

TABLE OF CONTENTS

KENNETT HIGH SCHOOL PHONE NUMBERS	3
WELCOME TO KENNETT HIGH SCHOOL	4
MISSION STATEMENT/KHS ENDURING UNDERSTANDINGS	5
PHILOSOPHY AND OBJECTIVES	7
STUDENT BILL OF RIGHTS	8
STUDENT RECORDS	9
STAFF-STUDENT RELATIONS	10
SCHOOL AND COMMUNITY DATA	10
ACCREDITATION STATEMENT	10
NONDISCRIMINATION	10
TITLE VI NOTIFICATION	11
LIMITED ENGLISH PROFICIENCY STUDENTS	11
RIGHT TO PRIVACY	11
SCHOOL YEAR CALENDAR	12
BELL SCHEDULE	12
STUDENT GOVERNMENT	13

ENROLLMENT INFORMATION

ENTRY REQUIREMENTS FOR INITIAL ENTRY	14
PLACEMENT OF TRANSFER STUDENTS	15
HOME SCHOOL STUDENTS	15
ADMISSION OF HOMELESS STUDENTS	15
STUDENT WITHDRAWALS PRIOR TO THE END OF THE YEAR	15

GENERAL INFORMATION

ATTENDANCE	16
CO-CURRICULAR ELIGIBILITY/PARTICIPATION	21
CANCELLATIONS OR SCHOOL DELAY	21
CHANGE OF ADDRESS	21
DANCE PROCEDURES	22
DRESS CODE	22
EMERGENCY DRILLS & EMERGENCIES	24
LOCAL, STATE, FEDERAL LAWS	25
MAKE UP WORK	25
MID-TERM AND FINAL ASSESSMENTS	25
VISITORS	25

SCHOOL SERVICES

HEALTH SERVICES	26
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INSURANCE	27
LIBRARY	27
SCHOOL COUNSELING SERVICES	28
SPECIAL EDUCATION SERVICES	29

SCHOOL POLICIES AND PROCEDURES

ATHLETIC EQUIPMENT AND MUSICAL INSTRUMENTS	29
BACKPACKS, BAGS, PURSES	30
BICYCLES, SKATEBOARDS, ROLLER BLADES, SNOWMOBILES	30
BUILDING SECURITY	30
BUS BEHAVIOR AND PROCEDURES	30
CAMERAS, VIDEO AND RECORDING	32
EXPECTATIONS FOR USE OF PERSONAL ELECTRONICS	32
FOOD OR DRINK	33
GAMBLING	33
LOCKERS	33
LUNCH	34
SENIOR PRIVILEGES	34
STUDENT ACADEMIC DISHONESTY POLICY	37
STUDENT INTERNET AND NETWORK ACCESS	38
STUDENT MESSAGES	38
STUDENT PARKING	38
STUDY HALL EXPECTATIONS	42
TEXTBOOKS AND OTHER SCHOOL PROPERTY	43

CONDUCT AND DISCIPLINE OVERVIEW

BEHAVIOR PROGRAM	44
BEHAVIOR MATRIX	45
DEFINITION AND CONSEQUENCES	46
DUE PROCESS	47
APPEAL PROCESS	48
DISCIPLINE DEFINITIONS AND CONSEQUENCES	48
SEARCHES/USE OF DOGS	57
SUBSTANCE ABUSE VIOLATION RE-ENTRY PROCEDURE	58

CO-CURRICULAR ACTIVITIES

CLUBS/GROUPS	59
SPORTS	63
EDUCATIONAL OPPORTUNITIES	64

KENNETT HIGH SCHOOL

·Phone Numbers·

Main Office.....	356-4343
Fax Line.....	356-4391
Absence Line.....	356-4343 ext. 5005
Absence Email.....	khsattendance@sau9.org
Athletic Department..... Neal Weaver	356-4335
Cafeteria.....	356-4355
Career & Tech. Dept. Virginia Schrader	356-4370
Eagle Academy..... Nicki Chewning	356-4309
School Counseling Office..... Jennifer Murphy	356-4325
Nurses Office..... Pamela Clay-Storm and Jeanne Twehous	356-4350
Principal..... Neal Moylan	356-4343
Special Education..... Susan Tofani	356-4315
Vice Principal..... Katy Meserve	356-4343 ext. 1205

WELCOME TO KENNETT HIGH SCHOOL

Dear Students,

The 2018 - 2019 school year is a wonderful opportunity for you to set new goals and make a fresh start in your high school experience. We now enter the eleventh year in our beautiful facility and the opportunities you have for a high quality 21st century education are greater than anyone could imagine. We encourage you to maintain a full class schedule and participate in co-curricular activities to enrich your high school experience and prepare you for a successful post-secondary transition. Our state of the art facility with bright, clean classrooms, industry standard labs and athletic facilities are a testimony to the support of your education by the people of the Mount Washington Valley. You can express your thanks by taking advantage of these opportunities and develop your full potential. Demonstrate your appreciation of these resources by showing respect for your classmates, teachers and administrators, and respect for our school.

As you progress through high school, it is important for you to make choices and understand the consequences of these choices. On the other hand, it is my responsibility to ensure the safety of all students and staff, and provide an environment where all students can learn. It is in the spirit of balancing freedom and choice with safety and responsibility that the *Student Handbook* is written. It is critical to a quality and successful learning environment that you understand your rights and responsibilities. You are responsible for the information in this handbook, so please read it carefully and discuss it with your parents/guardians. If there are parts of the handbook you do not fully understand please ask questions of your reading block teacher, school counselor, classroom teachers or the school administrators.

We have a terrific student body, a wonderful dedicated staff, an amazing facility and a supportive community. We continue to embrace the concept of a respectful school with tolerance, and celebration of all our students' special talents and gifts. Let us build on this atmosphere of respect, responsibility, kindness and pride so together we build a better future. Let's make the 2018 - 2019 school year the best year ever at Kennett High School.

Have a great year,
Neal Moylan
Principal

Realizing the full potential of each and every student.

Kennett High School Mission Statement

We believe that students become life-long learners by working with a supportive faculty through a series of rich, relevant learning experiences.



Kennett High School Enduring Understandings



Students will understand. . .

- Cooperation, rights, respect, empathy, and responsibility create an orderly and productive learning environment, establishing the foundation for citizenship.
- Literacy, in all its forms, is an important lifelong skill.
- Critical thinking is necessary to gaining new perspectives.
- Continually developing a strong work ethic is vital for individuals to achieve success.
- Modern global society is a result of the connections and interactions between people, culture, events, both past and present.
- Technology is a tool that can be used for collecting, organizing, creating and presenting information.
- Solving problems requires the application of technology, math, reading and writing skills.
- Active learning occurs through collaboration, observation, effective communication, taking risks and overcoming setbacks.
- Mathematical and scientific models and reasoning are necessary to collect, represent, analyze and interpret data.
- Positive self-image can be developed through wellness, creativity, and leisure.

Academic Expectations

Students will:

- Write effectively in a variety of forms, for different purposes, and to diverse audiences
- Read with fluency and understanding while developing an independent reading habit
- Perform mathematical calculations accurately and apply mathematical models effectively in a variety of situations
- Formulate questions based on needs, interests and information and test hypotheses using appropriate research and data analysis
- Use speaking, listening and problem solving skills as a means of gathering information and communicating with others in English or other languages
- Acquire and demonstrate the skills, values, behaviors, and knowledge that are essential for success in the 21st century by applying academic and technical knowledge and skills to relevant real world situations
- Appreciate and create in the fields of arts and humanities

Social Expectations

Students will:

- Demonstrate responsibility for academic achievement and personal growth
- Empathize with other people and view events and decisions from multiple perspectives
- Collaborate effectively with self-directed teams of students
- Act in a respectful manner toward all members of the school community
- Speak with honesty and act with integrity
- Demonstrate initiative and motivation for learning

Civic Expectations

Students will be encouraged to:

- Understand the rights and responsibilities of United States citizens
- Participate in community service

We believe that by regularly providing rich and relevant learning experiences to our students and by providing the necessary support for them to reach the standards described above, we will help students to become lifelong learners and achieve personal fulfillment in their lives.

* New Hampshire Frameworks and standards outlined in documents such as National Council of Teachers of English (N.C.T.E.), National Council of Teachers of Mathematics (N.C.T.M.) and the College Board.

PHILOSOPHY AND OBJECTIVES

I. The primary function of a school is to provide an environment that gives each student an opportunity to achieve his or her greatest potential; intellectually, physically, socially, and ethically.

II. As the goals of the school are best met in an atmosphere of mutual respect, which promotes a sense of personal worth and accomplishment, there should be a feeling of cooperation and a sharing of responsibilities among students, teachers, parents/guardian, administrators, and the community at large.

III. The responsibilities of the cooperative groups are as follows:

The school:

- Furnishes a variety of curricula and programs that will serve the needs of all students and will encourage their participation
- Provides information and experiences to students that will assist them in making secondary, post-secondary, and career choices
- Provides an orderly structure within which rules and policies are followed and enforced uniformly
- Develops a system to identify and resolve problems in a reasonable amount of time
- Prepares students to be responsible citizens
- Fosters a spirit of cooperation with community, government, service organizations, and other civic endeavors
- Provides an atmosphere that encourages and rewards classroom achievement in all subjects at all levels

The students:

- Respect their rights and the rights of others to learn
- Are aware and take full advantage of the academic opportunities available
- Communicate with and inform their parents/guardian of school activities
- Help develop a sense of school unity while recognizing fellow students as individuals
- Respect school rules
- Avail themselves of the right to express varying points of view and exert influence for change
- Are responsible and contributing members to the KHS community

The parents/guardians:

- Foster a positive attitude in their children toward the school
- Support students in academic endeavors
- Support students in co-curricular activities
- Take an active role in communication between school and home
- Provide a home environment conducive to studying
- Are aware of the academic and co-curricular opportunities available for their children
- Advocate for student placement in appropriate levels

The community:

- Provides adequate funding
- Participates in decision-making processes through committees, hearings, school board meetings, and by voting
- Shares resources and expertise that will enrich school programs
- Contributes their support to school activities
- Promotes the spirit of educational excellence
- Continually strives to meet and support the educational needs of all students

STUDENT BILL OF RIGHTS

Students have certain inalienable rights. These rights are founded in that each student, regardless of gender, race or religion, is endowed with various abilities. With these abilities each student can become the adult he or she wishes to be.

- You have the right to a positive and appropriate learning environment
- You have the right to use school resources
- You have the right to a safe school environment
- You have the right to your own beliefs
- You have the right to be treated with respect
- You have the right to be judged on your own academic merits and behavior

All rights are subject to acceptance of responsibility for your actions. Throughout life you are not always able to do as you wish, however you can always think and believe what you wish.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records 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. Parents or eligible students may ask the Conway School District to amend a record that they believe 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 provided to the parent 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 that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
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

STAFF-STUDENT RELATIONS

Staff members are expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff is not to be seen as dictators or controllers, but as resource persons, aides and guides in the learning process. Staff members shall provide for the fullest self-determination by each student in regard to his or her learning processes, consistent with district and local goals and with optimum opportunities for all students. Students shall be treated with courtesy and consideration. Neither insults nor sarcasm shall be used before a student's peers as a way of forcing compliance with a staff member's requirements or expectations.

SCHOOL AND COMMUNITY DATA

Kennett High School is a public high school located in the Mount Washington Valley resort community of Conway, New Hampshire, with a year round population of 10,015 which swells during peak summer and winter vacation periods. The high school draws its student population from eight communities covering over 1,000 square miles. The major industries in the valley are in the hospitality field. The area is almost entirely residential with students coming from a wide socio-economic background. Current enrollment in the high school for grades nine through twelve is approximately 800. The school year consists of four quarters, divided into two semesters. Activities and sports are concentrated in the after school hours.

ACCREDITATION STATEMENT

Kennett High School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC).

NONDISCRIMINATION

The Conway School District does not discriminate on the basis of race, color, national origin, handicap, gender, or age in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Neal Moylan
409 Eagles Way
North Conway, NH 03860
(603) 356 – 4343

Inquiries concerning the application of nondiscrimination policies also may be referred to:

Regional Director, U.S. Department of Education
Office for Civil Rights
222 J.W. McCormack Post Office and Courthouse
Boston, MA 02109-4457

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

"No person in the United States shall, on the grounds of race, color, or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following person has been designated as the contact person to handle complaints:

Pam Stimpson/Director of Special Services, SAU#9
176A Main Street
Conway, NH 03818
(603) 447 - 8368

LIMITED ENGLISH PROFICIENT STUDENTS

Kennett High School provides ESL services for limited English speaking students. During enrollment, students fill out a primary home language survey. If English is not the primary language, students are tested to see what extra services they might need to help them with their oral, reading and writing skills in English. These services include ESL English and ESL academic support.

