Woodsville High School

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SAU #23-HAVERHILL COOPERATIVE SCHOOL DISTRICT

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Rosalie N. Farr, School Counselor
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DISTRICT SCHOOL BOARD

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TABLE OF CONTENTS

HCSB Statement of Purpose and Non-Discrimination Policy **p. 3**

Woodsville High School Portrait of a Graduate **p. 4**

School Calendars, Daily Bell Schedules **p. 5-10**

Student Handbook

Section 1: Academic Rules and Expectations **p. 11-14**
Grading Scale, Credits, Graduation Requirements

Section 2: Student Conduct and Expectations **p. 15-26**
Code of Conduct, Discipline, Bus Regulations, Dress Code
Electronics Illicit Substances, Weapons, Acceptable Use Policy,
Sexual Harassment and Title 9, Transgender Policy,
Bullying and Harassment, Anti-Hazing Policy

Section 3: Attendance **p. 27-28**

Section 4: Co-Curricular Activities and Eligibility **p. 29-30**
Expected Conduct, Academic Eligibility,
Attendance for Co-Curricular Activities, Physical Examinations

Section 5: General Information **p. 31-34**
Alma, Bus Evacuations, Dances, Engineer Time
Safety Drills, Lockers, Residency, Roundhouse,
Student Publications, Textbooks, Vehicles, Visitors

Section 6: Student Health and Wellness **p. 35-36**
Nurses Office, Health, Immunization Requirements,
Communicable Diseases, Health Information, Health Records
Medications

Section 7: Guidance Services **p. 37**
Student Records, Directory Information

Section 8: National Honor Society **p. 38**

Section 9: Staff and Faculty Directory **p. 39-40**

Section 10: Policy Appendix **p. 41-42**

HCSB Statement of Purpose

The Haverhill Cooperative School Board wants to develop well-prepared young people by providing a challenging program of studies and extra-curricular activities that encompass the varied learning styles of our children. It is our expectation that the graduates from our school system:

1. Are confident and have good social skills.
2. Are connected to and serve their communities.
3. Have demonstrated a mastery of their chosen course of study.
4. Are responsible, ethical citizens.
5. Have developed strong work habits and organizational skills.
6. Are effective communicators in both written and oral skills.
7. Are technologically proficient.

HCSB Nondiscrimination Policy

The Board is committed to a policy of nondiscrimination in relation to age, race, color, religion, country of origin, marital status, and gender. In keeping with the requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; on educational opportunities and services offered students, in their assignments to schools and classes and in their discipline; in location and use of facilities; and in educational offerings and materials.

District Title IX Coordinator

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WHS PORTRAIT OF A GRADUATE

1 AN EFFECTIVE COMMUNICATOR AND COLLABORATOR.

Students will develop communication skills that facilitate their ability to work collaboratively with others in a variety of contexts.

2 A CRITICAL AND CREATIVE THINKER.

Students will demonstrate critical thinking, creativity, and curiosity in solving problems and expressing innovative ideas.

3 A RESPONSIBLE AND EMPATHETIC GLOBAL CITIZEN.

Students will be empathic, responsible, active members of the local and global community who respect and value the unique perspectives and differences of others.

2026-2027 SCHOOL YEAR CALENDAR

BENTON, HAVERHILL COOPERATIVE, KSS & FPS

AUGUST — 5

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	4
31					1

8/10- New Staff Orientation
8/18-20 - Professional Dev.
8/25 - First Day of School

SEPTEMBER — 20

M	T	W	TH	F	
31	1	2	3	4	3
7	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	5
28	29	30			3

9/4 - Haverhill Prof. Dev. Day - No School
9/7 - Labor Day-No School

OCTOBER — 20

M	T	W	TH	F	
			1	2	2
5	6	7	[8]	9	4
12	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	30	5

10/8 - Parent Conferences - 1/2 day
10/9- SAU Wide PD Day
10/12 - Columbus Day- No School

NOVEMBER — 17

M	T	W	TH	F	
2	3	4	5	6	5
9	10	11	12	13	4
16	17	18	19	20	5
23	24	25	26	27	2
30					1

11/11 - Veterans Day - No School
11/25-27 - Thanksgiving Recess - No School

DECEMBER — 14

M	T	W	TH	F	
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	0
28	29	30	31		0

12/21-31 - Holiday Recess - No School

JANUARY — 18

M	T	W	TH	F	
				1	0
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	3
25	26	27	28	29	5

1/1 - Holiday Recess - No School
1/18 - Martin Luther King Day - No School
1/22 - Haverhill Prof. Dev. Day - No School

FEBRUARY — 14

M	T	W	TH	F	
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	4
22	23	24	25	26	0

2/15 - Presidents' Day - No School
2/22-26 - Winter Vacation - No School

MARCH — 22

M	T	W	TH	F	
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	[18]	19	4
22	23	24	25	26	5
29	30	31			3

3/18 - Parent Conferences - 1/2 day
3/19 - SAU Wide PD Day

APRIL — 17

M	T	W	TH	F	
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	0
26	27	28	29	30	5

4/19-23 - Spring Vacation - No School

MAY — 20

M	T	W	TH	F	
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
31					0

5/31 - Memorial Day - No School

JUNE — 13

M	T	W	TH	F		
	1	2	3	4		4
7	8	9	10	11	12 - WHS Grad	5
14	15	16	[17]	18		3
21	22	23	24	25		0
28	29	30				0

6/17 - Last day of school - Student Early Release

6/12 - Tentative WHS Graduation

Days/Month	
5	August
20	September
20	October
17	November
14	December
18	January
14	February
22	March
17	April
20	May
13	June
180	Instruction Days

June *17-24* will be used as make up days for snow days
[ ] = Early Release Days = No School

Early Release Days
Holidays
Professional Dev. Days
Vacation Days
Early Release - Parent Conferences

Revised:

Regular Day Bell Schedule

Bell Schedule 2026-2027	
Tuesday, Wednesday, Thursday, Friday	
Doors Open	7:25
Report to class	8:10-8:15
Block 1 8:15-9:35	
Block 2 9:40-11:00	
Engineer Time	11:00-11:23 Main Lunch
	11:25-11:48 KSS/French Pond Lunch
	11:50-12:15 Band/Chorus Lunch
Block 3 12:15-1:35	
Block 4 1:40-3:00	
Teacher Office Hours	3:00-3:30

Monday Schedule 2026-2027	
Roundhouse and Assembly Day	
Doors Open	7:25
Report to class	8:10-8:15
Block 1 8:15-9:20	
Block 2 9:25-10:30	
Roundhouse **10:35-11:00**	
Engineer Time	11:00-11:23 Main Lunch (All Grades)
	11:25-11:48 KSS/French Pond Lunch
	11:50-12:15 Lunch Band/Chorus Lunch
Block 3 12:15-1:20	
Block 4 1:25-2:30	
Assembly Time 2:35-3:00	
Teacher Office Hours	3:00-3:30

