled in a minimum of five graded courses.

Additional Learning Opportunities for Students

ORHS offers a variety of opportunities for students to enhance their academic experience. Students may take courses through the Virtual Learning Academy (VLACS), a public online high school.

ORHS offers courses through the Running Start program which affords students with dual credit earning both high school and college credit via the NH Community College system.

Students may apply to the CATS Program (Challenging Academically Talented Students) at UNH and when accepted, may enroll in any available 400 or 500 level course.

ORHS currently offers a dual credit course in conjunction with Southern New Hampshire University for students enrolling in Anatomy & Physiology.

For a complete listing of courses, opportunities and procedures, please visit the Counseling Office website to review the Program of Studies. Please contact the Counseling Department with any questions.

Awards Assembly

Students who have contributed to the school are recognized throughout the school year, but most noticeably during the Awards Assembly each June, which parents are welcome to attend. Certificates, pins and letters are given to participants in co-curricular, extracurricular and academic activities. In addition, juniors and seniors are recognized through the awarding of honorary books from colleges and universities. Students who would like information on these awards and honors should speak with their school counselor.

Graduation Ceremony

School Board policy states that only those who have successfully completed the requirements for graduation are eligible to participate in the ceremony.

Counseling Services

The Counseling Department at Oyster River seeks to provide support for students in the areas of academic, career, personal, and social development and achievement. A comprehensive counseling program is employed. Students are exposed to career planning, college selection and beyond through the use of planning resources available in the Counseling office, as well as classroom Counseling presentations. Four counselors are available to support students, parents, and faculty in working towards the common goal of student success. The Counseling Office hopes to assist students with both personal and social development, and foster a positive school climate. Through consultations with teachers, parents and students, counselors are able to respond to the individual needs of each student, as well as the changing needs of the student body.

In continuing the ongoing evaluation of the comprehensive program, counselors began utilizing a goal-oriented approach with freshman students during the 2012-2013 school year. Each student discussed a tentative four-year plan to individualize their learning experience and the plan will be reviewed each year. Components include course selection, extracurricular interests, and potential career goals and post-secondary plans. The Counselor Assignments for the 2014-2015 school year are as follows:

Kim Cassamas	A-Go
Jason Baker	Gr-N
Kim Sekera	O-Z
Heather Machanoff	Counseling Director/College Placement Facilitator

Student caseloads are distributed based on the alphabetical assignment. The case management of 504 plans is handled by the corresponding counselor based on alphabet division. In addition, all freshmen and their parents will have the opportunity to meet with their school counselor prior to the start of the academic year to discuss goals, priorities and to address specific concerns and/or questions. The College Placement Facilitator will work to increase Extended Learning Opportunities for ORHS students including Virtual Learning Academy, University of New Hampshire, and Great Bay Community College. The Counseling Department will also work to develop and clarify specific pathways for career fields and corresponding coursework within each pathway. The Counseling Department develops programming to ensure each student is provided with a high quality of service and that the needs of all students are met.

Students and parents are encouraged to make appointments with counselors whenever questions arise by calling the Counseling Department main line at 868-2375 x6032.

The Counseling Department maintains information about colleges, college fairs, financial aid and careers. Representatives from many colleges and universities nationwide visit Oyster River High School, with the greatest concentration of visits during the fall semester. College-bound students are urged to check in with the Counseling Office regularly for dates and times of visits, as well as utilize the college and career search program, Naviance.

Permanent records for students at Oyster River High School are also maintained in the Counseling Office. These records are sent to schools and colleges where a student applies. Employers, bankers and business organizations also request transcripts and personal recommendations. Students may see their files by appointment with their school counselor.

Special Education Services

Federal law guarantees all students the right to a free and appropriate public education. The legislation states that every intellectually, physical, or emotionally handicapped child is entitled to an education. It further stipulates that handicapped students are to be educated with non-handicapped students whenever possible in the least restrictive environment.

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Coordinator.

ESTABLISHING CRITERIA FOR SPECIAL EDUCATION EVALUATIONS IN THE OYSTER RIVER COOPERATIVE SCHOOL DISTRICT.

The State and Federal special education laws require that the Oyster River Cooperative School District evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation. (See School Board Policy IHB)

Student Assistance Program

The Oyster River Cooperative School District recognizes the need for education and assistance for students whose lives may be impacted by chemical dependency. Chemical dependency is a serious illness, but it can be successfully treated with early identification and support from community resources and support in the educational environment.