RIGHT TO PRIVACY

Under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA) schools are required to release names, addresses and telephone numbers of all juniors and seniors to any military branch that requests the information. Parents who do not want this information released should make their request in writing to the Director of School Counseling by October 1st.

SCHOOL YEAR CALENDAR 2018-2019

August 27 – 29	Teacher Workshop Days
August 30	First Day of School for Students
September 3	Labor Day (No School)
October 4	Early Release for Students/Grades Close PR1
October 4	3-Hour Evening Teacher Workshop
October 5	Teacher Workshop Day (No School)
October 8	Columbus Day (No School)
November 2	Quarter 1 Ends
November 12	Veterans' Day (Observed) (No School)
November 21 - 23	Thanksgiving Recess (No School)
December 7	Grades Close PR2
Dec. 24 - Jan. 1	Holiday Recess (No School)
January 18	Early Release for students
January 21	Martin Luther King Jr. Day (No School)
January 25	Quarter 2 Ends
February 18 - 22	February Vacation (No School)
March 1	Grades Close PR3
March 21	Early Release for Students
March 21	3-Hour Evening Teacher Workshop
March 22	Teacher Workshop Day (No School)
April 5	Quarter 3 Ends
April 22 - 26	Spring Vacation (No School)
May 10	Early Release for Students/Grades Close PR4
May 27	Memorial Day (No School)
June 14	Last Day of School for Students and Early Release
	Quarter 4 Ends
June 17	Teacher Workshop Day

BELL SCHEDULES

<u>Normal Day (Monday, Tuesday, Wednesday & Friday)</u>	<u>PLC Day (Thursday)</u>
Block 1 7:30-8:48	Block 1 8:05-9:30 am
Block 2 8:52-10:10	Block 2 9:35 – 10:55am
Block 3 10:14-11:02	No Block 3 Today
Block 4 11:06-12:58	Block 4 11:00-12:55 pm
Lunch A 11:06-11:31	Lunch A 11:00 -11:25am
Lunch B 11:35-12:00	Lunch B 11:30-11:55am
Lunch C 12:04-12:29	Lunch C 12:00-12:25pm
Lunch D 12:33-12:58	Lunch D 12:30-12:55pm
Block 5 1:02-2:20	Block 5 1:00-2:20pm

<u>Delayed Opening</u>	<u>Early Release</u>
Block 1 - 9:30-10:25 am	Block 1 - 7:30-8:20 am
Block 2 - 10:30-11:25am	Block 2 - 8:25-9:15am
No Block 3 Today	No Block 3 Today
Block 4 - 11:30-1:20(class/lunch 20 min.)	Block 5 - 9:20-10:10am
Lunch A 11:25 -11:50am	Block 4 - 10:15-11:20(class/lunch 20min.)
Lunch B 11:55-12:20pm	Lunch B&C 10:40-11:00am
Lunch C 12:25-12:50pm	Lunch A&D 11:00-11:20am
Lunch D 12:55-1:20pm	
Block 5 - 1:25-2:20pm	Students Released at 11:20 am

STUDENT GOVERNMENT

STUDENT BODY	
President	Sullivan Gaudreault
Vice President	Grace Jarrell
Treasurer	Carson Smith

	Seniors	Juniors	Sophomores	Freshmen
President	J. Hunter Krebs	Raven McAuliffe	Grace Ward	Class elections will be held in the fall of 2018
Vice President	Keith Dobens	Phoebe Lyons	Ava Jarrell	
Class Representative	Callum Hawkes	Calder Mazel	Nicole Lockhart	
Class Representative	Andrew Donohoe	Cole Bradley	Ella Chandler	

ENROLLMENT INFORMATION

ENTRY REQUIREMENTS FOR INITIAL ENTRY

Students entering Conway schools for the first time must present the following to be registered:

- A valid birth certificate or other documentation of date of birth (passport, NH identification, etc.)
- A certification of physical examination
- A certificate of immunization
- Proof of residence
- Proof of guardianship (if child is not living with both biological parents)
- Completion of all registration forms
- Complete educational files and materials from previous educational placement, including any special education records (if applicable)

Registration is completed online. The link for New Student Registration can be found on the Kennett High School website or the SAU #9 website.

RESIDENCE REQUIREMENTS

(see full policy JEC-Residence of Students and Right to Attend)

HEALTH REQUIREMENTS

(see full policy JHC – Health policies)

All new students seeking entrance into public schools in SAU #9 are required by law (N.H. RSA #141-C:20-a) and School Board policy to present, at the time of entry, valid documentation that they have received immunizations against communicable diseases as required by the Department of Health and Human Services Division of Public Health or provide a Certificate of Medical Exemption (temporary or permanent) based on medical reasons or religious tenets. The required immunizations and minimum dosages are to be compliant with the state immunization requirements and are outlined in the Health policy.

HEALTH EXAMINATIONS

(see full policy JHC – Health policies)

A complete physical exam at the parents/guardian expense shall be required (NH Law RSA 200:32 and 200:33) of all children prior to entering school in Conway. Students who were previously enrolled in a public or private school in the state, withdrew, and are currently seeking entry into a Conway school, may satisfy the health examination requirement with the results from the previous school record.

PLACEMENT OF TRANSFER STUDENTS

Students who transfer from any other accredited public or private school in the United States are placed in comparable courses. Students from these sending institutions will be credited with a comparable number of credits. Students from non-accredited or international settings will be assisted in placement by the school counseling department through any or all of the following:

- Student's age
- Document review (school transcripts & records; program of studies; prior assessments and portfolio; other documents available)
- Performance on local summative assessments in core curricula area
- Interview
- Probationary classroom placement

The student's parent or guardian may appeal the principal's decision on placement or transfer of credits by submitting a written appeal to the superintendent or designee within 30 days of the principal's decision. The superintendent shall affirm or reverse the principal's decision in writing.

HOME SCHOOL STUDENTS

(see full policy IGBGA – Home School Students/ Fair and Equitable Placement upon Enrollment at Kennett High School)

Prior to a home school student being enrolled at Kennett High School, the student must submit documentation on his/her academic accomplishments in the home school setting. The Director of School Counseling will determine credit equivalents upon review of documentation. The Director of School Counseling will present his/her determination to the home-schooled student's family in writing.

ADMISSION OF HOMELESS STUDENTS

(see full policy JFABD – Admission of Homeless Students)

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services.

STUDENT WITHDRAWALS PRIOR TO THE END OF THE YEAR

A student withdrawing from Kennett High School will be referred to the School Counseling Department. The School Counseling Department will provide the necessary information and act as a liaison for the transition to a new school. All records and information will be released when all obligations by the student for Kennett High School have been completed.

Note: If the withdrawal reason is other than a transfer to another school, a student-parent-school counselor-administrator conference must be held prior to the withdrawal. Students who fail to enroll in a new school within one week will be reported as truant and intervention processes will begin.

GENERAL INFORMATION

ATTENDANCE

We hold high expectations for our students and expect them to attend all classes every day so that the most meaningful and interactive teaching and learning is able to take place. In addition, the State of New Hampshire requires that each student between the ages of 6 and 18 attend school each day school is in session, except when the student's physical or mental condition prevents attending (RSA 193.1). Although we encourage all students to strive for perfect attendance, we realize that situations and conditions might arise which necessitate a student's absence for the entire day, or for a portion of a day.

ATTENDANCE PROCEDURE

- Class Attendance is taken by the teacher within the first 15 minutes of each class
- Daily school attendance is derived from the Block 1 Class Attendance and adjusted as needed by the administrative assistants to accurately reflect students' entries and dismissals
- Students are expected to be in their Block 1 class by 7:30 AM (8:05 AM on PLC Thursdays)
- Students not in attendance for the class will be marked as truant if parental or administrative excuse has not been determined

ABSENCES

(see full policy JH – Attendance, Absenteeism and Truancy)

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and School Board policies. Attendance shall be required during the days and hours that school is in session, except that the Principal or his/her designee may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident

3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or his/her designee or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence or truancy.

In the event of an illness (#1 above), parents/guardians must contact the school to inform them of the student's illness and absence. This may be done through the KHS absence line 356-4343 x 5005 or via email at khsattendance@sau9.org. If it is not possible to call or email, a note signed by a parent/guardian should be brought by the child to their administrator immediately upon return to school. This note will confirm the non-truancy of the absence.

When it becomes apparent that a student will be absent from school for an extended period of time due to illness, parents/guardians should notify the attendance office at 356-4340 then request that the call be transferred to their child's guidance counselor to request homework assignments and/or make-up work from the student's teachers. Generally it will take between 24 and 48 hours for a counselor to notify the faculty and for the assignments to be left in the Main Office for pick-up by the parents.

For absences other than illness (#2-6 above), parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal or his/her designee may require parents to provide additional documentation in support of their written notice, including, but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above (#7), the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal or his/her designee will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal or his/her designee determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. However, at this juncture, the Principal's decision shall be final.

Parents/guardians and students need to understand

- Make up arrangements will be made at the teacher's convenience in a timely manner
- Certain educational activities that occur during an absence cannot be replicated or replaced by make-up work
- When a portion of a student's grade is determined by class participation, absence from class will have a detrimental effect on this grade

APPROVED SCHOOL ACTIVITIES / FIELD TRIPS / GAMES

Approved school activities that may cause a student to miss a class are categorized as Field Trips. Students must have written parent and teacher permission to attend.

FAMILY VACATIONS / EDUCATIONAL OPPORTUNITIES

Generally, absences during the school year are discouraged. The Principal or his/her designee may, however, grant approval of absence for family vacations/educational opportunities, provided a written request is submitted at least two weeks in advance to the Vice Principal's office. This advance planning will allow the teacher enough time to work with parents and the student regarding work completion. Students are responsible for gathering work, in advance, for planned vacations and educational opportunities.

For absences extending beyond one month, parents must contact the Principal at least 30 days prior in order for alternative educational plans to be developed.

TRUANCY / UNEXCUSED ABSENCE

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absences, during a school year, will constitute habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

Disciplinary and/or legal action may occur when a student is truant from school.

The Principal (or his/her designee) or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

INTERVENTION PROCESS TO ADDRESS TRUANCY

1. Truant students are identified and contact is made via letter or phone on a regular basis through the Vice Principal's office to alert parents of their child's truancy.
2. A weekly screening through attendance records by the Vice Principal's office is used to identify students who have become habitually truant. This information is then shared with relevant KHS designees including, but not limited to the student's school counselor, disciplinarian, special education case manager, the nurse's office and the Student Advocate.
3. After 5 days of truancy, a letter is sent by first-class mail to parents detailing the dates of their child's truanancies, contact information for assistance, a statement of the parent's responsibility to ensure that the student attends school and education regarding state and local truancy laws and legal procedures. A meeting will be set up to meet with parents, student, student advocate, counselor, SRO and the Vice Principal.
4. An investigation commences as to the cause of the student's truant behavior. Parental contact is made by one of the KHS designees in order to develop a plan for reducing the student's truancy. When parental contact cannot be made via telephone, a home visit is made by one of the KHS designees and/or the School Resource Officer.
5. When appropriate, modifications of the student's educational program are made to meet particular needs that may be causing the truancy.
6. When appropriate, legal action is filed or the assistance of other outside agencies is sought.

DISMISSAL FROM SCHOOL

A written request, signed by the parent/guardian, or a phone call from the parent/guardian, should be received in the attendance office by 9:30 am for any student wishing to be dismissed early during the school day. The following information must be included:

- Time and date of the dismissal
- When or if the student will return to school
- Parent signature

If you need to dismiss your child unexpectedly, please call the Attendance/Vice-Principal's office (356-4340).

TARDY PROCEDURE

Kennett High School students are expected to be in school and in class on time.

TARDY TO CLASS

Students entering the class after the bell has rung will be marked TARDY by the teacher. The teacher and/or school administration will assign consequences when deemed necessary.