Early Release Bell Schedule 2026-2027	
Doors Open	7:25
Report to class	8:10-8:15
Block 1 8:15-8:55	
Block 2 9:00-9:40	
Block 3 9:45-10:25	
Block 4 10:30-11:10	
Lunch for All 11:15-11:45	
Dismissal: 11:45	

Delayed Opening Bell Schedule	
2026/2027	
Doors Open	9:25
Report to class	10:10-10:15
Block 1 10:15-11:15	
Lunch (All) 11:18-11:48	
Block 2 11:50-12:50	
Block 3 12:55-1:55	
Block 4 2:00- 3:00	

2026-2027 Academic Calendar

Semester 1	Begins: 8/25/2026	Ends: 1/21/27
	Grades Close	**Grades Sent**
Progress Report 1:	09/25/2026	09/30/2026
Progress Report 2: End of Quarter 1	10/30/2026	11/03/2026
Progress Report 3:	12/11/2026	12/14/2026
Report Card (S1):	01/21/2027	1/26/2027

Semester 2	Begins: 1/25/27	Ends: 6/17/27
	Grades Close	**Grades Sent**
Progress Report 5:	03/05/2027	03/9/2027
Progress Report 6: End of Quarter 3	04/02/2027	04/06/2027
Progress Report 7:	05/14/2027	05/18/27
Report Card (S2):	06/17/27 (Tentative Last day of school)	06/19/27

No Progress Reports at Quarter Dates

PROGRESS REPORTS/REPORT CARDS
Grades will be available for viewing on ALMA continuously throughout the school year. Teachers will update grades on a weekly basis. At progress report time, teachers will send a progress update note with specific information about each student's progress.

MARKING PERIODS- COMPLETION DATES: These dates are based on our current calendar, but may change in the event of cancellations, snow days etc.

Section 1: Academic Rules and Expectations

Academic Grades and Work Study Practices

Grading Scores:	Description
93-100	**Masters Competency**
85-92	**Applies Competency**
70-84	**Abstract Understanding of Competency (Passing)**
60-69	**Approaching Competency**
IWS	**Insufficient Work Shown**

Assessment Methods: Summative assessments measure student learning for each competency and will vary by department. While maintaining consistency, departments will select the most appropriate methods to measure each subject's competencies. Specific grading details for each class will be included in the course syllabus. The mean of summative assessments will account for 80% of the final grade.

Competency Recovery: If a student does not pass one or more competencies for a course, they will receive a final grade of Not Yet Competent (NYC). They must recover each failed competency through an alternative method, such as an online module or a teacher-directed project. Upon successful completion, the NYC grade will be replaced with the actual final course grade earned, and competency recovery will be noted on the transcript.

Course Credit: To receive credit for a course, all competencies must be passed.

Credit Recovery: If a student does not receive a passing overall course grade, they must recover the credit by repeating the course at Woodsville or registering for an approved online program. In order to access credit recovery for a given course, the student must achieve at least a 60 in the course.

Formative Assessments: These are part of the learning process and will be evaluated as "Complete" or "Incomplete." The completion percentage of formative assessments will constitute 20% of the final grade.

Late Work: All assessments must be completed on time. If a student's assessment is 5 days past due, the student will be required to attend "On-Track" during Engineer Time until it is completed.

Numerical Scores: Numerical scores between 60 and 100 will be used for summative assessments and final grades. For example, an 88 would be slightly above "Applies Competency".

Pass/Fail: Pass/Fail Courses are courses where traditional grading does not apply, and therefore a designation of Pass/Fail is set. Pass/Fail Courses do not count towards GPA calculations. The following courses are measured as pass fail: ELO (extended learning opportunities), Mentoring and JAG (Jobs for America's Graduates).

Reassessment- All students may redo/retake a summative assessment to achieve competency. Students have two weeks (except at the end of the semester when ALL

work must be completed) from the date of the initial assessment to develop a teacher-approved plan of relearning and complete the reassessment. *(Running Start & AP courses are excluded).*

- The teacher will require the student to provide a written or verbal plan of relearning before work can be redone.Plans must be approved by the teacher before a redo/retake can occur. Relearning plans may include, but not limited to:A calendar in which students list day-by-day what they will do to prepare for the redo, Day(s) they may stay late /arrive early to be re-taught the material by their teacher; Reflections or other additional requirements determined by the teacher.
- Summative assessments may be retaken no more than twice if relearning requirements are not met and the student does not meet competency (70).
    - If the relearning plan has not been adequately followed, the teacher has the discretion to not allow a retake until it has been, or when the two-week window closes.
- Once competency has been achieved on a summative assessment, the student may have one more re-do to try to improve the grade. The student initiates the process by indicating a desire for a reassessment. This must be done within 5 school days and an appropriate relearning plan must be completed satisfactorily.
- Teachers reserve the right to give alternative versions of the original assessment for the redo/retake.

Rounding: All course grades will be rounded to the nearest whole number grade, using standard rounding procedures.

Honor Roll and Principal's List: An honor roll is posted at the end of each semester and students will be recognized at an assembly for their achievements.

- **Principal's List**: Recognizes any student who has attained at least a (93) in all academic subjects for the marking period.
- **Honor Roll**: Recognizes any student who has attained at least an (85) in all academic subjects for the marking period.
    - Students with an IWS (Incomplete Work Status) at the end of a marking period are ineligible for the Honor Roll or Principal's List.

Woodsville High School Academic Diplomas

All students are expected to work towards a Woodsville High School Academic Diploma, requiring 27 credits. The distribution is as follows:

Subject	Units
English	4
Mathematics	4
Science (including Physical Science, Biology, and one elective)	3
Social Studies (including US History, World, Government/Civics)	3
Economics	1
Personal Finance	0.5

Physical Education	1
Career and Technical Education	1
Computer Literacy (including Keyboarding proficiency plus Computer Apps and/or Advanced Computer Studies)	1
Fine Art	0.5
Health	0.5
Electives ***	7.5

***Electives include any courses from the school curriculum guide not used to meet other distribution requirements.

Credit and Graduation Requirements

- **1 full unit of credit**: Earned for completing a semester-long 80-minute class with a grade of 70 or better.
- **1/2 unit of credit**: Earned for completing a quarter-long 80-minute class that meets every day with a grade of 70 or better.

Woodsville High School Athletics PE Credit-In order to offer as much flexibility in scheduling for Woodsville High School students, WHS will be allowing students to earn up to ½ of a PE credit for participating in extracurricular athletics at Woodsville High School. The credit will only be awarded senior year to meet graduation requirements in lieu of a ½ credit PE course. Students must be pre-approved based on the prerequisites which can be found in the guidance office. They should also understand that the Athletics PE Credit is a privilege and will not be granted to all students.