The Student Assistance Program of the district provides preventative measures to support students in the decision not to use or abuse alcohol and other drugs, and provides education, evaluation, intervention and assistance to students whose lives are affected by chemical dependency or other alcohol and drug related problems. Please contact a school counselor or school administrator for more information.

Student Records

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). A notice is sent home with students at the beginning of the year about parent and student rights concerning student records including dissemination of student information to military recruiters (as required by law) and post-secondary institutions. If you need more information, please contact the Principal or your child's School Counselor.

Working Papers

Working papers, required until age 16, may be obtained in the School Office. In accordance with New Hampshire State Law, the same academic criterion is applied to issuance of working papers as to Athletic Eligibility. If the minimum is not maintained, working papers can be revoked.

Unscheduled Time

Not all of a student's school day is scheduled. Some students are given the privilege of unscheduled time as part of their school program.

Unscheduled time permits choice in a school community with many options. Appropriate uses of unscheduled time include studying, eating (in the cafeteria only), quiet socializing in designated areas, and working in open labs, resource centers or studios.

The school provides additional structure for students who do not use their unscheduled time effectively. **For example, juniors and seniors may be assigned to a study hall if they violate the Code of Conduct, leave school grounds without permission or are failing a course.**

While ninth and tenth graders are actually assigned to a specified place each period of the day, teachers may issue passes for students to utilize resource areas during study hall. Sophomores who have achieved Highest Honors throughout the year may qualify for unassigned time privileges during the 4th quarter. However, these **students must report to study hall for attendance** and then can make use of common and/or resource areas (library, cafeteria, or courtyard). This privilege will be revoked in case of a drop in grade point average, disciplinary problems, or the recommendation of a teacher.

Students are NOT permitted in the following areas during unscheduled time or lunches:

- wooded areas surrounding the school, including the outdoor classroom
- locker areas or hallways (with the exception of seniors in the senior core)
- parking lots or other areas that are not supervised unless on their way to or from a vehicle

Students are expected to keep noise levels down and preserve a relaxed atmosphere that does not violate the rights of others to carry on their interests. Students are also expected to keep social gathering areas clean and free of litter and other debris.

If these expectations are not adhered to then privileges may be revoked at the discretion of the administrative team.

Students who are found in unauthorized areas or who have left school grounds without permission will be subject to search at the discretion of the ORHS administration.

Junior/Senior Privilege Information and Guidelines

(We are currently revisiting the "junior" portion of junior/senior privilege)

In order to provide junior and senior students with the privilege of monitored freedom, teach valuable skills such as time management and personal responsibility, as well as to recognize and reward students for high performance in academics and citizenship, Oyster River High School offers Junior/Senior Privileges.

Junior/Senior Privilege is granted by parents/guardians and Oyster River High School Administration to eligible junior and senior and students. Students with these privileges are allowed off campus during unassigned time and lunch **only**.

Students leaving school for scheduled appointments (i.e. doctor's and/or dentist appointments) are still required to bring in a signed note from a parent/guardian to the front office, even if the appointment is during their unassigned period (this acts as a safeguard in the event of tardiness when returning to school).

For safety reasons (in the event of a drill or actual emergency) all students must sign out when leaving the building and sign back in upon return.

All students making use of Junior/Senior Privilege should be leaving and entering through the main entrance at the front of the building ONLY.

Failure to follow this procedure may result in revocation of Junior/Senior Privileges.

The privilege to be able to leave campus during unscheduled time allows students the chance to refresh and refocus for the remainder of the school day. Following are the requirements to earn Junior/ Senior Privilege:

Junior/Senior Privilege Eligibility Requirements:

1. Academic Eligibility based on **previous quarter**: GPA of 3.0 or better, or C's or better in all classes. **NO F's**.
2. Discipline record: no suspensions or detentions in previous quarter.
3. Three Character references from an Oyster River High School staff member based on the 21st Century Learning Expectations / Responsible Citizen.
 - Seeks opportunities to participate positively and productively in our local and global communities
 - Demonstrates ethical behavior and encourages others to do so as well
 - Demonstrates awareness of and values personal and community health and wellness
 - Demonstrates ethical and balanced use of technology

(Reference forms are available in the main office and on the school website)

Seniors: All seniors are eligible to request Junior/Senior Privilege **after** the first week of school.