TARDY TO SCHOOL

Except for students who have earned Senior Privileges, all students are expected to be in school for all classes, flex blocks, study halls, tutorials and other scheduled academic activities. Students entering school after school has begun must receive a tardy slip from the attendance office and hand it to their teacher upon entering class.

Students are permitted two (2) unexcused tardies per quarter. Disciplinary consequences begin with the third unexcused tardy and additional disciplinary consequences occur with every subsequent third tardy for the remainder of the quarter (i.e. 6, 9 ... etc.).

Parents may excuse one (1) tardy per quarter (i.e. family emergency). A signed note should be sent in with the student explaining the reason for the school tardy.

A tardy will be excused for health / medical related circumstances and other official appointments (i.e. court appearances) when the attendance office is provided with a note from a medical provider or court documentation upon the student's return to school.

All other requests to excuse a tardy will require approval from the attendance office or an administrator.

Habitually tardy students who drive themselves to school may have their parking privileges suspended for the remainder of the school year and their parking space reassigned to a student on the wait list. If their attendance improves, their name will be added to the wait list and considered for a parking space.

At the beginning of each quarter, the attendance cycle will start again.

CO-CURRICULAR ELIGIBILITY / PARTICIPATION

(see full policy IGDJ – Student Activities Code)

To be eligible to participate in or attend any game, practice, play or co-curricular activity, a student must attend a full day of classes on the day of the event. If the event is scheduled for Saturday, Sunday or a holiday, this regulation shall apply to the last day of school preceding the event.

Exceptions may include absences due to

- Religious holidays
- Illness
- Admittance to school prior to 8:55 a.m.
- Absence is school related

The Principal or Vice Principal may find other absences excusable.

Students should get pre-approval in writing prior to absence. Students who are dismissed due to illness must have permission from the Principal or Vice Principal to participate in activities that day.

CANCELLATIONS OR SCHOOL DELAY

Due to inclement weather or other reasons, school may be cancelled or the opening of school in the morning may be delayed. The student's primary contact will be notified using the Connect5 information system. Students can also listen to the local radio stations (i.e. WMWV 93.5 FM) or turn the TV to channel 9 WMUR, channel 6 WCSH, channel 8 WMTW or channel 13 beginning at 6:00 AM. This information is also available on wmur.com as well as the SAU website. **Please do not call the school seeking such information.**

In the event SAU#13 (Freedom, Madison, and Tamworth) cancels school and does not provide transportation to Kennett High School, students will receive an excused absence.

CHANGE OF ADDRESS

Any time a student changes his/her place of legal residence, a parent/guardian must inform the School Counseling Department Registrar immediately and fill out a change of address form. Failure to notify the school of changes in address may make parents/guardian liable for payment of tuition charges.

Any changes in telephone numbers or email addresses must be reported also to insure our ability to contact parents/guardians in an emergency situation or to relay important information.

DANCE PROCEDURES

1. Students who are not enrolled at Kennett High School or who are not home-schooled from the Kennett District may not attend Kennett dances unless attending as a guest of a currently enrolled Kennett student or Kennett District home-schooled student. Those wishing to bring a guest must request administrative approval in writing, a minimum of 5 days before the date of the event. (There is a form available in the Main Office of the high school.) The request must be written by the parent or guardian of the Kennett student and include the name of the guest along with the name and phone number of the school the guest is currently attending. The Kennett student who brings a guest will be held responsible for the actions of the guest. The high school administration reserves the right to deny guest approval.
2. Guests must be under age 21 but may not be in middle school.
3. Students leaving the dance, leave for good. They may not re-enter.
4. Students who are suspected of drug or alcohol use during the evening or who are in possession of drugs or alcohol will be turned over to the police officer on duty.
5. No food or drink is allowed in the gym.
6. Coats or purses are not allowed in the gym. Any backpack brought into the building will be locked in a secure location by chaperones for the duration of the dance.
7. Students may not bring food or drink into the building. Water may be purchased from the concession stand and consumed in the hall area outside the gym.
8. During Homecoming and Winter Carnival dances, semi-formal attire that meets school dress code, is required.

DRESS CODE

(Board Policy JFCA - Student Dress Code)

Concern for personal appearance is an indication of self-respect and of courtesy toward others. The following list details what can be worn during the school day. Failure to comply with the dress code will be treated as insubordination. If a student is not sure if something may or may not be worn, he/she should check with a faculty member or administrator before wearing it to school.

Overall expectations for all students:

- All students are expected to be neat and clean.
- All should be modestly dressed in attire appropriate to the classroom. Modesty means that no bellies, breasts, buttocks,

backs, or underwear should be showing. This should be true when climbing stairs, sitting at a desk as well as standing. Garments should not be transparent or sheer, without a dress code appropriate garment underneath.

- Dresses should adhere to both the shirts, blouses, and tops section as well as the pants, skirts, and shorts section.

Shirts, Blouses, Tops:

Acceptable

- Shirts; full button down or polo style shirt, buttoned, sweaters, sweatshirts, turtlenecks, jersey dress shirts, or T-shirts
 - Appropriate Fit and adherence to modesty as previously defined
 - Covers Midriff – must be "tuckable" in length
 - All tops must be held up by some type of supportive strap or sleeve that holds up the top as well as covers any and all undergarments
 - All tops must be tight under the armpit (the hole may not be bigger than the wearers fist placed under the armpit)
 - Free from writing or graphics deemed offensive or in violation of school policy.

Unacceptable

- Sheer (see-through) material
- Low neck lines (cleavage)
- Shirts that hang low under the armpit
- Visible undergarments
- Holes, rips, tattered, unsanitary clothes
- Tube tops and camisoles

Pants/Skirts/Shorts:

Acceptable

- Dress/khaki pants, jeans, cargo pants, corduroy, shorts and skirts must be modest as previously defined and fall no shorter than mid-thigh.
 - Appropriate fit
 - Free from offensive writing or graphics of any kind

Unacceptable

- Visible undergarments
- Pants/skirts/shorts worn lower than the hips
- Unsanitary clothes
- Holes and rips above mid-thigh
- Sweat pajamas

Shoes:

- Foot apparel must be worn at all times for safety purposes. For safety reasons, school administrators will use their discretion in prohibiting anything that interferes with safety.

Accessories:

- Hoods and sunglasses cannot be worn in any building unless it is attire required as part of a specific program or curriculum.
- Hats may be worn in hallways, cafeteria, and library by all students.
- Hats will not be allowed to be worn in any classroom or in the auditorium during any class or event.
- Hats will not cover the wearer's eyebrows.
- Hats deeming images or graphics in violation of school policy are not acceptable.
- No materials that could pose a safety hazard including, but not limited to chains, spiked clothing and accessories.

Other Issues:

- Gang-related apparel, including insignias, bandanas, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited. School administrators have the authority to prohibit any other messages that they determine to be disruptive to the school's learning environment.
- At school-sponsored events, students must dress appropriately.

EMERGENCY DRILLS & EMERGENCIES

Periodically, emergency drills will be conducted during the school year. During such drills students will be expected to behave in an orderly manner. Pushing, running, shouting, or other inappropriate behavior will not be tolerated. All school rules apply during the drill. Emergency drill procedures and maps are posted in each room of the school.

During an emergency all school rules apply and all students must follow drill protocols; early release, senior privilege and eighteen year old sign out permissions are **VOID** during the emergency. In order for students to receive directions from staff and to keep lines of emergency communication open, cell phones are not to be used. Once the emergency is concluded students will return to regular school rules, protocols, and privileges.

LOCAL, STATE, FEDERAL LAWS

Kennett High School supports, follows and will assist in the enforcement and prosecution of violations of local, state and federal laws as they pertain to student conduct and high school activities.

MAKE UP WORK

It is the responsibility of the student to arrange for make-up work with each of his/her teachers. Since we work on an alternating block schedule, it is important for students to check in with each teacher to secure missed work upon their return to school, even if they return on a day they are not scheduled to have class with that teacher. A student who is absent will be allowed to make-up work missed due to their absence. For each day absent the student will be given one day to make up the work, unless additional time is approved by the student's teacher. Students and parents/guardians need to remember that certain educational activities that occur during an absence cannot be replicated or supplanted by make-up work. In courses where a portion of a student's grade is determined by class participation, absence from class will have a detrimental effect on this grade.

MID-TERM AND FINAL ASSESSMENTS

Students must take mid-term and final assessments for all year long classes. Semester classes will have a final assessment. If a student is absent on assessment day, the student may be given up to two weeks to complete the assessment, with approval by the principal. If the assessment is not made up within two weeks after the scheduled assessment date, a failing grade will be issued for the assessment.

VISITORS

Students may not bring visitors to school.

Sponsored student groups must begin a registration process with the building principal. Approval for a group visitation is contingent upon many factors and will not be automatically approved.

Adults wishing to visit the school or an individual teacher, during the school day, must make prior arrangements with the building principal.

SCHOOL SERVICES

HEALTH SERVICES

A nurse is available to students from 7:30 a.m. to 2:20 p.m. on all days school is in session. The primary role of the school nurse is to provide health care for chronic and acute illness, as well as injuries in the school setting. The school nurse is responsible for medication administration, health care procedures, monitoring immunization requirements and the development of health care plans. The nurse also provides education and counsels students on safe and healthy lifestyle choices.

A student who becomes ill or injured during the school day should report to the nurse. The nurse will make a determination if the illness or injury necessitates the student being dismissed from school and will contact the parent/guardian. The nurse will also respond to all emergency situations and may deem emergency transport necessary. In that case, an attempt to contact the parent or guardian will be made as soon as possible. If the nurse is not available, students are to report to the Vice Principal's office.

Please complete the Health Update form online at the beginning of the year and notify the nursing office of any changes in your child's health during the academic year, including: new medications, injuries, hospitalizations, or illnesses. The nurse works closely with school personnel and community healthcare providers to help support your child's health care needs and academic success.

Students may receive medications in school according to procedures adopted by the school board. Parents or guardians should bring in prescribed medication to the school nurse along with a completed permission for medication in school form. The Permission for Medication at School form must be completed and signed by the physician as well as the parent/guardian. All medications need to be in the original container, clearly labeled for the patient's use, and kept in the nursing office. Inhalers, Epi-Pens, or diabetic supplies should be carried by the student. Over-the-counter medications may be carried by the student with signed permission from the parent or guardian. The nurses will provide select over-the-counter medications to a student also with permission from parent/guardian.

Please submit your child's immunization records, including any immunizations received during the school year and over summer vacation, in accordance with NH State Law. Please see www.education.nh.gov/instruction/school_health/health_resources_nh.htm for the current immunization requirements. The nursing office provides free

flu vaccine for students in the fall. Please look for permission forms in the fall.

For more information about the nursing office at Kennett High School please visit us on the web at www.khsmwv.com (click on the Health and Wellness link under the Parents tab). The forms referenced above can also be found on the site. Please feel free to call with any questions: 356-4350 (fax: 356-4394).

Blood Borne Pathogen Safety Procedures

Blood borne Pathogens are disease-causing microorganisms that may be present in human blood. They may be transmitted with any exposure to blood or other materials potentially infectious. To minimize exposure to blood borne pathogens there are two strategies of prevention. These strategies are used in combination to offer you maximum protection.

- Do not come into contact with blood or body fluids. If you come in contact with blood or body fluids, you must exercise the universal precautions, and notify a school administrator. This is an aggressive, standardized approach to infection control.
- Hand washing with soap and warm water as soon as possible following contact with blood or other body fluids is a must to prevent the spread of blood borne pathogens.

INSURANCE

The Conway School District provides limited accident insurance for all students. This policy covers all activities within the school day and school sponsored co-curricular activities and events. Additional coverage can be purchased at the beginning of the school year at modest rates to parents/guardians.

Note - This is not a comprehensive accident insurance policy. This basic insurance is designed to supplement existing family policies. For any questions regarding insurance please contact the Business Manager at the SAU #9 office at 447-8368.

LIBRARY

Monday through Friday from 7:00 am to 5:00 pm, the KHS Library is open to individual students and faculty for quiet study, research and reading. Note: the library will close at 2:20 pm when there is no late bus. Computers for printing are available for use during these hours.