Academic Diploma with Distinction

To earn an Academic Diploma with Distinction and be deemed **New Hampshire Scholars**, students must:

- Challenge themselves with a college-preparatory or higher-level curriculum from their sophomore year onward.
- Complete their high school career with 27 or more credits and no failing final grades.
- Meet the following distribution:

Subject	**Units**
English	4
Mathematics	4
Science (including Physical Science, Biology, and two electives with lab)	4
Social Studies (including US History, World, Government/Civics)	3
Economics	1

Personal Finance	0.5
World Language	2
Physical Education	1
Career and Technical Education	1
Computer Applications (including Keyboarding proficiency plus Computer Apps and/or Advanced Computer Studies)	1
Fine Art	0.5
Health	0.5
Electives ***	5

***Electives include any courses from the school curriculum guide not used to meet other distribution requirements.

Alternative Diploma

Students at risk of not completing WHS graduation requirements after at least two years may pursue an alternative diploma by acquiring 20 credits as per New Hampshire's Minimum State Requirement. Administration and the Guidance Counselor will make recommendations to students and families.

Promotion Standards

Grade Level	Requirement
Sophomore Status	5 credits plus successful completion of one unit in English
Junior Status	12 credits plus successful completion of a second unit in English
Senior Status	Passed English during the previous year and can complete the remaining graduation requirements within the upcoming school year

Graduation Participation

Students who do not meet graduation requirements before the scheduled date will not be permitted to participate in commencement exercises or receive a diploma until requirements are fulfilled. A diploma for that graduation year will only be issued if requirements are fulfilled before the next academic year starts.

Special Graduation Titles

At the end of grade 12, the top four honors are awarded to the students who have a class rank of 1 (valedictorian), 2 (salutatorian), 3, and 4 respectively in their graduating class. In addition to these honors, the following titles are awarded at graduation to any student who meets one of the following sets of criteria:

- **Summa Cum Laude**: Cumulative GPA of 100.
- **Magna Cum Laude**: Cumulative GPA of 98-99.

- **Cum Laude**: Cumulative unweighted GPA of 95-97.

To be eligible for these distinctions, students must:

1. Attend Woodsville High School for their final three semesters.
2. Be designated as a New Hampshire Scholar.
3. Meet the GPA criteria based on calculations following the first semester of their senior year.

These titles reflect a student's overall academic excellence throughout their high school career, recognizing and honoring their hard work and dedication.

Additional Policies

- **Full-Time Enrollment**: Students must be enrolled as full-time students at WHS or in combination with another pre-approved educational provider in order to obtain a Woodsville High School Diploma.
- **Transfer Students**: Must present an official transcript from an approved or accredited high school or home-school program for review. WHS reserves the right to deny acceptance of any unsubstantiated credits or competencies.
- **Extended Learning Opportunities**: Available for credit or enrichment, must be pre-approved.
- **Credit Recovery**: Available for students who failed a course with a 60 or better, through summer school or Distance Learning Lab (DLL).
- **Add/Drop Procedure**: Schedule changes only allowed with teacher recommendation or school administration discretion, within the first ten hours of class meeting time.
- **Home-Schooled Students**: Can enroll as part-time students for enrichment but will not receive WHS credit, only a Pass/Fail grade and a "Certificate of Completion".
- **Alternative Credits-** Woodsville High School does not allow students to take outside coursework that is offered at WHS. Enrollment in any outside course, including VLACS, must be pre-approved in order to be considered for WHS credit.

Section 2: Student Conduct Rules and Expectations

Woodsville High School Code of Conduct

The intention of the Code of Student Conduct is To create an optimal learning environment where students are encouraged to be **Kind, Safe, Responsible, and Creative.**

- To ensure the safety and welfare of all school community members.
- To guide staff in promoting academic and social responsibility.
- To establish fair and consistent disciplinary procedures.
- To prevent the majority from being penalized for the actions of a few.
- To inform students about school rules, regulations, and procedures.

Student Rights:

- Right to receive an education regardless of race, religion, gender, creed, sexual orientation, or national origin.
- Right to attend school in their district or as assigned by the School Board.
- Right to a safe and healthy learning environment where individuality is valued.
- Right to be informed of school rules and procedures.
- Right to fair, consistent, and appropriate treatment in disciplinary matters.
- Right to due process in suspension cases.

- Right to advocate for change peacefully.

Student Responsibilities:

- Regular attendance and punctuality, demonstrating Kindness, Safety, Responsibility, and Creativity.
- Cooperation in maintaining a safe school environment.
- Diligence in schoolwork, timely completion of assignments, respect for school property, and striving for self-improvement.
- Adherence to school behavior rules and regulations that promote Kindness, Safety, Responsibility, and Creativity.
- Neat and appropriate attire that does not distract oneself or others.
- Utilization of due process for grievances, ensuring fairness and respect for all.
- Respect for others' rights during expressions of freedom (speech, assembly, petition).

Disciplinary Responsibilities:

- **Administration:** Steps include conferences, parent/guardian contact, detentions, social probation, in-school and out-of-school suspensions, and referrals to higher authorities or police depending on the severity.
- **Classroom Teacher:** Can assign detentions, assign students to “On-Track”, issue warnings or reprimands, and send disciplinary issues to administration if necessary.
- **Support Staff-** Support staff will report behavior concerns to the classroom teacher or administration depending on the situation and location of the incident. Support staff are not to administer disciplinary actions except those outlined in a specific student plan.

Potential Disciplinary Actions:

Administrative Detention: Held Mondays and Thursdays from 3:00 - 4:30PM in the library for tardiness, discipline issues, or classroom removal. Failure to attend results in In-School Suspension (ISS).

Restorative Practices: Will be used as alternatives to traditional discipline when appropriate, involving Kind, Safe, Responsible, and Creative resolutions with student, teacher, administrator, and family. All parties involved must agree to the plan before it will be implemented.

Suspension from School: In School Suspension (ISS) or Out of School Suspension (OSS) requires completion of missed work; students cannot attend school functions until reinstated. Teachers and staff are required to provide learning opportunities and assignments to students who are missing class due to a suspension.

Bus Regulations

Riding the school bus is a privilege and not a right. We ask that all students follow the expectations below:

- Arrive at the designated stop 5 minutes before the scheduled pick-up time.
- Follow all directions from the bus driver promptly.
- Observe school rules, including being kind, safe and responsible.

- Refrain from eating, drinking, smoking, or using tobacco products.
- Keep the bus clean and avoid littering.
- Avoid disruptive behavior, including inappropriate language.
- Not bring weapons, pets, glassware, flammables, or oversized projects.
- Be aware that video and/or audio surveillance may be used.