Juniors: All juniors are eligible to request Junior/Senior Privilege at the beginning of **Quarter 2**.

Junior/Senior Privilege will be revoked under the following circumstances:

1. End of quarter grades do not meet the academic eligibility. (Students may request reinstatement of privileges at the midpoint of the following quarter)
2. Any disciplinary action: length of revocation will vary based on offense.
3. Parents request: any time.

Junior/Senior Privilege is applicable only during unassigned periods and lunch. The only way a student can get permission is by having one of the above mentioned forms on file; **phone calls will not be accepted.**

CONDUCT

STATEMENT OF PHILOSOPHY

The faculty and administration of Oyster River High School assume that consideration of others will guide personal conduct. The rights, privileges, dignity, and safety of other people serve as criteria by which the appropriateness of personal conduct is evaluated. So, too, are acts that place an individual in danger. Our discipline code at Oyster River was created so that all students can share a rewarding and enjoyable high school experience. We hope that this code helps foster an open atmosphere of mutual trust, respect, and acceptance among members our school community. A safe and orderly school environment, where all students reach their greatest academic potential, is the primary goal of the code of conduct

CONSEQUENCE CONTINUUM

Teacher Detention- may be assigned by the classroom teacher to students who detract from the classroom learning environment, or break classroom rules/expectations in other ways. The duration of teacher initiated after school detentions are at the discretion of the classroom teacher, generally not to exceed an hour.

Administrative Lunch or After-School Detention- may be assigned to students for non-classroom incidents or because of ongoing classroom behavior issues. The duration of the administrative after-school detention will generally not exceed one hour.

In-School Suspension- may be assigned by an administrator for any Level II or higher level misconduct. (See below)

Short-Term, Out of School Suspension- the removal of a student by a representative designated in writing by the Superintendent, for a period of time not to exceed 10 school days for serious or ongoing misconduct. Suspended students are not allowed to use school transportation or to be on school property during the suspension, nor are they permitted to attend school functions or participate in practices, rehearsals, games or performances. **External suspension counts toward the number of days missed with respect to attendance and could result in a loss of credit.**

Long-Term Suspension- the removal of a student from school for a period in excess of 10 school days. Only the School Board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil in excess of 10 days. The School Board's designee may be the Superintendent or other designated individual, but may not be the individual who suspended the pupil for the first 10 days.

Expulsion- Any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school or for an act of theft, destruction, or violence (as defined in RSA 193:13 DOE) or for possession of a pellet gun or BB gun or rifle. The pupil shall not attend school until restored by the School Board. Any expulsions shall be subject to review if requested prior to the start of each school year. Further, any parent or guardian has the right to appeal any expulsion by the School Board to the State Board of Education.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. (See also Board Policies JICD– Discipline; JICDR – Detention; JICDR – Suspension and Dismissal).

Students and parents should be aware that school infractions which are also crimes will be reported to the Durham Police Department. For example, according to state law (RSA 78:12-C) "No person under 18 years of age shall purchase, use, or possess tobacco products." Similarly, since ORHS is a designated Drug-Free Zone, any person who violates the law with respect to possession of alcohol or controlled substances is subject to state and local police sanctions as well as school disciplinary measures.

EXPECTATIONS FOR BEHAVIOR AND PROHIBITED FORMS OF CONDUCT

Bullying- The Board has adopted a Pupil Safety and Violence Prevention policy (Policy JBC) which prohibits bullying - defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner. Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

Cuts/Tuancy/Unexcused Absences (AU): Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes, are excessively tardy or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

Dress Code- Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Overtly sexual clothing (which includes clothing which, by its brevity, shortness, looseness or tightness, is sexually explicit), clothing that is distracting to students and teachers, or any apparel which by being worn at certain times or places or which through word or design is demeaning or discourteous shall not be allowed. Specific guidelines to keep in mind are "all of your outerwear must cover your underwear" and **tops and dresses must have straps and cover the midriff area.**

No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

Questionable articles of clothing will fall subject to this policy at the discretion of the administration. Students who violate the school dress code will be held in the main office until more suitable clothing is found and will be expected to make up missed class time in detention.

Drugs and Alcohol

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Policy JICH). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

When a student is suspected of using an illegal substance he/she will be brought to the nurse's office for an assessment. This assessment may include the taking of vital signs and either part or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school.

Electronic Devices

Electronic devices such as **cell phones are not allowed to be used during class time or in the library** and should be turned off in these areas unless allowed by the teacher.