Students wishing to use the library independently during school hours must obtain a pass from their teacher, counselor, or study hall monitor and sign in at the library upon arrival. Students in the library from a study hall must remain in the library for the entire block. Study hall students who are in the library during Block 4 are to attend the study hall's assigned lunch. Students using the library as a classroom are accompanied by a teacher who has reserved the use of a section of the library and its computers. Food and all beverages (even water) are not to be consumed in the library and must be left just in the cubicles located near the front doors.

Every year, hundreds of new books are added to the thousands of fiction and non-fiction contemporary and classic titles already in the library's collection. Thirty-five different magazines are available for students to read and borrow, and 24 computers are online for student use.

Note: Your home town libraries are also excellent sources for information, and are open "year 'round!" KHS students (from all towns) are eligible for free Conway Public Library cards! Present your KHS ID!

SCHOOL COUNSELING SERVICES

The school counseling department offers many services to all students at Kennett High School. Information concerning college selection, careers, occupational training, financial aid, and the military service is readily available. In addition, school counselors are available to meet with students and parents. Students and parents should direct questions pertaining to course selection, course changes, and any phase of high school scheduling to the school counselors.

If a student is experiencing learning difficulties, the student and/or parents are encouraged to speak with the student's school counselor after direct communication with the teacher has been tried. Intervention strategies will be explored to improve the situation.

Questions and needs of a more personal nature may also be brought to your school counselor. There may be times when stress and problems outside of school affect students at school; school counselors can help. Students are encouraged to make appointments with their counselor before and after school, during study halls, and during lunch periods. Although a team approach including student, parent/guardian, and counselor is encouraged to insure optimum student success and achievement, conversations a student has with his/her counselor are confidential. Confidentiality, however, is broken if a student is believed to be in danger of hurting him/herself or someone else, or is being hurt.

SPECIAL EDUCATION SERVICES

The special education programs and related services at Kennett High School are designed to provide direct instruction, mainstreamed support services, and appropriate placement for students with educational disabilities. The special education program options range from a separate classroom setting to full inclusion with structured academic support and special education consultation to classroom teachers.

Student eligibility for this program is determined by the Pupil Evaluation and Placement Teams, which consist of the student, parents/guardians, teachers, school counselors and administrators. The New Hampshire Special Education Rules govern the entire special education process. Each student involved in the special education program will have an assigned case manager as well as an Individual Education Plan (IEP), detailing his/her special educational goals/objectives and services. A Parental Rights in Special Education booklet is available in the Special Education office.

If you are experiencing learning difficulties in school, you and your parents/guardians should discuss your concerns with your teachers and/or school counselor.

SCHOOL POLICIES AND PROCEDURES

The teaching and learning that occurs at Kennett High School often goes far beyond the specific information in our written curriculum. One additional component of your education is learning to accept responsibility and its ensuing rewards and consequences. As part of your lifetime learning process, you will be continually faced with choices; you will then have to make decisions, and accept and live with the results of those decisions.

ATHLETIC EQUIPMENT AND MUSICAL INSTRUMENTS

Students may transport musical instruments and athletic equipment to and from school. However, these items must be stored in the music room or appropriate team locker room and left there during the school day. Students should deposit the instrument or athletic equipment in the location designated by the music teacher or coach before the school day begins and retrieve the instrument or athletic equipment when the school day ends or within thirty minutes of departure for a travel event (game or concert).

BACKPACKS, BAGS, PURSES

Bags that are carried by students during the school day must be able to fit in teacher-approved storage areas. Book bags and backpacks may be stored in lockers throughout the day.

BICYCLES, SKATEBOARDS, ROLLER BLADES, SNOWMOBILES

A student riding a bicycle to school is responsible for securing it to the bike rack. Bicycles are not to be ridden on school property during school hours. Use of skateboards, roller-blades and shoes with wheels are not allowed on school property.

Snowmobiles must be registered with the Vice Principal's office prior to bringing a machine on campus. Students will receive a sticker to be placed on the machine to allow parking in the designated area on school grounds. Students may NOT use the snowmobile during school hours, except to arrive and depart. The school is not responsible for loss or damage to any of the above.

BUILDING SECURITY

Students may not prop open a door or otherwise allow a person or persons into the building during school hours (7:30 am – 2:20 pm). Guests are expected to enter through the front visitor's entrance at the northern end of the building, receive a visitor's pass from the main office, and be properly admitted. Any student violating this rule will serve an appropriate consequence.

Upon arriving to school, students are not to leave the building unsupervised during school hours (7:30 am – 2:20 pm). Students wishing to access their vehicles must be supervised by a school staff member.

BUS BEHAVIOR AND PROCEDURES

Bus Conduct Code

Since this bus is considered an extension of the school, you are subject to all school rules once you board the bus. Additionally, you are responsible for following school bus rules as designated by each school district and the State of New Hampshire. These may include but are not limited to the following:

1. You must keep the aisle clear at all times.
2. You must remain seated while the bus is moving and until the bus stops.

3. You must keep your head, hands and arms inside the bus.
4. You must not eat on the bus.
5. You must be courteous and talk quietly with no foul language.
6. You must treat the driver and other students with respect.
7. You must not throw any objects.
8. You must treat the bus and equipment appropriately.
9. You must cross in front of the bus at the driver's signal.

While on the bus you are under the supervision of the bus driver. The bus driver will report incidents of inappropriate behavior to the school immediately by completing a written incident report. Upon a referral, the building principal or administrator may impose any of the following consequences for the first or subsequent offense, depending upon the severity of that offense and the necessity to protect the safety of other students who ride the bus. If at any time you are uncomfortable on the bus you should report this to the bus driver and/or the Principal.

First Incident

The Principal or his/her designee will meet with you. You will be assigned consequences depending upon the nature and severity of the incident. Consequences can range from a warning, detention, bus privilege suspension, or more. The bus driver or Transportation Coordinator will be informed of the status of the incident within 24 hours and each day thereafter until consequences are determined.

Second Incident

The Principal or his/her designee will hold a meeting with you and your parent or guardian. Bus privileges will be suspended for up to 20 days.

Third Incident

The Principal will refer you to the superintendent and the school board with the recommendation of removal of transportation/bus privilege suspension.

Appeals

Appeals of administrative decisions must be made within 24 hours; however, the original decision will remain in effect pending an appeal.

Late Buses

Students are encouraged to stay after school to participate in school sponsored activities. When a 5 pm late bus is provided and you stay after school to meet with a teacher or participate in an extra-curricular activity or athletic practice/event you must obtain a late bus pass from your teacher, club advisor or coach in order to ride the late bus. Check with the driver for the exact route.

Note: Students who stay after school to meet with a teacher, use the library, or participate in a co-curricular activity or athletic practice/event must obtain a late bus pass from the adult supervisor in charge. Students should ONLY stay after school when they have a legitimate educational reason and proceed to the library or other approved area and wait for the late bus announcement when finished. This is not the time to just “hang around” with friends. Students leaving school grounds without administrative permission while waiting for a late bus will not be allowed to ride the bus that day. All bus behavior rules apply to Late Bus Transportation.

Transferring Buses

When a student needs to ride a different bus or get off at a different stop, the student must bring a note signed by a parent / guardian or a phone call must be made to the Attendance/Vice Principal's office (356-4340). Notes should be turned in by 9:30 am. The Vice Principal's office will issue a transfer bus pass to you to present to the bus driver.

CAMERAS, VIDEO AND RECORDING

Students are not permitted to photograph, video or record members of the student body, faculty, support staff or administration without prior administrative permission.

EXPECTATIONS FOR USE OF PERSONAL ELECTRONICS

The faculty and administration at KHS understand that electronics are a part of the lives and culture of our students and their families. We recognize our role in teaching responsible use of these items. The following expectations have been set regarding the use of electronics at KHS during school hours:

- Any electronic device (i.e. iPod, cell phone ... etc.) is not permitted during class time unless use is for an academic purpose with teacher permission. School computers and school bandwidth cannot be used for non-educational purposes (refer to policy EGA-Student Internet and Network Access for details).
- Appropriate use of electronic devices is allowed in the hallways during passing time between classes, in the school store and during lunch as long as it does not disrupt the educational environment or create an unsafe situation. When in the halls or cafeteria, only one ear bud/head phone may be used in order to maintain a safe environment. The volume must be set so that others cannot hear your music. Seniors can use their cell phones in the courtyard during their free time. Office phones may be used in emergency situations with prior permission.

FOOD OR DRINK

Food consumption is limited to the following:

- Cafeteria
- Courtyard (weather permitting)
- Mineral Spring Café
- The school store (aka: the Eagle's Nest)
- Classrooms for approved educational experiences

Food and beverages may be purchased from the cafeteria, school store (aka: the Eagle's Nest), and Mineral Spring Café only during the following times:

- Prior to the start of the school day (7:00 – 7:30)
- Student's scheduled lunch
- Normal operating hours for the school store (aka: the Eagle's Nest) and Mineral Spring Café

Students may have water and other healthy beverages with them to drink during the school day. No soda or beverages with a high content of caffeine are allowed during the school day (7:30 am – 2:20 pm). Teachers may use their discretion to limit the drinking of beverages during class if it is deemed a distraction or otherwise poses an issue.

GAMBLING

Gambling of any type is strictly prohibited.

LOCKERS

All students are encouraged to utilize their assigned locker for the storage of books, backpacks, large purses, tote bags, and the like, as well as school-related materials and coats. School combination locks are provided for lockers, and no other lock may be used. Students are responsible for the locker for which they are assigned, as well as the contents of the locker. Students are expected to keep lockers clean. Students may retrieve materials from lockers before and after school and during passing time. As the lockers are the property of the school, the school reserves the right to open and inspect a student's locker. The school assumes no responsibility for lost or stolen items.

LUNCH

Hot lunches are available for students during their lunch periods. When students have finished eating, they must clear all refuse, papers ... etc. and dispose of the trash properly. During lunch students may eat in the cafeteria or in designated areas outside when permissible by weather. Unless permission is granted otherwise, students will remain in the cafeteria, school store or courtyard (weather permitting) until the end of their lunch period; they are not to congregate in the lobby or hallways.

Applications for free and reduced price meals are available from the main office. People who receive food stamps or AFDC benefits receive a statement of Food Stamp Benefits (or ATI message) and are generally eligible for free or reduced lunch. Students are urged to access free and reduced meals.

SENIOR PRIVILEGES

RATIONALE

The matter of senior privileges falls within the context of Kennett High School's Mission Statement. Just as the overall task of education is a shared responsibility, so too, senior privileges can exist only within a context of shared responsibility.

It is the intent of Kennett High School to teach students to make good choices and to use their time wisely. Senior privileges are meant to help our students prepare for life after high school. Privileges for seniors do not automatically come into effect along with senior academic status, nor do privileges come with payment of class dues. Seniors earn and maintain senior privileges through appropriate academic and social behavior.

It is hoped that students will value privileges that have been earned through responsible behavior. This will create a sense of personal accomplishment as well as foster respect and cooperation within the school community.

PRIVILEGES

Seniors at Kennett High School may be eligible for the following senior privileges:

1. Unassigned Periods

Every senior will be required to be enrolled in at least 6 courses. For the remaining periods, seniors will not be assigned to study halls unless they disrupt the educational environment or violate the discipline code. Seniors must remain in the cafeteria, courtyard, library, school store or other designated area during their unassigned periods (see notes

below). Students should check in with the Student Safety Coordinator's office if they have an appointment with a teacher and will be in another location. Please note that this includes the first and last five minutes of a period. Seniors, with specific written teacher permission, can be in the corridors during unassigned periods to conduct school business. Students must not be roaming in the hallways or disrupting classes.

Note: Student Courtyard

During the fall and spring months, unassigned periods may be spent in the student courtyard. Seniors must realize that classes are being held and appropriate social behavior is expected. Seniors are expected to keep in mind the following rules, as well as all other relevant school rules:

- a. Lying on tables or ground is not permitted.
- b. Keeping the courtyard clean is required.
- c. Avoid destructive, dangerous, distractive or provocative behaviors.
- d. Underclassmen are not allowed in the courtyard area during class times, not even during study hall.
- e. Basketball equipment should be used appropriately and stored in the proper location upon leaving the area.

2. Senior Sign In/Out

When Seniors arrive, who do not have an assigned class at the beginning of the school day, they must arrive at school in time to sign in and be on time to their Block 2 class.

Seniors with privileges who do not have an assigned 5th block class may leave after 4th block.