Understand that misbehavior jeopardizing safety may lead to disciplinary action, possibly losing bus riding privileges. Disciplinary actions on the bus will be handled by Woodsville High School Administration. The team at Butler Transportation, including the managers and drivers, will report misconduct to the administration. The bus driver can assign seats, and change assigned seats at any time.

Cheating, Plagiarism, and Artificial Intelligence

- **Cheating**: If a student furnishes or receives information from unauthorized sources during tests, examinations, or certain assignments, they will receive a "IWS" for that work and face disciplinary action for cheating.
- **Plagiarism**: According to Webster's Ninth New Collegiate Dictionary, plagiarism is "the stealing and passing off as one's own the ideas or words of another." This includes using online translators, as their work is not the student's own. The use of Artificial Intelligence (AI) platforms, such as ChatGPT, is considered plagiarism unless it is properly cited and approved for the specific assignment. All assignments may be checked for the use of AI, which will be treated as plagiarism.
- **Proper Citation**: It is the student's responsibility to properly cite all sources. This includes websites, peers, publications, and online translators. Students should consult their teacher for guidance on proper citation practices.
    - **First-Time Offenders**: Students caught plagiarizing for the first time will have the opportunity to attend a one-hour educational session with a designated Woodsville High School faculty member. The session will cover plagiarism, proper citation, paraphrasing, and note-taking techniques. Attendance at this session is optional, but failure to attend will result in an In-School Suspension (ISS). Students must attend the next scheduled session, and those who fail to do so will serve an ISS the following school day.
    - **Repeat Offenders**: Repeat offenders will not be offered the educational session and will face additional disciplinary action.

Dress Code

The Woodsville High School dress code aims to foster a safe, respectful, and inclusive environment conducive to learning. It encourages students to demonstrate kindness, responsibility, and creativity through their attire.

General Guidelines:

- **Neatness and Cleanliness**: Students are expected to wear clean clothing that is in good repair and fits properly, reflecting personal responsibility and respect for the school community. Clarkie's Closet provides access to clothing, and washers/dryers are available if needed.
- **Professionalism**: Clothing must appropriately cover the body. Tops should cover the torso, and bottoms should be of appropriate length to promote a respectful atmosphere.
- **Safety**: Clothing and accessories should not pose safety risks. Items referencing drugs, alcohol, or

violence (e.g., spikes, chains, costume masks) are prohibited to maintain a secure learning environment.
- **Respectful**: Attire should not display offensive language, images, or slogans that promote violence, substance abuse, or discrimination, demonstrating kindness to all community members.
- **Creativity**: Students are encouraged to express creativity through attire within these guidelines, contributing to the school's cultural diversity.

Additional Guidelines:

- Suitable footwear must be worn at all times.
- Pajama pants, nightgowns, sweatpants, etc., are prohibited
- Other styles or types of clothing or makeup not mentioned may also be deemed inappropriate.

Enforcement:

- Students found violating these guidelines may be allowed to remain in school if they change or remove the inappropriate attire.
- Continued violations or refusal to comply may result in disciplinary action, including suspension, as determined by the administration.

This dress code is designed to create a positive school environment where all students feel valued and respected. The administration retains the final decision regarding the appropriateness of student attire, ensuring a consistent application of these guidelines.

Electronic Devices

Woodsville High School Personal Electronics Expectations and Procedures 2026-2027

With the passage of the Cell Phone and Personal Electronic Devices ban for all schools in New Hampshire, we are making adjustments to our procedures at Woodsville High School in order to ensure we are giving students the best possible learning experience. Please be aware that the only electronic devices allowed to be used between the hours of 8:00am and 3:00pm are school issued chromebooks.

Upon entry, all students will be expected to put their phones, smart glasses and any other personal electronic devices into the locked cabinets. Students will be able to retrieve their device(s) at the end of the school day or upon leaving the building. We will have a box for each grade level, as well as a box for River Bend students and a special box for students arriving late to school.

Students are not allowed to use their devices from “Bell to Bell” meaning they cannot use them for any purpose during the school day, including lunch, Engineer Time, etc. However, when students are leaving campus such as to go to River Bend, Senior Privileges, Athletics Events or other Extra-Curricular Activities, they will be allowed to take their device with them. Off-Campus Field Trips will be at administrators discretion.

Although we will have the locked boxes, students are encouraged to leave their devices at home, or locked in their car here at school. As always, we will trust and encourage students to make their own decisions.

In the event a student is using a device during the school day, without an extenuating circumstance, we will use the following procedure:

First Violation:

- Student Device(s) will be confiscated, and locked in the front office.
- Student will pick it up at the end of the day.
- Parents will be notified by administration
- Students will be subject to a metal detector check upon entry for 2 weeks following.

Second Violation

- Student Device(s) will be confiscated, and locked in the front office.
- Parent/Guardian will pick it up at the end of the day or as soon as possible.
- Student will be assigned to Lunch Detention on the Bench for the following week.
- Student will be subject to metal detector screenings for the remainder of the school year.

Third Violation: (and any subsequent violation)

- Student Device(s) will be confiscated, and locked in the front office. Pickup for the device will be arranged with the parents.
- Parent/Guardian and Student will be scheduled for a Meeting with School Administration. This meeting will be scheduled based on the administrators schedule.
- Students will be assigned additional consequences during the meeting with administration, which could include detentions, restorative practices and the potential for suspension.

As this is a new procedure, please understand that we may need to revisit this procedure at some point during the school year. In the event of a change, families and students will be notified in writing in a timely manner.

Illicit Substances

At Woodsville High School, students are strictly prohibited from using or possessing drugs, alcohol, tobacco, and nicotine on campus at any time. Violations will be addressed by school administration and, when necessary, involve law enforcement.

To enhance student support efforts, vape detectors have been installed on campus. When triggered, these devices allow us to identify the responsible individual(s) through our security system. Upon detection, the student(s) involved will be met with, their devices confiscated (with search if necessary), and their family contacted.

Possession or consumption of alcohol, nicotine, tobacco, drugs, or any other substances is grounds for disciplinary action as outlined in the school handbook. Consequences typically include suspension (in-school or out-of-school), future search plans, development of cessation strategies, and referral to substance abuse prevention programs. Athletes found in violation are subject to team dismissal.

Public Displays of Affection

Public displays of affection at WHS are limited to hand-holding or occasional "friendship hugs." Students engaging in inappropriate behavior will be asked to cease. If such behavior persists, parents will be notified, and disciplinary measures will be implemented.

Weapons Policy

Weapons are not permitted on school property, in school vehicles or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result. The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), self-defense weapons (as defined by RSA 159:20) or any other substance, object or thing which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury. In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Weapons under control of law enforcement personnel are permitted. This constitutes the annual notice of this policy.