The use of personal listening devices such as I-Pods should not interfere with the day-to-day operations of the school. Students who use them in such a manner that it interferes with others will be expected to turn them in to a teacher or administrator upon request. Laser pens are not allowed on school grounds at any time. **Violation of this rule will result in confiscation of the device.**

Harassment/Sexual Harassment

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy AC.

Inappropriate Language

The decision as to what constitutes abusive or foul language is at the discretion of the faculty and administration. The consequences for the use of inappropriate language are as follows:

Warning if: first offense, spoken in relative quiet, used within a personal conversation

Detention if: repeated offense, loud (others can hear the remarks), a more serious level of vulgarity

Suspension if: causes school disruption, malicious in intent, or directed toward a fellow student, a staff member or administrator

Plagiarism/Cheating

A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. A paper containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the borrowing is intentional or not, it is considered plagiarism. Plagiarism includes:

1. word for word lifting of information from a source
2. paraphrasing information which is not common knowledge
3. using another person's original idea but developing it with details, examples and facts
4. borrowing from another student or teacher with whom the assignment was discussed

Plagiarism results in a zero for the assignment and, depending upon the circumstances, may cause a student to fail either the quarter or the course, even for a first offense. In addition, any subsequent offenses may result in disciplinary action up to and including, suspension.

Smoking

Smoking, including the use of tobacco products, e-cigarettes or vapor pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities.

Weapons in the School

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JICI - Dangerous Weapons in Schools.

Consistent with the Gun-Free Schools Act of 1994, "any student who is determined to have brought a weapon to school: is subject to said policy "requiring the expulsion from school for a period of not less than one year (365 days)." In accordance with the intent of the act, the superintendent may "modify the expulsion requirement on a case by case basis."

Articles defined by law as dangerous weapons include, but are not limited to knives, guns, firecrackers, potentially explosive chemicals, brass knuckles, etc.. Also prohibited on school property are toy and antique weapons which could cause fear or disruption to the school environment.

LEVEL I

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Classroom disturbance	There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior	Verbal reprimand
Classroom tardiness		Special assignment
Cheating and lying		Behavior contract
Abusive language	Repeated misbehavior requires that contact be established with the parent(s). A conference with the parent may be arranged. Involvement of the counselor and/or administrator is appropriate.	Withdrawal of privileges
Improper behavior in hallways		Teacher detention
Non-defiant failure to comprehend assignments or carry-out directions.		Parental contact
Harassment/Sexual Harassment	A proper and accurate record of the offense and disciplinary action is maintained by the staff member. School administration should be notified of Sexual Harassment issues at all levels of the Disciplinary Standards.	
Failure to follow the reasonable rules of the school		
Cuts/Tuancy/ Unexcused absences		

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Continuation of unmodified Level I misbehavior	The student is referred to the administrator for appropriate disciplinary action.	Behavior modification Administrative detention
Disruptive classroom behavior		Saturday detention
Repeated unexcused truancy, school tardiness, unauthorized presence in a restricted area, or absence from one's assigned area	The administrator meets with the student and/or teacher and effects the most appropriate responses.	In-school suspension Includes all of the preceding disciplinary options.
Failure to sign in/out of one's assigned area	The teacher is informed of the administrator's action.	
Misuse of a pass	A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.	
Use of electronics in an unauthorized area		
Defiant failure to carry out a staff member's instruction	A parental contact must be made.	
Violating Dress Code Policy		
Gambling		
Smoking		
Using forged notes or excuses		
Improper/unauthorized use of a motor vehicle		
Refusal to identify oneself to a staff person		
Disrespectful behavior toward others		
Harassment/Sexual Harassment		
Possession of tobacco		
Intentional pushing/shoving of others		
Failure to follow the reasonable rules of the school		

LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

STUDENT OFFENSE

Possession of stolen property
 Possession/use of prohibited substances including alcohol and drugs
 Possession/use of fireworks
 Stealing
 Fighting (simple)
 Vandalism (minor)
 Threats to others
 Use of obscene or threatening language towards others
 Failure to follow an administrator's Instruction
 Unmodified Level II misconducts
 Gross misconduct
 Harassment/Sexual Harassment
 Failure to follow the reasonable rules of the school

PROCEDURAL RESPONSES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
 The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.
 A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.
 There is restitution of property and damages.