- When Seniors arrive to school who do not have an assigned first block they must sign in at the main office and check the senior privilege box on the check in ticket or check in with the monitor at the back door. Seniors leaving before 2:20 pm must sign out on the clipboard at the back door. This is necessary to ensure accurate attendance and for accountability in case of an emergency in the building. Failure to sign in or out will result in a warning. A second offense will result in a one week loss of privilege. Subsequent infractions may lead to further loss or revocation of privileges. Any student who fails to check in for attendance will be marked as truant for the day.
- Failure to abide by student motor vehicle policy (i.e. taking a student who does not have permission to leave campus) will result in loss of parking privileges.

- Loss of parking privilege may extend from one week to a full year depending on the circumstances.

Note: If teacher grade reports indicate that classroom performance is poor and/or graduation is in danger, the administration or parents reserve the right to suspend or revoke any and/or all privileges.

3. Final Exam Waiver

Seniors who have an “A” average in the last two quarters of a course can opt to have the course final exam waived.

Note: Students must carry their Senior Privilege identification with them during the school day if they are going to be utilizing senior privileges. Senior Privilege cards are given out for each semester of the school year.

SENIOR PRIVILEGES: ELIGIBILITY

1. Senior Standing

Students must have earned 18 credits and be in their 4th year to be considered for Senior Privileges.

2. Academic Performance

Academic Performance will be reviewed on a semester basis. In order to earn privileges, seniors must maintain a 70 “C” or above in all classes.

Note: the fourth quarter academic records from the junior year will be used to determine eligibility for the first semester of the senior year. A senior may appeal a loss of privileges through the building principal.

3. Social Behavior

Seniors will abide by all rules governing acceptable behavior as expected of seniors in high school and will not abuse, in any way, senior privileges. The following will be used to determine which seniors are not eligible for senior privileges:

- An external suspension would be grounds for loss of Senior Privileges immediately and for the remainder of the quarter, as well as the next quarter.

Note: the fourth quarter discipline records from the junior year will be used to determine eligibility for the first semester of the senior year. A senior may appeal a loss of privileges through the building principal.

4. Parent permission

Parent/guardian permission must be obtained on the proper form. **All Seniors who are approved for privileges are required to have a parental permission form signed and returned at the start of each**

semester. This will apply to all seniors who have privileges first and/or last block.

Note: Parents may request that privileges be suspended at any time during the year.

STUDENT ACADEMIC DISHONESTY

Kennett High School is charged with the responsibility to provide the best education and training to prepare students to become personally, socially, and vocationally responsible citizens. We believe that this entails the orderly development of the intellectual, physical, social, aesthetic, moral and ethical potential of the individual through instruction and discipline, example and experience. Therefore:

First Offense:

1. Any student suspected by the teacher of cheating, plagiarism, or forgery will receive a verbal warning as part of a student-teacher conference. A plan between the teacher and student will be set up to ensure mastery of the material. Parents will be notified.
 - a. Plagiarism is using others' ideas and words without clearly acknowledging the source of the information. Notice that it does not matter whether or not the failure to give credit is intentional. Any lack of credit, even accidental, is considered plagiarism.
 - b. Plagiarism may be defined as:
 - i. not giving proper credit for ideas, works, or specific substance of another's work.
 - ii. claiming authorship on a group project without actually doing the work.
 - iii. claiming someone else's artistic or scholarly work as your own.

Subsequent Offenses:

1. Upon a subsequent offense a discipline referral will be completed. The report shall be forwarded by the teacher to the Instructional Leader.
2. The Instructional Leader, teacher, counselor and student shall confer to review and discuss the incident.

3. The student will receive a zero grade for the school work in question. The teacher may choose to give an alternative assignment for partial or whole credit.
4. Parents will be notified.
5. Further disciplinary action may be taken as warranted by the circumstances and as prescribed by the investigating officials.

For further information and clarification on the subject of plagiarism, please Google the website www.plagiarism.org.

The Kennett High School library has a copy of the book Plagiarism: A How-Not-To-Guide by Barry Gilmore, as a reference and for those who may not have internet access available to them.

STUDENT INTERNET AND NETWORK ACCESS

(see full policy EGA – Student Internet and Network Access)

The network is provided for students to conduct research for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege –not a right. Interfering with the school network or internet filter is forbidden and will result in the loss of computer privileges.

STUDENT MESSAGES

The school considers frequent messages to be an interruption of the school day and a disruption to the educational process. We strongly encourage parents/guardians to limit messages to those that are extremely urgent in nature. Students who have messages will be called to the office at the end of the school day. In the event of an emergency, students will be notified by the administration.

In order to assist the school in providing students with the most efficient educational experience possible, we request that parents turn off their child's cell phone service between 7:30 am – 2:20 pm. Please contact your cell phone provider for details.

STUDENT PARKING

(see full Conway District policies JLIE & JLIF)

The state of New Hampshire does not require motorists to have automotive insurance. The Conway School District, Kennett High School and SAU 9 are not responsible for any damages from insured, uninsured and/or underinsured motor vehicle accidents.

Parking at the school is a privilege. The privilege will be withdrawn if it is abused. Students will receive a warning if the abuse is a result of any one of the following items listed below on school grounds:

- Any parking violation - **warning**
- Any violation of school rules involving a vehicle belonging to the student or their family - **warning**
- Driving on school grounds without a valid license (registration or inspection) - **warning**
- Parking without a permit - **warning**

Violations of the “loss of privilege” policy include but are not limited to the following,

On school grounds:

- Repeated violations of those listed above – **loss of privilege**
- Racing on school grounds - **loss of privilege**
- Causing damage to school grounds, fields, or facilities – **loss of privilege**
- Moving violations while on Eagles Way or school grounds – **loss of privilege**
- Any moving violation or unsafe behavior – **loss of privilege**
- Leaving campus without permission – **loss of privilege**
- Transporting students off campus without a proper dismissal – **loss of privilege**

Off School Grounds:

- DUI or reckless driving conviction regardless of location - **loss of privilege**

Additionally, any vehicle that is driven to school by a student who does not have privileges may have a parking boot applied to his/her vehicle. The cost for removal would be \$25.

Should any student break any of the “loss of privilege” rules, they will lose parking eligibility for 5 school days or the remainder for the current academic year at the discretion of the Principal or designee.

Procedure:

1. The administration will contact the student in question after the parking boot has been applied.
2. Any student with parking privileges who loses their license must return their sticker and notify school authorities within one business day of loss.

Any student who has their driver's license legally suspended must self-report this event to the KHS Administration within three days of the suspension and their parking privileges will be revoked immediately. If this is done, the student will be placed at the bottom of the parking waiting list, and can re-obtain a parking permit after their license is reinstated and a parking space becomes available. If the student does not self-report the event, they will lose parking privileges for the remainder of their high school career.

A student has the right to appeal the loss of parking privileges to the principal. If the student is dissatisfied with the outcome of the appeal to the principal, they may make an appeal to the Superintendent of Schools. A student who has exhausted all administrative appeals may appeal to the Conway School Board.

Any staff member, student or visitor involved in a moving violation while on school property may be charged at the discretion of law enforcement. The school board shall request law enforcement strictly enforce all posted speed limits.

A lottery will be held each spring for qualifying Juniors and Seniors, with Seniors having priority, to determine who will receive a parking space during the next school year. Students granted parking privileges for the upcoming year are required to pay a \$5 permit fee (non-refundable) and provide copies of their driver's licenses and their vehicle's registrations to the Vice Principal's office. Students, not chosen in the lottery, will be placed on a waiting list based on their grade level.

Students who are not eligible in the spring may reapply and be considered again for the second semester the following school year. Students may be disqualified from the parking lottery for any of the following reasons:

1. Received a "loss of privilege" motor vehicle violation.
2. Assigned an external suspension during the fourth grading period.
3. Excessive discipline and/or attendance issues.

Students agree to follow the following rules pertaining to driving to and parking at school:

1. Parking stickers are non-transferable, must be visible, and should be placed on the lower corner on the inside of the driver's side of the windshield. Cars without a sticker may be booted. Students must notify the Vice Principal's office if they drive a different vehicle to school.
2. Park only their registered vehicle in their assigned spaces.
3. Students may not transport or store any illegal substances or items in a vehicle parked on school property.
4. There is no overnight parking on the school campus.
5. The Conway School District and any person it authorizes to do so may search the vehicle when parked on school property.
6. Students may not violate any local, state or federal motor vehicle laws while on school property. Campus is considered to start at the entrance to Eagle's Way off of Eastman Road.
 - Notice of all driver's license suspensions and revocations within the state of New Hampshire are made available to the School Resource Officer.
7. Students who do not use their assigned parking space on a regular basis may be reassigned to share a spot with another student and/or relinquish their space.
8. Students wishing to go to their vehicles and then re-enter the building during the school day must be supervised by a school staff member.
9. Students are expected to be in school and in class on time.

Students who lose their parking privilege have the right to appeal. If both the school Principal and the Superintendent of schools deny the appeal, the deadline for the final appeal with the Conway School Board is the board's second meeting after the notification of denial from the Superintendent.

TEMPORARY PARKING PERMITS

Students with a special need for parking on campus may request a temporary parking permit from the Vice Principal's office. Temporary parking spots are not guaranteed.

- Situations that **do not** apply here include being late to school, involvement in on-campus extracurricular activities, or outside of school responsibilities (i.e. work).
- Warnings may be issued which could result in the loss of privilege or eligibility in the following year's lottery.

PARKING SPACE SHARING PERMITS

In an effort to most efficiently utilize the available parking spaces on campus, students have the option to share their parking space with other eligible students. This privilege is available to a student who is on the waiting list, and who has gained the permission of a permitted student to use his/her parking space for a day. The borrowing student must sign in at the Vice Principal's office upon arrival to school. Students are expected to be in school and in class on time. Violations of the shared pass procedure may result in loss of parking privileges for all students involved.

At no time are students allowed to park in the front visitor's parking lot.

CARPOOL PARKING SPACES

There are five (5) carpool parking spaces available. Carpool participants are exempt from the \$5 permit fee. The other rules pertaining to registration for, and use of, these spaces are determined by the school administration.

STUDY HALL EXPECTATIONS

1. Students are expected to bring books, magazines and/or other academic materials with them.
2. Students are expected to respect the quiet nature of a study hall.
3. Students must sign out and sign in whenever they leave study hall and must get permission from the monitor before they leave.
4. Library passes will be given at the discretion of the study hall monitor.
5. One bathroom pass (male/female) will be available at a time.
6. A study hall monitor will issue no passes to go see any teacher. If a student is leaving study hall to meet with a teacher the student must have a pass from that teacher prior to leaving the study hall.
7. Electronic devices, with the exception of cell phone use for texting and calling, may be used for educational purposes at the discretion of the study hall monitor.
8. Study Hall is an assigned class and therefore, all school rules apply.
9. Cutting study hall will be considered the same as cutting a class.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks, library books, materials, and other school property are provided to students. Students who abuse, harm, lose or destroy school property will reimburse the school for the cost of the item(s), and may face further disciplinary consequences. All textbooks issued to students are to be covered and remain so during the entire school year. Students are expected to return all school property or pay for any property, textbooks etc.

CONDUCT & DISCIPLINE OVERVIEW

(see full policy JICD - Student Conduct, Discipline and Due Process: Safe School Zone)

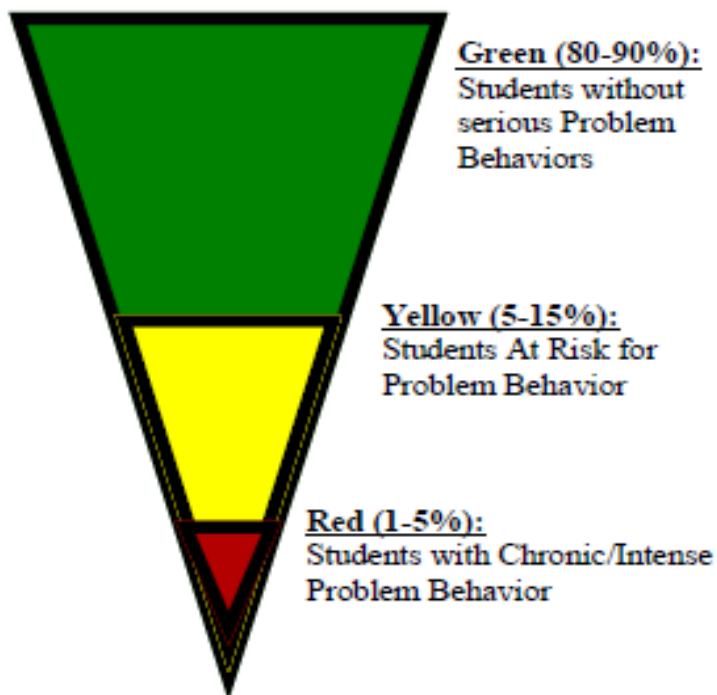
The school faculty and administration believe that most students are responsible and make sound choices. However, in the event that a school rule or law has been broken, disciplinary consequences may be required. Any unlawful act taking place by a student on the school grounds, at school sanctioned activities, or on buses/school vehicles will result in school consequences up to and including suspension or expulsion. In addition, the student may be charged by the police and be prosecuted in a court of law.