Acceptable Use Policy

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for their actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the

Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or

demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Title IX Sexual Harassment and Grievance Process

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

Title IX Coordinator

The Title IX Coordinator for Woodsville High School is **Dolores Fox**. She can be contacted at DFox@sau23.org, or at 787-2113 x 118.

Complaints: At a minimum, a formal complaint must:

- Contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student.
- Describe the alleged sexual harassment.
- Request an investigation of the matter.
- Be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the District and school websites.

The Title IX Coordinator will examine the allegations in the formal complaint to determine whether, even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.

If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G below.

If the complaint is not dismissed, then the Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in

that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility.

All Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education Office for Civil Rights.

Transgender and Gender Nonconforming Procedure

In accordance with policy JBAB, Woodsville High School recognizes and supports transgender and gender nonconforming students by providing guidelines to address their specific needs. This procedure ensures a respectful and inclusive environment for all students, regardless of gender identity or expression.

Procedure:

- **Initiating Support:**
  - Transgender students and/or their parent(s)/guardian(s) must contact the student's counselor or building administrator to initiate support services. For new students, contact the appropriate building administrator.
- **Development of a Support Plan:**
  - Upon request, a written support plan will be developed by the school in consultation with the student, parent(s)/guardian(s), and other relevant parties. If the student has an Individualized Education Plan (IEP) or a 504 Plan, these provisions will be integrated into the support plan.
- **Documentation:**
  - The school may request documentation from medical or service providers as needed to develop an appropriate support plan for the student.
- **Privacy and Confidentiality:**
  - The support plan should address how the school handles disclosures of a student's transgender status. Staff should respect the student's privacy preferences and avoid disclosing confidential information.
- **Official Records:**
  - Schools maintain permanent records that include legal name and gender. Changes to this official information require documentation of a legal name or gender change in accordance with applicable laws.
- **Names and Pronouns:**
  - School staff and students are expected to use the name and pronouns that correspond to the student's gender identity consistently asserted at school.
- **Restrooms:**
  - Transgender students may use the restroom corresponding to their consistently asserted gender identity. Alternative facilities or accommodations will be provided upon request for students desiring privacy.
- **Locker Rooms:**
  - Transgender students may use the locker room corresponding to their consistently asserted gender identity. Privacy accommodations, such as separate stalls or alternative schedules, will be provided upon request.
- **Other Facilities and Activities:**
  - In gender-segregated facilities or activities, transgender students may participate in accordance with their consistently asserted gender identity.
- **Safety and Support:**
  - School staff are expected to comply with the student's support plan and promptly address any concerns about the student's safety or well-being. Staff should be vigilant against bullying or

harassment directed at transgender or transitioning students.

This procedure aims to create a supportive and inclusive school environment where all students can thrive. If you have any questions or concerns about our transgender and gender nonconforming procedure, please contact School Counselor Rosalie Farr at RFarr@SAU23.org

Bullying and Harassment Policy

Statement of Purpose, Intent and Scope: All pupils have the right to attend school and school-sponsored activities that are safe, secure, and peaceful environments. Pupils should be protected from all forms of physical, emotional, and psychological bullying and cyberbullying.

Bullying in schools includes actions motivated by a pupil's actual or perceived characteristics such as race, color, religion, national origin, ancestry, ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other personal characteristics. This policy aims to prevent physical, emotional, and psychological harm and ensure a non-hostile educational environment for all pupils, regardless of legal status.

This policy applies to pupils, school district employees, regular school volunteers, coaches, and others who interact with pupils in school classes, activities, and programs. Bullying and cyberbullying outside school activities or premises are also covered under this policy.

Bullying, Cyberbullying, and Retaliation Prohibited:

- It is prohibited to engage in, or cause others to engage in, bullying or cyberbullying of a pupil.
- Retaliation or false accusations against a victim, witness, or anyone providing information about bullying or cyberbullying are also prohibited.
- Violations of this policy will result in disciplinary consequences or interventions, or both.

Definitions:

- Bullying: A significant incident or pattern involving written, verbal, electronic communication, physical act, or gesture that:
    - Physically harms or damages a pupil's property.
    - Causes emotional distress or interferes with educational opportunities.
    - Creates a hostile educational environment or disrupts school operations.
- Cyberbullying: Conduct defined above, carried out through electronic devices.
- Perpetrator: A pupil who engages in bullying or cyberbullying.
- Victim: A pupil targeted by bullying or cyberbullying.

Actionable Incidents of Bullying or Cyberbullying:

- Bullying or cyberbullying occurs on school property, at school-sponsored activities, or off-site if it affects educational opportunities or disrupts school operations.

Reporting:

- Pupils may report bullying or cyberbullying to any school district employee or agent.
- Employees receiving complaints must report them immediately to the principal.
- Principals must inform parents or guardians of the alleged victim and perpetrator within 48 hours, respecting privacy rights unless a waiver is granted.

- Substantiated incidents are promptly reported to the superintendent and documented.

Investigation:

- Principals must initiate an investigation within five school days and complete it within ten days, interviewing involved parties and reviewing evidence.
- Extensions up to seven days may be granted if necessary, with notice to all parties.

Remediation and Discipline:

- Principals develop responses to substantiated incidents, including discipline and strategies to prevent retaliation.
- Victims and perpetrators receive assistance within legal boundaries.

Appeal/Due Process:

- Parents may appeal the principal's decision to the superintendent within five school days.
- The superintendent issues a decision within ten school days.
- Further appeal to the School Board is available within ten school days of the superintendent's decision.
- The School Board informs parents of the right to appeal to the New Hampshire State Board of Education.

How to Report Bullying or Harassment at WHS:

- Document incidents with details and witnesses.
- Report immediately to an administrator, counselor, teacher, or staff member at Woodsville High School.

Criteria for Bullying:

- Criteria include significant incidents or patterns causing physical harm, emotional distress, interfering with educational opportunities, creating a hostile environment, or disrupting school operations.

Conclusion: Woodsville High School is committed to investigating and addressing all reports of bullying. Substantiated incidents result in consequences based on the school's disciplinary continuum.

For reporting incidents believed to be bullying, contact WHS Main Office (747-2781), Mr. Kelly (mkelly@sau23.org), or Mr. Coon (hcoon@sau23.org).

ANTI-HAZING POLICY (JICFA)

The District prohibits hazing. “Hazing” means any act on school grounds, on a school bus or at a school event, which is directed against a student by one or more persons, and which endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. Hazing includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- Any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, embarrassment, shame or humiliation; that adversely affects the mental health or dignity of the student; or that discourages the student from remaining in school.
- Any activity that induces, causes or requires the student to perform a duty or task that involves a violation of District policy, school rules, state law or federal law.

The following actions shall be included in the offense of hazing. Students who engage in any of these actions violate District policy and may be subject to criminal prosecution:

- Engaging in hazing.
- Soliciting, encouraging, directing, aiding or attempting to aid another in hazing.
- Intentionally, knowingly or recklessly permitting hazing to occur.
- Having firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly failing to report that knowledge in writing to the school principal or the principal's designee.