DISCIPLINARY OPTIONS

In-school suspension
 Short-term (1-10 days) out-of-school suspension or Long-term (greater than 10 days at the discretion of the School Board or designee) out-of-school suspension
 Includes all of the preceding disciplinary options

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the board of school directors. New Hampshire school authorities are obligated to report clearly establish criminal offenses to law enforcement authorities.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Unmodified Level III misconduct	The administrator verifies the offense, confers with the staff involved, and meets with the student.	Short-term (1 - 10 days) out-of-school suspension
Extortion		
Bomb threat		
Possession/use/transfer of dangerous weapons	The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.	Long-term (greater than 10 days at the discretion of the School board or designee) out-of-school suspension
Assault/battery		
Vandalism (major)		
Sale of stolen property	A complete and accurate report is submitted to the Superintendent for Board action.	Expulsion
Arson		
Transfer or sale of prohibited substances including alcohol and/or drugs	The student is given a full due process hearing before the Board.	Other board action which results in appropriate placement Includes all of the preceding disciplinary options
Driving to endanger		
Gross misconduct		
Harassment/Sexual Harassment		
Any unlawful act or criminal offense not previously stated.		
Failure to follow the reasonable rules of the school		

NOTE:

One incident may encompass more than one offense. Example: A Student leaves the building without permission, is found by a staff member and refuses to identify himself. This student may be liable for disciplinary action for both offenses.

Students assigned to In-School Suspension lose all late arrival or early dismissal privileges through the period of suspension.

Penalties for offenses are subject to revision by the school administration as need dictates.

STUDENT ACTIVITIES

Student Activities and Clubs (subject to change):

- | | |
|--|--|
| <input type="checkbox"/> Art Club | <input type="checkbox"/> Mouth of the River |
| <input type="checkbox"/> Athletic Council | <input type="checkbox"/> National Honor Society |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Quiz Bowl League |
| <input type="checkbox"/> Drama Club | <input type="checkbox"/> Race Unity Diversity Club |
| <input type="checkbox"/> Equestrian Club | <input type="checkbox"/> Robotics Team |
| <input type="checkbox"/> French Club | <input type="checkbox"/> Russian Exchange Program |
| <input type="checkbox"/> Gay/Straight Alliance | <input type="checkbox"/> School Senate |
| <input type="checkbox"/> Granite State Challenge | <input type="checkbox"/> Ski Club |
| <input type="checkbox"/> Interact | <input type="checkbox"/> Spanish Club |
| <input type="checkbox"/> Literary Arts Magazine | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Martial Arts Club | <input type="checkbox"/> Ultimate Frisbee |
| <input type="checkbox"/> Math Team | <input type="checkbox"/> Game Club |

Establishing a New Group

In keeping with the district's policy of individualization according to student needs and abilities, the activity program at ORHS seeks to accommodate the interests and talents of a large variety of students. New activities are introduced when student interest warrants or when faculty members recommend changes. Students who wish to form an organization may request permission to do so, following the procedures described below:

1. A faculty member must be willing to serve as advisor and accept responsibility for supervision of the club.
2. Public announcements must be made informing students of the organization and its formation.
3. No student interested in joining may be denied this right.
4. Students wishing to establish a new group must draw up a proposal indicating the purpose, aims, objectives, organization and functions of the proposed group. The administration must approve the proposal.
5. Periodic meetings are to be held with the advisor in attendance and announced at least two days in advance to the student body.

Administration reserves the right to revoke the privilege of participation in clubs or activities due to school conduct or academic concerns.

Dances

- All school rules (including the Dress Code) apply to all school sponsored events, on or off campus.
- All forms of dance should be appropriate and respectful.
- Students who wish to bring a guest who does not attend ORHS must turn in a **guest registration form** to the main office by 12:00 the day prior to the dance.
- No outside beverage container of any kind is permitted at dances.
- Students must arrive at a dance within one hour of the start time. Late arrivals will not be admitted (unless students were attending a school sponsored event and were granted permission by administration.)
- Once students leave a dance they will not be admitted back in.
- Purses, bags, backpacks and jackets may be searched at the door at the discretion of the administration.