The consequences will be determined based on a number of mitigating factors to include but not limited to: the specific circumstances of a violation, the number of previous violations by a student, severity of the violation, safety and/or security implications, and the degree of severity of the disruption to the educational process or environment. Consequences can range from an informal discussion up to and including a recommendation for removal from school. Note that some violations may not follow a progression of consequences.

BEHAVIOR PROGRAM

KHS uses a tiered structure, Positive Behavioral Interventions and Supports (PBIS), for teaching and managing behavior. **The Universal Team** (green) works to create clarity and consistency regarding school-wide behavioral expectations. For students that struggle to stay within these boundaries, they may be referred to the intermediate tier **Child Study Team** (yellow) or the upper tier **Intensive Team** (red) for further interventions and supports.

A 3 Tiered Approach:



The following **Behavior Matrix** outlines school-wide expectations in areas of KHS:

THE EAGLES' WAY			
KHS Behavioral Expectations (8/2011)			
	Be Respectful	Be Responsible	Be Safe
Classrooms	<ul style="list-style-type: none"> • Be engaged in the classroom activities • Speak in turn and respond politely at the appropriate time • Share opinions positively • Follow the dress code • Listen quietly to announcements • Use all property and materials with permission and care 	<ul style="list-style-type: none"> • Be in class, stay in class, and arrive on time • Come prepared to class • Do your work and do your best • Take ownership of your education • Report unsafe behavior or conditions • Take care of your learning environment 	<ul style="list-style-type: none"> • Maintain personal space • Use all property and materials with permission as intended. • Maintain personal health and safety by avoiding alcohol, drugs, and weapons • Report unsafe behavior or conditions • Resolve conflicts constructively
Hallways	<ul style="list-style-type: none"> • Acknowledge and allow for the mobility needs of others • Display affection appropriately • Use language, voice and action that is respectful of others • Respond to and acknowledge others appropriately 	<ul style="list-style-type: none"> • Minimize the amount of time out of class • Keep your locker locked • Have your pass visible • Assist others when needed • Report unsafe behavior or conditions 	<ul style="list-style-type: none"> • Maintain personal space • Acknowledge and allow for the mobility needs of others • Maintain personal health and safety by avoiding alcohol, drugs, and weapons • Report unsafe behavior or conditions • Be aware of your surroundings
Cafeteria	<ul style="list-style-type: none"> • Interact positively with others • Be polite and use manners • Wait with patience • Clear your table and dispose of trash properly • Display affection appropriately 	<ul style="list-style-type: none"> • Clear your table and dispose of trash properly • Maintain order in line and have your card or money ready • Enjoy your food and drink in the cafeteria only • Only be in the cafeteria for lunch during your assigned period • Report unsafe behavior or conditions 	<ul style="list-style-type: none"> • Remain in the cafeteria area for the full lunch period unless you have a pass • Use all property and materials with permission as intended. • Maintain personal health and safety by avoiding alcohol, drugs, and weapons • Acknowledge and allow for the mobility needs of others

Bathrooms and locker rooms	<ul style="list-style-type: none"> • Acknowledge and allow for the mobility and privacy needs of others • Use all property and materials with permission and care. • Use language, voice and action that is respectful of others • Keep the area clean 	<ul style="list-style-type: none"> • Keep your possessions safe in your secured locker • Use the nearest designated bathroom • Use all property and materials with permission and care • Assist others when needed • Report unsafe behavior or conditions 	<ul style="list-style-type: none"> • Maintain personal space • Acknowledge and allow for the mobility needs of others • Maintain personal health and safety by avoiding alcohol, drugs, and weapons • Report unsafe behavior or conditions
Events	<ul style="list-style-type: none"> • Help create an environment where everyone can enjoy the activity. • Display school spirit in appropriate ways both at Kennett and at other facilities • Keep the area clean 	<ul style="list-style-type: none"> • Model positive behavior and acknowledge it in others • Stay in the designated area • Consume food, drink, and gum only in appropriate areas • Report unsafe behavior or conditions 	<ul style="list-style-type: none"> • Only use designated entrances and exits • In case of emergency, follow evacuation procedures • Maintain personal health and safety by avoiding alcohol, drugs, and weapons • Report unsafe behavior or conditions

DEFINITIONS & CONSEQUENCES

The following are definitions and expectations surrounding typical disciplinary consequences assigned. The list is not exhaustive.

DETENTION

Teacher:

Student stays under supervision of a teacher, before or after school, for a minor violation of school or classroom rules.

Administrative:

Student stays under the supervision of an administrator or designee, before or after school. After school administrative detentions are from 2:45pm – 4:45pm. Students are not allowed to participate in school activities on the day of the detention. Students are expected to work quietly during detentions. Saturday morning detentions may be assigned.

SUSPENSION

Suspension and Expulsion RSA 193:13

Note: the full RSA is available at the SAU office or at <http://www.gencourt.state.nh.us/rsa/html/XV/193/193-13.htm>.

Kennett High School supports, promotes and adheres to the full intent of NH RSA 193:13 Suspension and Expulsion of Pupils.

Excerpt: I.(a) The superintendent or chief administering officer, or a representative designated in writing by the superintendent, is authorized to suspend pupils from school for a period not to exceed 10 school days for gross misconduct or for neglect or refusal to conform to reasonable rules of the school.

Suspension – Internal (ISS):

Students stay under the supervision of a high school staff member for anywhere between one period and an entire day and are not allowed to participate in school activities on the day of suspension. Students report to the ISS classroom at the beginning of Block 5 and are dismissed at 4:45pm. Only the Principal or his/her designee may approve removing a student from ISS for a class during the school day. Students on modified schedules are required to stay in the ISS for the same period of time as their modified schedule. Teachers send work assignments to ISS but students are responsible for bringing a writing instrument and silent reading materials for use when their academics are completed. Lunch may be brought from home or an ISS lunch produced by the cafeteria may be purchased.

Suspension – External (OSS):

Students stay under the supervision of the parent/guardian and are not allowed on school property or to participate in school activities during the period of suspension. Students are allowed to complete missed class work, without penalty, within three days upon their return to school. In the case of an external suspension beyond five days, additional make up time may be granted. External suspensions that exceed ten days may be imposed in special circumstances by the superintendent.

Students who receive disciplinary consequences that require a student to arrive early or leave school late must be offered 24-hour notice in order to arrange transportation. Students are reminded that work, sports, clubs, driver's education, and social commitments are not excuses for failure to report to an assigned consequence. Students who are absent or dismissed on the day of an assigned consequence are required to serve their consequence on the next day they are in attendance. It is the student's responsibility to communicate with their parent/guardian regarding all disciplinary consequences. In the case of external suspensions school staff will attempt to directly contact the parents.

DUE PROCESS

Prior to the assignment of any administrative disciplinary consequences a student will be given a hearing with an administrator that will include:

- Statement of the charges [referral reason]
- Opportunity for the student to respond to the charges [referral]
- Statement by administrator of any consequences

APPEAL PROCESS

A student or parent/guardian of a student who has been internally or externally suspended from school for more than-two (2) days has the right to appeal that suspension to the principal; students or parents / guardians of a student will receive notification of the appeals process. All appeals of suspension must be made within 24 hours of notification of suspension. The appeal must be in writing and outline the specific reason for the appeal. The written appeal should be presented to the Principal's Secretary in the Main Office who will set an appointment time and date for the appeal hearing. The student will retain the right to attend school during the appeal process, unless his or her presence endangers the welfare of students, staff, or the orderly operations of the school. If the suspension is not overturned, it shall begin or continue the day after the student has been officially notified.

If he/she is dissatisfied with the outcome of the appeal to the principal, he/she may make an appeal to the superintendent of schools. A student who has exhausted all administrative appeals may appeal to the Conway School Board. All additional appeals of suspension made to the Superintendent or School Board must be made in writing within 24 hours of notification of suspension appeal denial.

Below are examples of student actions and the potential disciplinary consequences that may result:

DISCIPLINE DEFINITIONS & CONSEQUENCES

Minor Level = Classroom Managed – Refer to office only for repeated inappropriate behaviors that are not responding to teacher interventions and redirections. Three repeated minors should become a major referral that is sent as an office disciplinary referral (ODR).

Major Level = Office Disciplinary Referral (ODR) - Send an on-line ODR to the office. Send the student to the office also if they are disrupting the academic environment. Notify the main office immediately if the student's behavior is a safety concern.

BEHAVIOR	MINOR-LEVEL (classroom managed)	MAJOR-LEVEL (office managed)	TYPICAL CONSEQUENCES FOR MAJOR-LEVEL
Alcohol/ Drugs (Refer to School District Policies JFCH- Student Substance Abuse, JHC - Health Policy and JLCD-	No minor level	The use, possession, sale, or distribution of alcohol, other drugs, drug paraphernalia or any object utilized as drug paraphernalia on school property or	Refer to the consequences outlined in the school district policies JFCH and JHC. These can be found in the appendix or on the

<p>Administering Medication to Students)</p>		<p>at any school-sponsored function.</p> <p>Abuse of any medication or drug, including substances used as inhalants or used to cause mind or body altering effects.</p> <p>Over the counter and/or prescribed medicine <u>must</u> be registered with the school nurse who will establish a protocol for dispensing (see policy JFCH and JHC).</p>	<p>district website. They range from educational interventions to expulsion and contain additional stipulations for re-entry.</p>
<p>Arson</p>	<p>No minor level</p>	<p>Student plans and/or participates in the burning of property or persons.</p>	<p>OSS and police notification</p>
<p>Bomb Threat/ False Alarm</p>	<p>No minor level</p>	<p>Student plans, participates, or delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.</p>	<p>OSS and police notification</p>
<p>Building Security (Opening / Propping Doors)</p>	<p>No minor level</p>	<p>Student props open a door or otherwise allows a person or persons into the building during school hours (7:30 am – 2:20 pm).</p>	<p>Consequences range from education to OSS depending on level of involvement and details of offense.</p>
<p>Cheating/ Plagiarism (Refer to Student Guide To Cheating & Plagiarism in this handbook)</p>	<p>A first time incident, or a situation that is deemed to be a minor example of cheating (teacher's discretion), will be managed by the classroom teacher.</p>	<p>Multiple incidents within the same school year, or a situation that is deemed to be a major example of cheating (teacher's discretion), will be referred to the Vice</p>	<p>Refer to Academic Dishonesty policy in this handbook. Consequences range from make-up assignments to suspension depending on details of offense.</p>

	The teacher will communicate with the student's parents, school counselor, department head, and appropriate administrator.	Principal or the Vice Principal's designee. The teacher will communicate with the student's parents, school counselor, department head, and appropriate administrator.	
Combustibles (Use and/or possession)	No minor level	Student is in possession/use of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	Consequences range from detention to OSS depending on level of involvement and details of offense. Possible police notification.
Cut class (all or partial)	Student leaves class with permission but for an unreasonable amount of time.	Student repeatedly leaves class with permission but for an unreasonable amount of time or does not return OR student is absent from an entire class without permission OR student does not report to class and is found by staff and escorted to class for the remainder of the block.	Detention – In School Suspension
Cut teacher detention	No minor level	Student does not report to teacher-assigned detention.	Detention (administrative)