Any person that believes he or she has been the victim of hazing, and anyone with knowledge of conduct which may constitute hazing, shall report the alleged act(s) immediately to the school principal or the principal's designee.

If the District receives a complaint or report of hazing, it shall undertake or authorize an investigation by school district officials or a third party designated by the District. Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, expulsion, or discharge.

Section 3: Attendance Policy

Attendance Code	Description
Admin. Excused "O"	**Administrative Excused Absence**
Co-C "C"	**Co-Curricular Activity Absence**
Dismissal "D"	**Early Dismissal from School**
Excused Absence "E"	**Excused Absence**
ISS "I"	**In-School Suspension**
Leave Early "L"	**Early Dismissal**
OSS "O"	**Out-of-School Suspension**
Restored Absence "R"	**Absence Restored after Documentation**
Tardy "T"	**Tardy to School or Class**
Unexcused "U"	**Unexcused Absence**

Instructional time is critically important to the success of a high school student. As a result, students' credits will be penalized for missing excessive class time.

General Info:

- Parents may "Excuse" their child from school up to 5 times in a school year. To excuse a student, a parent must notify the front office **before 8:15** the day the child is to be absent. Absences beyond the 5 excused absences **will be logged as unexcused and tracked for truancy.**
- When absent for a medical appointment, a student must submit a note from a medical provider to the main office within 2 school days for the absence to be restored.
- Students who accrue more than 6 half days of unexcused absences (3 full days) will have parents notified via a letter sent home.
- Students who accrue more than 10 half days of unexcused absences (5 full days) will be required to have a meeting with parents and school administration to develop a plan to address the student's truancy. Continued truancy may result in involvement of authorities.
- Students who accrue excessive excused absences may risk not meeting competencies or grade progression.
- Students will be expected to make up unexcused absences After School via homework club. Attending homework club 2 days, will restore 1 unexcused absences.

Credit Requirements:

- For a one-credit course, students must not exceed 10 absences. Exceeding 10 absences could result in 50% credit; exceeding 20 absences results in no credit.

- For a half-credit course, students must not exceed 5 absences. Exceeding 5 absences could result in 50% credit; exceeding 10 absences results in no credit.
- Students who exceed the maximum number of days in any course and have ineligible absences must attend Homework Club three times for each day over. Failure to do so results in credit reductions.

Tardiness/Cutting Class: For every 5 tardies, the student owes 1 afternoon in the Homework Club.

Restoration of Absences: Requires documentation:

- **Medical Visit**: Note signed by medical personnel, presented within two days.
- **Death in the Family**: Note from parent/guardian.
- **Family Trip**: Limited to 3 days per year, with a note presented one week prior.
- **College Visits, Military Registration**: Pre-approved by guidance counselor.
- **Other Events**: At administration discretion.

Appeal Process: Appeals may be made by student, parent, or guardian to the Attendance Review Committee for further consideration.

Truancy Procedure:

5 Unexcused Absences: When a student reaches 5 unexcused absences, a letter will be mailed and put into their file notifying them of being truant.

8 Unexcused Absences: When a student reaches 8 unexcused absences for the year, the school counselor will meet with the student and family to discuss the challenges and develop a plan. Depending on the result of the meeting, the School may file truancy with DCYF.

12 Unexcused Absences: When a student reaches 12 unexcused absences for the year, the school counselor will notify the SAU 23 Social Worker and Truancy will be filed.

Other Attendance Information:

- **Dismissal**: Requires note from parent/guardian before 8:15 AM. Legitimate notes must be presented for approval.
- **School Functions**: Attendance required on the day of after-school activities to attend.
- **Tardy**: Excused with note; excessive tardiness may result in disciplinary action.
- **Truancy**: Defined as accruing more than 10 half days or 5 full days of unexcused absence.

Section 4: Co-Curricular Activities, Athletics and Eligibility

Co-Curricular activities include but are not limited to: Clubs and Organizations, Athletics (varsity and junior varsity), and Spectators (at extracurricular activities).

Band/Chorus are scheduled courses for students earning credit. Band/Chorus events including concerts, trips etc. are considered academic requirements of the course.

It is expected that all students representing Woodsville High School will represent their school and community in a manner that exemplifies sportsmanship, fair play, and honor at all times. Participation in athletics is a privilege, and student athletes should respect this privilege. Failure to follow the policies related to the athletics code of conduct will result in disciplinary action up to and including removal from the team.

Athletes must complete a "Permission of Participation in Interscholastic Athletics" form each year of participation as well as sign the "Athletics Handbook" before each season.

Co-Curricular Activities - Expected Conduct

- Each student shall report promptly to scheduled activities and transportation. The particular times and places will be announced by the adviser and/or coach.
- A student participating is expected to give his or her commitment to WHS and the activity.
- Poor student behavior or decisions on bus trips, at destinations of field trips, home and away athletic contests and performances, restaurants, host schools, and WHS, will result in disciplinary action.
- Any student who maliciously destroys, damages, or steals equipment or property may be suspended from a team, an activity, and/or school and will be subjected to possible referral to police.
- Every student shall board the bus at WHS or at bus stops designated by the bus service and shall return by bus to WHS. Any stops on the return route will be made at the sole discretion of the contracting bus service. An advisor/coach shall consider extenuating circumstances individually providing that the student presents a note to his or her advisor and/or coach one day or more prior to the trip.
- No student is to be on the bus at any time unless supervised by a staff member and/or a member of the contracting bus service.
- Students are responsible for removing their trash from the bus before exiting.
- Academic requirements and restrictions apply exclusively to Clubs/Organizations, Athletics and Dances, and Day field trips (unless the trip is required as part of the student's grade). Grade checks will be conducted weekly by the athletic director.

Academic Eligibility:

- Co-curricular participants are considered academically **ineligible** if:
    - They are not passing at least 3 classes, or
    - They are failing 2 or more courses.
        - River Bend Career Courses Count as (2) WHS Courses.

- Student athletes failing one course are required to attend "On-Track" During Engineer Time until they achieve passing grades. They **can** participate as full members of the team/club as long as they are attending the study support time in good faith.
- If a co-curricular participant is failing 2 or more courses:
    - They remain part of the team/club so long as they are attending the study support time in good faith. However, they are **not eligible to participate in games** or performances until the next grade check.
- For students participating in a DLL class, they must:
    - Be passing the course, and

- Be within 5 percentage points of completion requirements based on the timing of the semester.

On-Track During Engineer Time:

- On-Track Supported Study takes place during Engineer Time from 11:25 am to 12:13 pm.
- Students will report to the study support they are assigned to on time.
- Talking, phones, and other distracting or off task behaviors are not allowed during study support time.