Eligibility Requirements and the Rules Governing Participation in Interscholastic Athletics and Extra Curricular Activities

The rules governing the participation in interscholastic athletics are outlined in the *ORHS Athletic Handbook*. Copies of the handbook are available in the Main Office, Athletic Director's office and on-line. **Parents should note that, according to NHIAA rules which the school cannot supersede, summer school does**

not count toward improving a student's record with respect to establishing eligibility. Participation in extracurricular activities of any nature at ORHS requires a student to be in good academic and civic standing. Student athletes **MUST** be present for the entire school day to be eligible for that afternoon activity.

Fundraising

Oyster River School Board policy strictly limits fundraising activities. The principal must approve all fundraising requests before any fundraising plans are made.

STUDENT HEALTH AND NUTRITION SERVICES

School Health Services

School Health Services are provided by a full-time registered nurse licensed in the State of NH and practices under the standards of care set up by the State of NH, Board of Nursing. The school nurse is available for medical emergencies, health consultations, and other health-related services. A school pediatrician is available for additional medical consultation for student health problems. Referral to community health services and dental care providers as well as information on the free and reduced lunch program is available from the school nurse.

Except for emergencies, students should visit the nurse's office before school, between classes, lunch, and study hall. If it is necessary to visit the nurse's office during class periods, students are to report to their teacher for a pass to the nurse's office. Students will return to class with a pass signed by the nurse indicating time.

All injuries occurring on school grounds must be reported to a classroom teacher in charge or the nurse. An accident report needs to be completed by the nurse in collaboration with the teacher and student. Students that are ill or injured are to be dismissed by the school nurse after receiving authorization from the parent/guardian. Transportation is arranged by the parent/guardian. Emergency services will be used as needed.

A Student Emergency Authorization Form for each student must be completed by a parent/guardian the first week of school and kept on file in the nurse's office. This form authorizes medical care in the event of an emergency, provides parent contact information, permission to administer OTC medications listed, and updates medical problems as well as allergies and recent immunizations. State law requires that all students be properly immunized and provide an immunization record to be kept on file in the nurse's office. Annual immunization updates are provided by the parent/guardian on the Student Authorization Form or a physician's record. If a student's immunization record is found to be non-compliant then the school nurse will inform the student's parent/guardian which immunization is missing and conditionally enroll the student until the immunization is administered by his or her physician.

Students are not allowed to possess medications of any kind at school and are prohibited from sharing medications. All medications are to be kept in the nurse's office. With written permission, the school nurse is able to dispense non-prescription or OTC (over the counter) medications. The OTC medication must be in its original container, labeled with the student's name and written parent permission including the reason for the medication. Prescription medication must be in its original pharmacy container and must identify the student, medication, dosage, and time of administration, duration date, and physician's name. Asthma inhalers, insulin for insulin pumps, single dose emergency medications such as epinephrine auto-injectors may be carried by a student if the student's physician provides a written order stating a medication may be kept with the student in the event of a medical emergency. This is accordance with RSA Title XV Education Chapter 200 Health and Sanitation, section 200; 42 and 46.

(Revised; 6/14/05 D. Richards, RN, MSN)

School Nutrition Information

The district participates in the National School Lunch Program. Breakfast and lunch are available to eligible students at free or reduced rates. Other students and adults are able to purchase meals and snacks. The school food service program is self-supporting, meaning that funds collected cover all costs. Neither the district nor the taxpayers support the program; the customers do. Therefore, we serve nutritious meals at low cost, and sell other items a la carte. Regardless of federal budget cuts, we wish to continue to serve the school population. Applications for free and reduced meals may be completed any time during the school year.

STUDENT TRANSPORTATION

Student Automobile Use and Parking

Driving and parking at school is a privilege granted to students which may be revoked if a student violates traffic laws or school rules (see Board Policy JLIE). Parking is a serious problem at Oyster River High School. We do not have enough parking spaces to meet the demands of our student body. We urge all students to use the buses provided by the district, walk to school, or carpool with family and friends.