<p>Defiance/ Disrespect/ Non-Compliance</p>	<p>Student engages in brief or low-intensity failure to respond to reasonable requests, talking back, and/or delivering socially rude interactions.</p>	<p>Student refuses to respond appropriately to reasonable requests, talks back, and/or engages in socially rude interactions OR repeated violations of the minor-level behavior.</p>	<p>Consequences range from detention to OSS depending on level of involvement and details of offense.</p>
<p>Disruption</p>	<p>Student engages in brief or low intensity behavior that causes an interruption in the educational process or the normal routine.</p>	<p>Student engages in purposeful or persistent behavior that significantly interrupts the educational process or the normal routine OR repeated violations of the minor-level behavior.</p>	<p>Consequences range from education to OSS depending on details.</p>
<p>Dress code (Refer to School District Policy JFCA - Student Dress Code)</p>	<p>Student wears clothing that is not within the dress code, but makes immediate alterations to become compliant upon request.</p>	<p>Student wears clothing that is not within the dress code and cannot or will not alter to meet compliance with the dress code OR repeated violations of the minor-level behavior.</p>	<p>Detention</p>
<p>Electronics (Refer to KHS Expectations for Use of Personal Electronics and School District policy EGA-Student Internet and Network Access and CN- Internet/ Information Technology Access)</p>	<p>Student uses personal electronics during class time without teacher permission or outside of the guidelines provided by the teacher (ex. when, where, how long, intended purpose of use, volume level)</p>	<p>Repeated violations of minor-level behavior OR student uses personal electronics in an unsafe or inappropriate manner OR student engages in photograph, video or recording of members of the school community without prior administrative</p>	<p>Consequences range from education to OSS depending on details.</p>

		permission OR student violates the district internet and network access policies.	
Forgery/ Dishonesty	No minor for forgery. Student delivers a message that is untrue.	A student signs a person's name without that person's permission. A student knowingly delivers a message that is untrue or intentionally misleading. A student misrepresents himself/herself.	Detention or ISS depending on details.
Gang affiliation display	No minor level	Student uses gestures, dress, and/or speech to display affiliation with a gang.	Consequences range from education to OSS depending on the details.
Harassment/ Bullying/ Hazing (Refer to School District policies ACAB- Harassment, JICK-Pupil Safety and Violence Prevention and JICFA-Hazing) *Reports of hazing should be forwarded to the Vice Principal.	No minor level	Harassment- Student delivers sustained or intense disrespectful, unsolicited messages to another person that may include threats, intimidation, obscenities, negative comments based on race, religion, gender, age, ethnicity, disabilities, sexual orientation or other personal matters. Bullying -A student commits a single significant incident or a	Consequences range from education to OSS depending on the details. Possible police involvement.

		<p>pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which causes physical harm, property damage, emotional distress, interference with education, a hostile educational environment or substantially disrupts the orderly operation of the school.</p> <p>Hazing- insults, taunts, challenges or behaviors, whether verbal or physical in nature, which are likely to intimidate students, negatively influence student participation or otherwise control student access to sanctioned activities.</p>	
<p>Harassment/ Sexual (Refer to School District policy JBAA-Sexual Harassment and Violence)</p> <p>*Reports should be brought to the director of school counseling, Mrs. Murphy.</p>	<p>No minor level</p>	<p>Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.</p>	<p>Consequences range from education to OSS depending on the details.</p>

Inappropriate displays of affection	Student engages in brief consensual physical contact or gestures of a sexual nature. The act most often offends others or makes them feel uncomfortable.	Student repeatedly engages in brief consensual physical contact or gestures of a sexual nature OR a single incident of prolonged consensual contact of a sexual nature. The act most often offends others or makes them feel uncomfortable.	Consequences range from detention to OSS depending on the details.
Inappropriate language	Student engages in low-intensity non-direct instance of inappropriate language or offensive gesture.	Student directs inappropriate or profane language at another, especially if used aggressively OR repeated violations of the minor-level behavior.	Consequences range from detention (for repeated minor-level behavior) to OSS depending on details.
Inappropriate location	No minor level	Student is in an area without proper permission	Consequences range from detention to ISS depending on the details.
Late to class	Student arrives late to class after the bell without a pass.	Student repeatedly arrives late to class (3 times or more) without a pass.	Detention
Left class without permission	No minor level	Student leaves a class without staff member's verbal permission, a pass and/or properly signing out.	Detention
Left campus without permission	No minor level	Student leaves campus without proper dismissal	Consequences range from detention to OSS depending on the details.
Other (administration reserves the right to address any behavior that causes disruption in the	Student engages in a problem behavior not listed	Student engages in a problem behavior not listed	Consequence ranges from education to OSS depending on details.

academic environment, interferes with the smooth functioning of the building or poses a threat to the safety, well-being and rights of others in the school community)			
Physical contact	Student engages in low-intensity mutual horseplay or inappropriate physical contact with another person (such as kicking, hitting, pushing or play).	Student engages in a single significant incidence of mutual horseplay or inappropriate physical contact with another person (such as kicking, hitting, pushing or play) OR repeated violations of minor-level behavior.	Consequence ranges from education to OSS depending on details.
Physical aggression (Refer to School District Policy JFCI – Assault Policy)	No minor level	Student displays serious physical behavior with malicious intent where injury or damage may or does occur (such as hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	OSS and possible police involvement
Property misuse or damage/ Vandalism	Student uses property for a purpose other than it's intended use or in violation of adult directives OR Student unintentionally damages, disfigures or destroys property	Student deliberately damages, disfigures or destroys property OR repeated violations of the minor-level behavior.	Consequences range from detention to OSS depending on details. Restitution will be sought. Police will be notified.

	(request for restitution may be managed by the discipline or main office)		
Provoking a conflict	No minor level	Student employs mannerisms or language which conveys a challenge to fight.	Consequences range from education to OSS depending on the details.
Theft	No minor level	Student is in possession of, has passed on, or is responsible for removing another person's property without the owner's permission.	Consequences range from restitution to OSS and notification of police depending on details.
Threatening behavior	No minor level	Student verbally threatens another person.	Consequences range from detention to OSS depending on the details.
Tobacco (Refer to School District policy ADC – Tobacco Products Ban)	No minor level	Student possesses or uses a tobacco or nicotine product or paraphernalia on school property or at a school-sponsored event.	Consequences range from ISS to OSS depending on details. Police will be notified.
Truancy	No minor level	Student is intentionally absent for any part of or the entire school day without valid permission from parent/guardian.	ISS and potential police notification. May also involve legal action or referral to outside services.
Weapons (Refer to School District policy JFCJ-Dangerous Instruments and Weapons)	No minor level	Student possesses, on school property, a dangerous instrument, firearm, dangerous chemical, explosive device, or weapon (an instrument capable of inflicting bodily harm). Dangerous	Suspension for one year and police notification. Note: Superintendent has the authority to modify this on a case by case basis upon review of information.

		instruments are defined as items or implements which under the circumstances in which such instruments are used, attempted to be used, threatened to be used are readily capable of inflicting bodily harm or threat of same. This applies to the student's motor vehicle as well.	
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SEARCHES

(see full policy CA – Authority for School Searches)

The lockers, desks, and all furniture and equipment in the school are considered property of the school district; therefore, the principal or designated administrator has the right to inspect and search any part of the school at any time. People on school property or participating in school activities are subject to search and may have their backpacks, handbags, or other similar items, including, but not limited to, vehicles driven or parked on school property, searched by the school principal or designee when there is reasonable suspicion that the search will turn up evidence that the individual has violated, or is violating, either the law or school rules. The guidelines for those who refuse a search until proper law enforcement authorities can be summoned are as follows:

1. Person in question will be accompanied to the Vice Principal's office or other designated area with his/her belongings.
2. Person in question will be informed of intended search based on reasonable suspicion.
3. In the case of a student, an attempt will be made to notify the parent or legal guardian at the conclusion of the search.
4. If the person in question refuses to be searched or to have his/her belongings searched, they will be detained until the proper law enforcement authorities are summoned and the officials will continue with the search.
5. Students who refuse to be searched and /or leave the premises to avoid a search will receive the same consequences they would have received had they been found to be in possession of the intended search items.

SEARCHES - USE OF DOGS

The use of "sniffer" dogs trained for the identification of illegal substances will be permitted in the school to inspect the premises upon request by the building administrator with approval of the superintendent or the superintendent's designee. A qualified law enforcement agency and the principal or designated building administrator shall conduct such inspections. This policy will be published annually in the student handbook.

SUBSTANCE ABUSE VIOLATION RE-ENTRY PROCEDURE

(Refer to School Board policies JFCH- Student Substance Abuse and JHC - Health Policy)

KHS students suspended for violation of the district's alcohol or drug policies, excluding tobacco or nicotine product violations, will be re-admitted through the office of the Vice Principal or his/her designee. The student and parent/guardian must attend the re-admittance meeting. Prior to formally returning to school the student must, upon verbal and/or written request, present a written lab report indicating his/her negative results for alcohol and drugs (including marijuana) within the body. The cost of this test is the total responsibility of the student/family. *Repeated* violations will be referred to the Superintendent of Schools for an expulsion hearing.

CO-CURRICULAR ACTIVITIES

Co-curricular activities include any/all formally sanctioned school related activities, athletics, clubs, etc., that take place outside of the normal school day and are not directly linked to a course grade. As representatives of our school and community, participants are expected to demonstrate at all times the attributes of good sportsmanship, cooperation, respect and courtesy. A successful co-curricular program is measured by the positive impact it has upon the social, emotional, and physical growth of individuals and not by the quantity of awards, victories or recognitions.

Guiding Principles

The co-curricular programs at Kennett High School are designed to:

- Offer programs which meet the abilities, needs, and interests of a diverse student body and to facilitate the transfer of acquired skills and values into the classroom.
- Foster experiences which support the personal qualities of self-control, hard work, perseverance, fair play, cooperation, and cultural/intellectual awareness.
- Encourage the active support and participation of students, faculty, coaches, advisors, parents and all segments of the community,

thereby promoting pride, enthusiasm, appropriate group behavior and joy in expanding horizons.

- Offer co-curricular activities which explore potential career choices and offer intellectual stimulation.
- Demonstrate the importance of drill, practice, rehearsal and preparation toward a formulated goal or an improved level of performance.
- Inspire loyalty and support toward group goals.
- Afford the opportunity to deal with setbacks and to channel energy in positive direction by demonstrating that personal and group success can be achieved by a healthy life style.
- The student primary focus is on learning so after school help/make up work takes precedence over all activities and will be an excused absence unless the coach/advisor and the teacher involved agree otherwise.

CLUBS / GROUPS

ART CLUB

Do you like to work with art materials? The art club is designed to allow students the opportunity to explore a variety of art media. Students can create individual art, as well as group art projects. It is open to all KHS students. We meet once a week. For further information, please see Ms. Hall in the Art room.

DECA – DISTRIBUTIVE EDUCATION CLUBS of AMERICA

The Kennett High DECA club is a group of students that have an interest in marketing, business or developing their leadership skills. We meet every other week during most of the year, although we do meet weekly as we get close to the DECA State Convention. The club is open to all Kennett students and accommodations are always made for students that also participate in sports. The year typically begins with the Outward Bound Leadership Conference held in Nashua in October. Here students are able to take a number of leadership and team building workshops and also network with other DECA students from the state of New Hampshire. It is always a lot of Fun, a key word in DECA, and many new friendships are begun. Our club holds a number of fundraisers throughout the year. DECA students get to work in the school store, and prepare to participate in the State Convention, held each spring. Participants can choose to do a role-play, a written event, virtual business or be a member of the four-time defending state champion Kennett Quiz Bowl team. Membership in DECA is a big plus for students looking to enhance their college application or looking to impress a potential employer.

DRAMA

KHS drama has put on comedies, dramas, musicals, and mysteries with great success over the past few years! Actors and actresses wowed audiences with their professionalism in their recent productions. If you are interested in building performance technique, gaining self-confidence, making lasting friendships, and helping to put on a magnificent performance join the drama club! For more information, contact Mrs. Holly Fougere, Performing Arts Teacher.

Eagle HAWCS (health and wellness club students/staff)

The goal of the HAWCS is to provide fun, noncompetitive physical outlets for students at any ability level. Past activities have included: 5K walk/run, bowling, snowshoeing, KHS weight room, CPR/1st Aid certification, and the KHS ropes course. Activities are student-driven. Please see the nurses for more information.