Attendance Requirements for Co-Curricular Activities:

In order to participate in after school activities including games, practices etc. students must arrive at school **On Time and attend the full school day as scheduled**. In the event a student has a "restorable" absence on a day when they have a practice/game they must provide documentation to administration before they can participate in after school activities

If a team/club arrives back at WHS after 10pm on a school night, members of the team who rode the bus home, will be excused from block 1 the following morning and will be considered on time if they arrive by 9:30am.

Physicals: In order for a student to participate in interscholastic athletics, they shall have a physical examination by a licensed medical provider annually, and the record must be provided to the school to be kept on file in the nurse's office. Only religious exemptions in writing shall be accepted in place of an athletic exam. A licensed medical provider may provide a note with the date of the upcoming physical exam stating that the student has had no history that would limit participation in athletics and may participate until the exam is completed. Once the exam has been completed the medical provider will provide documentation that the student has been cleared for all physical activities.

Section 5: General Information

ALMA

- Students and parents can access grade and attendance information for the current school year on the Internet through ALMA. An ID and password are needed to access the information. Please contact the school if you need log on assistance. We will be sending this information out directly to families, please let us know if you don't receive it.

Accidents – Illnesses

- Woodsville High School will make every effort to inform parent/guardian of an accident or illness occurring at school that might need observation at home. No student, however, will be sent home unless a responsible adult is present at home. In the event of illness or an accident, school personnel will administer emergency care only. The parent/guardian is responsible for any additional care needed. The high school will transport a student to the hospital when the situation requires such action. If a Parent/Guardian/Relative is unavailable to sign the admittance forms of the hospital, the school will do so but accepts no liability.

Bus Evacuation

- State law requires bus evacuation drills. Woodsville High School conducts such drills twice each year. The bus driver will provide specific instructions. Students should remain quiet and exit swiftly. Safety is our biggest priority. Students are to remain together after evacuating the bus. Although the drills are practice, a student should keep in mind that the next bus evacuation might be an emergency.

Change of Phone Number/email

- The Guidance and/or Main Office should be notified of any phone number change so that parent/guardian can be contacted, if necessary, during the school day. If the number is changed to a non-listed number, it is required that this number be given to the office in case of an emergency. Confidentiality of the number will be respected. It is also important that a parent/guardian provide a working email address (if available) to receive emailed messages and school newsletters. We are careful not to overuse the "School Messenger" phone system unless in case of emergency.

Dance Rules and Regulations

- Admittance to a school dance is for WHS students and one (1) guest who is enrolled in a high school or is a WHS alumnus. All guests must have a visitor's pass signed by the office. A pass may be obtained through Thursday of the week of the scheduled dance. No visitor's pass will be issued on the date of the dance. No student, or guest, is to be on the stage at any time. All school rules and regulations for behavior apply.

Engineer Time

Engineer Time is from 11:25-12:13 each day. Students can access a variety of opportunities which they sign up for weekly, in Roundhouse on Mondays. The intention of ET is to be a flexible time for students to seek enrichment opportunities, academic support, social time, exercise etc.

Engineer Time Options:

- **Band and Chorus:** Students can participate in band and chorus sessions on Tuesdays, Thursdays, Wednesdays, and Fridays, with jazz band sessions held on Mondays.

- **Study Hall and Library Media Center:** Scheduled study hall sessions are available in the library media center, where students can also receive tutoring from NHS tutors.
- **Open Cafeteria:** Students have assigned lunch times but can also use this time for other activities.
- **Makerspace:** Students can utilize the makerspace for activities such as preparing lunches or accessing the Family and Consumer Science (FACS) room.
- **Open Gym:** The gym is open for students to engage in various physical activities during this period. Phones and Electronics are not allowed for safety reasons.
- **Outdoor Classroom/Activities:** Students can enjoy lunch at picnic tables and participate in outdoor field activities.
- **DLL Credit Recovery Time:** Students are assigned competencies from past courses to complete during this period.
- **Study Support:** Rooms 9 and 10 offer support for students to work with case managers to stay on track with their studies.
- **On Track:** Room 12 This is a mandated study support time for students who are behind on assignments or have had disciplinary actions. Students will be assigned for a week at a time.
- **Open Campus for Seniors:** Senior students in good standing as deemed by administration, have the option to leave campus during Engineer Time, and must return by 11:50am.
- **Club Meetings:** Club meetings can be scheduled during Engineer Time as appropriate.
- **Scheduling and Accountability:**
    - Students will sign up for Engineer Time Activities on Mondays during roundhouse time.
    - Students who are not passing classes or are behind on assignments will be assigned to "On Track" time by their teacher, roundhouse advisor, or administrator.
    - Students who do not report on time to their selected/assigned activity will be placed in "On Track Time" for the following 2 weeks. Continued issues will result in additional disciplinary actions.
    - Students needing to meet with a teacher directly can access teachers from 3:00pm to 3:30pm daily. It is important to schedule this time with the teacher. Note that teachers have after-school meetings on Tuesdays.

Foreign Exchange Students

- At times, WHS may allow a visiting student to attend. All FES students are considered guests of the school, and will be allowed to access classes and extracurricular activities so long as space is available. WHS reserves the right to deny foreign exchange students from attending for any reason. Typically, it will depend on staffing, class sizes, and if there are other FES participants.
- WHS has a maximum of two spots available to exchange students in any year.

Evacuations and Safety Drills

- Evacuations and safety drills will be conducted monthly per state law. These drills will be communicated to families in a timely manner. The drills will include building evacuations, lock-down, intruder, secondary rally point, and other safety drills as prescribed by the Safety Committee.

Lockers

- All students are assigned hallway lockers for storage; these are school property provided for convenience. Backpacks should be stored in lockers, with students taking only necessary items to classes. Please be aware of the following:
    - Users of lockers, desks, and storage areas have no expectation of privacy; the administration may search these areas without consent or suspicion.
    - Students must use only their assigned lockers and should not exchange them.

- Lockers are not completely secure; valuables should not be stored in them, and the school is not liable for lost or stolen items from unlocked lockers.
- Temporary and appropriate decorations inside lockers are allowed; stickers are prohibited.
- Students may only use a school lock. **Locks are distributed in the main office and require a $10 deposit which will be refunded to the student when they return the lock.**
- Non school locks will be immediately cut off and discarded.

Residency Status

- The New Hampshire State Department of Education requires correct addresses for all students. The school district of residence for a student is defined by RSA 193:12. ll. Additionally, our board-adopted policy (JFAA), defines information required to admit students into our school. Parents and/or guardians are required to annually complete an "SAU 23 Residency Statement" to ensure our records are accurate and current.