1. Parking is available to all seniors. Any open spaces after all interested seniors have a parking space will be available for juniors. **Sophomore students are not allowed to park at school.**
2. Parking permits may be obtained for **\$50.00** after completion of an application form available in the main office. Persons who falsify information to obtain a permit or display an altered, unauthorized, or counterfeit parking permit will be subject to towing at owner's expense and revocation of their campus parking privileges. (See District Policy)
3. Each applicant for a parking sticker must have in their possession:
 - An application form with student and parent/guardian signature.
 - A Valid Driver's license
 - A Valid Motor Vehicle Registration for the car in which they are registering.*(Note: Students who will be driving more than one vehicle must register each one.)*
4. **All vehicles must display a valid parking permit on the lower driver's side corner of the front windshield. Stickers must be adhered to windshield.**
5. O.R.H.S. will not be held liable for any theft of property, vandalism, or damage incurred to any vehicle or its contents while parked on or being removed from school property.
6. Students must park in designated student parking areas only marked by a **YELLOW PAW** print. Any student vehicle found parked in a staff parking space may be towed.
7. After a student has arrived at school he/she may not return to their vehicle without permission from an administrator.
8. Oyster River High School parking privileges and/or permits may be revoked or suspended by the administration. Reasons for suspension may include but are not limited to:
 - a. Chronic or habitual violations of parking regulations.
 - b. Possession or use of a stolen or lost permit, or altering of a parking permit.
 - c. Chronic or habitual tardiness to school.
 - d. Reckless driving.
 - e. Vandalizing other vehicles in lots.
 - f. Loss of Academic Eligibility.
9.
 - First offense will result in a warning.
 - Second offense will result in loss of parking and/or Junior/Senior privileges.
 - Third offense will result in extended loss of parking and/or Junior/Senior privileges, as well as the potential of the vehicle being towed.
10. Report any lost or stolen parking permits to the administration. A replacement for a lost permit will be issued at a cost of \$25.00.
11. Temporary parking permits may be obtained from administration for extenuating circumstances.
12. A Winter Parking Ban is in place from November 1st through March 31st during the hours of 12 midnight to 6 A.M. Parking for all motor vehicles unless otherwise specified is prohibited in all parking lots and on Coe Drive. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

Vehicles found in violation of the provisions of these regulations may be towed from the campus at the "registered owner's" risk and expense. The "registered owner" of the vehicle will be liable for the cost of such removal and storage. Damage to towed vehicles will be the responsibility of the vehicle owner.

BUS RIDER REGULATIONS

The right to ride a school bus is directly related to a pupil's behavior, attitude and practice of transportation rules and regulations. The driver is in complete charge and must be obeyed.

BUS STOPS

1. All students are expected to be at their assigned stop five (5) minutes before the bus is due. The bus CANNOT wait.
2. Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
3. Students should enter and exit buses in an orderly manner, realizing that seating arrangements and procedures for movement are regulated by the driver.
4. All students who need to cross the road do so in front of the bus, after it has stopped and the driver has motioned them to cross.

ON THE BUS

1. All passengers must be seated while the bus is in motion.
2. The driver may assign seats if it is deemed advisable.
3. Permission must be given by the driver before opening a window. Passengers will not extend arms, legs or heads out of windows or shout at pedestrians.
4. Nothing shall be thrown IN the bus, OUT OF the bus or AT the bus.
5. Pupils shall keep the bus clean and sanitary.
6. Students shall not mar or deface the bus. Damage done must be paid for by the offender or his/her parents.
7. Students should not talk to the driver except in an emergency.
8. No lunch boxes, books or other objects should be placed in the aisle.
9. There will be NO smoking, eating or drinking on the bus.
10. Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion may divert the attention of the driver and could result in a serious accident.
11. No live animals or bulky objects will be allowed without previous permission by the driver. (No umbrellas or other sharp objects.)
12. Students are expected to ride their regularly scheduled route. Any deviation (provided there is space available) must be accompanied by a parental note, OK'd by the school.
13. No one, kindergarten through 8th grade, may leave the bus any place other than his/her scheduled stop without a written note from a parent.
14. If the driver is unsuccessful in obtaining proper behavior on the part of a student, a referral may be made to the administration and students may be suspended from the bus.
15. All district buses may be equipped for the use of electronic surveillance devices (see Policy ECAF).

STUDENT COMPUTER AND INTERNET USE

ORCSD Policy JICL

Oyster River School District's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Oyster River School District computers remain under the control, custody and supervision of the school District at all times. The District monitors all computers and Internet activity by students. Students have no expectation of privacy in their use of District computers.

Students are allowed to use their personal computer at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The District utilizes filtering technology designed to block materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the Internet, but parents should be aware that the Oyster River School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

It is further understood that students will not do anything that compromises or disrupts the integrity of the Oyster River Cooperative School District's network.

Students and parents shall be informed of this policy and the accompany rules through handbooks, the District's website and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Network Administrator and others as he/she deems appropriate.

ORCSD Reference: JICL – R