FBLA (Future Business Leaders of America)

FBLA is a national organization for students interested in the world of business. Students learn about business and participate in several community service projects; past projects include Angels & Elves, American Cancer Society, Make a Wish Foundation, Thanksgiving pie baking, Jen's Friends and the Polar Express. Members may attend the one day Fall Leadership Conference at Daniel Webster College and the two day April Spring Leadership Conference in Manchester where students will compete against other NH FBLA students in business related competitions. New members are always welcome.

EDUCATORS RISING

Educators Rising is a national network of students and their teacher leaders who are inspired and excited by the teaching profession. We provide passionate young people with hands-on teaching experience sustain their interest in the profession and help them cultivate the skills they need to be successful educators. The club will meet 2-3 times a month to create and work on their academic projects to present at the state and national conferences, connect with accomplished teachers and gain skills to make a lasting difference in the lives of students. Educators Rising is an evolution of the Future Educators Association. For more information please contact Mrs. Murphy, Child & Educational Studies instructor.

ENVIRONMENTAL CLUB

Explore the natural world with the Kennett High School/Tin Mountain Conservation Center environmental club. Club members have an opportunity to plan and attend field trips and outings, including hikes and canoe trips exploring the fabulous natural resources of the Mount Washington Valley. Students will also get to discuss current environmental topics, both local and

national/international with regional scientific experts. In addition, interested students have the chance to increase their exposure to scientific field methods through ongoing research projects and summer internship/course credit opportunities with Tin Mountain Conservation Center. The club will meet in the morning and have events on weekends and evenings.

GTSA – GAY/TRANSGENDER/STRAIGHT ALLIANCE

This group is for students who want to support themselves, their friends and/or family. The group, which adheres to the “don’t ask” policy, meets every other week. For more information, please speak with your school counselor.

HOSA

Health Occupations Students of America (HOSA) is a national student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Attending the state conference, community service projects, and fundraising activities make this a worthwhile choice for students interested in a health career.

JAZZ CLUB

This group is for students who play any kind of band instrument and want to improve their jazz skills. It is open to students of all playing abilities although the ability to read music is needed. It meets once a week after school. Public performances and field trips are dependent upon level of interest and commitment.

KEY CLUB

Key Club International is the largest student-led community service organization in the world. Our club at Kennett is one of the largest in the New England District, and has been the top Key Club in the District for the last thirteen years in number of service hours and in charitable fundraising. Check out the trophy case in the lobby! We do many activities during the school year, including Polar Express, overnight leadership camps, bake sales, gift-wrapping, helping at the Dinner Bell, Adopt-a-Highway, and Camp Sunshine. For fun, we sponsor many dances, host the annual Wild Quack Festival Children’s Games, have the occasional all-nighter, and attend both the annual District Convention in April and the International Convention in early July. Membership is open to all students, and costs \$15 or less per year (subsidies provided based on need), which includes a subscription to Keynoter Magazine and lots of free give-aways and snacks! Meetings are held every Monday at 5 pm. For more information please speak with Jordanna Belle-Isle, Key Club President.

PROM COMMITTEE

A prom committee is established by the senior class during their senior year. The committee is in charge of planning their senior prom; arranging all the logistics for their big day. Prom Committee responsibilities include making recommendations to the class on location, menu, and theme. The committee holds fundraisers for the event and is in charge of ticket sales, decorations and advertising. For more information, please see your class advisor.

ROBOTICS CLUB

Programming and Robotics are the technologies of the future. Join the Robotics club to design, create and program robots then test them in VEX Robotics competitions. Our Robotics Team has competed in the 2013, 2014 and 2015 World Championships and are currently ranked 16th in the world in programming skills. During the year we host a multi-high school event having up to 60 teams at Kennett High School and we enter up to 5 competitions at other high schools in the region. It's fun, exciting and will help you develop current and marketable skills to get a job in the technology industry. If you have no experience, you can learn here. If you have taken one of the introductory Robotics or Programming courses then join us and have some fun. We meet at least once a week (more during competition season) and have offline group meetings via the internet. Please address any questions to Mr. Riddensdale.

SKILLS USA

The Skills USA Championships has been called the showcase of technical education. It recognizes career and technical students who excel in their occupational areas, as well as in the leadership development activities that are such an integral part of the Skills USA program in the classroom. This is a hands-on club that involves many career and tech courses. CAD Tech, Culinary, & Machine Tool/Welding, Automotive, Building Trades and Graphics are all part of the Skills USA program. In the past several years, Career and Tech students have done very well at the state level and national level. For more information, please see a Career Tech teacher.

STUDENT COUNCIL

The Kennett High School Student Council raises funds, and sponsors a variety of school-wide projects and functions every year - including Homecoming Week and Winter Carnival. Any students interested in serving on Student Council are invited to pick-up nomination papers in the main office each spring. Elections for student council officers, class representatives, and 10th-12th grade class officers (who are also KHS Student Council members-at-large) are held late in the spring. Freshman class elections take place in the early fall. The KHS Student Council meets regularly throughout the school year – usually once a week before school.

TRI-M MUSIC HONOR SOCIETY

New members are inducted into the Tri-M Music Honor Society during the spring of their junior year based on their GPA in Music and their overall GPA. Members are expected to participate in various activities throughout the year including cultural experiences and meetings. Students are expected to maintain the required GPA throughout their membership. At the time of graduation, active members will receive Tri-M Music Honor Society stoles to wear at their graduation ceremony. For more information, see Dr. Davison.

WILDERNESS YOUTH LEADERSHIP DEVELOPMENT (WYLD)

Meeting weekly after school, Wilderness Youth Leadership Development (WYLD) gives students the opportunity to strengthen their leadership skills, have a say in how to improve school climate, and plan and participate in outdoor adventure activities. Activities are inclusive and student-driven. For more information, speak to the-School Assistance Program (SAP) facilitator.

YEARBOOK COMMITTEE

Students work together to produce a high-quality publication for students to purchase at the end of the year that reflects the many interests and events of Kennett High School. There are numerous components of a yearbook, which require students skilled in many areas, including photography, graphic arts, creative writing, and communication. Your participation is welcome no matter what level of experience you have.

SPORTS

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country (Boys & Girls) Field Hockey (Girls) Football (Boys) Golf (Boys & Girls) Mountain Biking (Boys & Girls) - <i>club sport</i> Soccer (Girls) Soccer (Boys) Spirit Team Volleyball (Girls)	Alpine Skiing (Boys & Girls) Basketball (Girls) Basketball (Boys) Ice Hockey (Boys) Nordic Skiing (Boys & Girls) Ski Jumping (Boys & Girls) Cheerleading Team Unified Basketball	Baseball (Boys) Tennis (Boys) Tennis (Girls) Track and Field (Boys & Girls) Softball (Girls) Lacrosse (Boys) Lacrosse (Girls) – <i>club sport</i>

EDUCATIONAL OPPORTUNITIES

ASP: Advanced Studies Program at St. Paul's School

The Advanced Studies Program is open to New Hampshire public high school students who are entering their senior year. The ASP is a five and a half week summer program in which all students take a “writing workshop” class and another “major” class of their choice. Students can choose from over 20 major classes, including Law & Government, Mass Media, Ecology, Political Violence and International Terrorism, Marine Biology and many others. The writing workshop class is designed to focus on the college essay and ideally, students leave the class with one significantly revised essay that could possibly be used as his or her college essay, in addition to several other essay drafts. Students live on-campus in dormitories at the St. Paul's School in Concord, NH. While the academic environment is intense, students have free time on both the weekdays and weekends to spend how they like. Fun events are planned on the weekends, such as professionally DJed dances, talent shows, movie nights, and karaoke nights. Sports are required at the ASP and students have a variety of options, including crew, soccer, basketball, personal fitness, swing dancing, Pilates classes and much more. Qualified students will receive a letter in the fall of their junior year inviting them to apply to the ASP. Students must complete a lengthy application process, much like applying to college, including an essay, an interview, getting recommendations and applying for financial aid, if necessary. Students are notified around April 1st if they are accepted. For more information, please contact the school counseling office.

French Honor Society

New members are inducted into the French Honors Society each fall based on their GPA in French and their overall GPA. Members are expected to attend meetings and participate in community service. Students are expected to maintain the required GPA throughout their membership. At the time of graduation, active members will receive French Honors Society cords to wear at their graduation ceremony. For more information, see Mrs. Dirubbo in Room A225.

German Honor Society

New members are inducted into the German Honors Society each spring based on their GPA in German and their overall GPA. Members are expected to participate in various activities throughout the year including cultural experiences and meetings. Students are expected to maintain the required GPA throughout their membership. At the time of graduation, active members will receive German Honors Society cords to wear at their graduation ceremony. For more information, see Herr Wong.

HOBY: Hugh O'Brien Youth Leadership Conference

The Hugh O'Brien Youth Leadership Conference is an opportunity for sophomore students. During your sophomore year, applications will be accepted to attend the conference, which usually takes place over Memorial Day weekend. In the past three years, only one student from the tenth grade class was chosen to attend. The conference is named after Hugh O'Brien, a man devoted to giving kids opportunities to excel more than they thought they could. This conference is a fun-filled weekend devoted to making you a better leader, meeting new people and learning to be enthusiastic. Another appealing part to HOBY is that you get to experience a college like atmosphere for a weekend with some of the best people you will ever meet. One of the best parts of HOBY is that you learn how to interact with peers as determined as you to succeed. For more information, please contact the school counseling office.

National Honor Society

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

Students in the 11th or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.85 or better. Those students who meet this criterion are invited to complete a Candidate Packet that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty and community are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the submitted Candidate Packet are carefully reviewed by the Faculty Council to determine membership. ***A majority vote of the Council is necessary for selection.*** Candidates are notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony is held in October at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held either weekly or biweekly during the

school year, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Lindsay Cole or view the chapter website linked directly from the Kennett home page.

National Technical Honor Society

The Mount Washington Valley Career and Technical Center Chapter of The National Technical Honor Society recognizes outstanding student achievement in career and technical education. The criteria for induction includes: CT program concentrator, 80 or better overall academic average with no failing grades; 88 or better overall average in all Career & Technical courses with no failing grades, active member of a CTSO, and demonstrates the MWVCTC Standards of Professionalism. Once inducted, it is necessary for the student to maintain the standards and behaviors that led to his/her induction.

Rotary Youth Exchange

Every year, the North Conway Rotary Club sends up to two students abroad for their junior year. Students go through a lengthy application process at the end of their sophomore year, make travel plans and decide upon a country of their choice. Rotary Youth Exchange is an incredible experience. Most students who have participated do not regret their decision. It's a chance of a lifetime to become fluent in a foreign language, explore the world, and become an ambassador, representing your school, your community, your state and the United States. You share your ideas and culture while learning from the people with whom you meet and live. Exchange students attend school, stay with host families and learn a completely new way of life. For more information, stop by the school counseling office.

RYLA: Rotary Youth Leadership Awards Conference

The RYLA Conference is open to qualified sophomore students in June, usually right after final exams. The RYLA Conference takes place at Lyndonville State College in Lyndonville, Vermont and is a three-day/two-night conference that brings together students entering their junior year who have demonstrated exceptional leadership abilities. Throughout the weekend, students attend a variety of workshops about leadership, participate in several fun activities, including an afternoon at the college ropes course and the annual Saturday night talent show. Students stay on campus in dormitories and have a roommate for the weekend. All meals and two t-shirts to wear for the weekend are provided. The North Conway Rotary Club pays for the conference. Qualified students will be invited to apply for a spot at the conference sometime in the fall of their sophomore year. Applications are read and selected by members of the North Conway Rotary Club and students are notified if they are accepted sometime around Christmas. For more information, please see the school counseling office.

Spanish Honor Society

New members are inducted into the Spanish Honor Society each spring based on their GPA in Spanish and their overall GPA. Students are expected to maintain the required GPA throughout their membership. Officers are elected in the fall of each year by the membership. Members are expected to participate in various activities throughout the year including cultural experiences and meetings. At the time of graduation, active members will receive Spanish Honor Society cords to wear at their graduation ceremony. For more information, see Herr Wong.

Youth and Government

Youth and Government is a mock state legislative program that is sponsored by the Carroll County YMCA. Each year in March or April, Kennett sends a delegation of up to twenty students to serve in a variety of positions in state government including governor, executive councilors, legislators, Supreme Court justices and lobbyists. Students are required to submit bills, which are considered during the two-day program. For more information, speak with Mrs. Meserve.

School Board Policies – To view the Conway School District Policies please visit: http://www.sau9.org/school_boards/conway/policies/