Roundhouse

- Each student will be assigned to an advisor, a member of the faculty who will work with a small group of students during their four years at WHS. Roundhouse will be used for re-teaching, competency recovery and, once per week, as an advisory to schedule Engineer Time for the following week. Students will be grouped by grade level. Roundhouse will not occur on Early Release or Delayed Opening days.

Safety Expectations

- Students and visitors may only enter the building through the entry doors in front of the main office starting after 7:25am.
- Staff may enter other doors using their access key. Staff are not to let students enter through these doors for any reason during the school day.
- Classroom doors must be shut and locked while class is in session and students are present. Outside doors will be shut and locked throughout the day. Administrators will check that all doors are locked and functioning properly on a regular basis.
- Propping of interior/exterior doors is not allowed
- Students should exit the building through the main doors by the office with exceptions for emergency evacuations/drills and the end of the day.
- At no time should a staff member allow a student to use, borrow or have access to their keys, badge or other school issued property.
- In the event a staff member has a visitor, the visitor must sign in at the front office. The visitor will then wait in the vestibule until the staff member physically meets the visitor to escort them in.

Student Publications Policy

- **Editorial Disclaimer**: All publications must explicitly state on the editorial page that "the opinions expressed are not those of Woodsville High School, Haverhill Schools or SAU23."
- **Distribution Guidelines**: Only publications created by individuals attending the school or members of the school district staff may be distributed on school premises without prior permission from the school administration, granted at least 48 hours in advance.
- **Revenue Usage**: Revenue generated from the sale of these publications must be used to cover publication expenses or to support other school activities.
- **Content Restrictions**: Unacceptable items in student publications include, but are not limited to:

    - "Hate" literature targeting ethnic, religious, and racial groups
    - Irresponsible content intended to create hostility or violence
    - Materials that denigrate specific individuals within or outside of school
    - Pornography, obscenity, alcohol, drugs, tobacco, or similar materials unsuitable for distribution in school.
- **Approval Process**: Acceptable items are those not listed above, unless the Principal determines they would materially disrupt classwork, cause disorder, or infringe on the rights of others. Students denied approval by the Principal may appeal to the Superintendent of Schools, and further appeals can be made to the School Board.
- **Responsibility**: Students who edit, publish, and distribute unofficial school publications assume full responsibility for their contents.
- **Editorial Freedom**: Editorial freedom in student publications adheres to the principles of responsible journalism and complies with regulations set by the Federal Communications Commission.
- **Distribution Permission**: These publications may only be distributed on school grounds with prior permission from the school administration, granted at least 48 hours in advance.

Textbooks

- Each student is issued textbooks for each subject requiring them; these books are to be covered and kept free from all marks and defacing. If a book is lost, the office will determine the charge. Report cards will be held at the end of the school year until books are returned.

Vehicles

- Students who have a valid driver's license may obtain a parking pass from the office. The number of parking spaces is limited and will be assigned the first week of school. The SPEED limit is 10 M.P.H. Police will be informed of unauthorized vehicles on school property and of speeding violations. Irresponsible use of vehicles and improper driving techniques will not be excused under any conditions and may result in suspension of student’s right to bring a vehicle onto school property.

Visitors

- All persons entering the building must report to the main office and sign-in. Parents/Guardians wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program and by appointment only. Parents/Guardians wishing to make such arrangements may do so by securing an appointment by direct contact with the teacher or through the main office at least 24 hours in advance. Students may not bring visitors to the school while school is in session.

Section 6: Student Health and Wellness

Nurse's Office

The purpose of the nurse's office is to address our students' medical needs during the school day. As these needs are personal and private, no student or staff member should loiter there for socialization purposes. A pass is required for admittance to the nurse's office and a countersigned pass is required to return to class. The duration of any visit to the nurse's office should be as brief as possible so as not to take away from instructional time.

Health

Any student with special health problems is to report such to the nurse in the school health office at the beginning of the school year and/or when a problem arises. Special problems include vision and hearing impairments, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit the student in school. Parents/guardians are urged to provide the school with updated information. Students may return to school 24 hours after experiencing fever, vomiting, or diarrhea.

Health Requirements for Admission

According to the New Hampshire Code of Administrative Rules He-P301.12 (a). "every parent/guardian of a child to be admitted or enrolled in a NH school or child care agency shall, prior to his admittance, provide documentary proof of acceptable immunization of the child to the admitting official of the school or child agency." All students grade 7-12 will be required to show proof of two doses of measles vaccine. Older students must have had a tetanus-containing vaccine within the last 10 years and/or must have a booster or be excluded from attending school. NH law requires any new student who enters a NH school from out of state to have a physical (including Foreign Exchange students).

Communicable Disease

Students with a contagious or infectious disease will be excluded from school for the period of time the disease may be passed on to others. The school nurse or principal may require an examination by a doctor to determine the condition or the liability of transmitting the disease as follows:

- Chicken Pox/Shingles: All lesions scabbed over.
- Head Lice: No live lice present and treatment has been completed.
- Strep Infections: At least 24 hours after starting prescribed medication.
- Conjunctivitis (Pink Eye): At least 24 hours after starting prescribed medication.
- Fever, Diarrhea, and Vomiting: Students absent from school with a fever of 100 degrees or higher should remain at home until they are fever free without the use of medication for 24 hours. Students with diarrhea and/or vomiting should remain at home until they have not vomited or had diarrhea for 24 hours.

Communicable diseases listed above and/or other illnesses that are contagious **cannot remain at school**. The decision to require a child to be sent home will be at the discretion of the school nurse and/or the school administrator.

Health Information

Students, parents, and guardians are asked to provide the school with health information. A health form is part of the beginning of year paperwork that goes home to each child. Any chronic health conditions, allergies, medications and requests for over-the-counter medications should be documented there.

Parents/Guardians should alert the school about any health problems their child may have.

Health Records: Prior to, or at the time of school entry, all children at Woodsville High School must be immunized against diphtheria, polio, pertussis, tetanus, mumps, measles, rubella, hepatitis B, and chicken pox in accordance with New Hampshire State Law RSA: 141-C. Each child's immunization record must be provided to the school to be kept on file in the nurse's office. Notarized exemptions are the only exception to this State mandated policy. Physical exams done by a licensed medical provider must be provided to the school upon enrollment at WHS and/or entry into 9th grade.

Medications

- Internal medication shall not be dispensed or administered to any child by school personnel **except the school nurse or their designee**. In their absence a person designated by the nurse or building principal may administer medication, and only then upon written order of the physician who examined and prescribed it for that particular child. In all cases, written permission of the parents is required.

- All prescribed medication and over-the-counter medications shall be brought to the nurse's office and stored in a designated and secure place. The medication must be delivered in a container properly labeled with the student's name, the physician's name, the date of the original prescription, name and strength of medication, and directions for taking the medication by the student. At the discretion of the school nurse, students may carry and use their inhaler medication. The school nurse shall keep physician's written orders and the written authorization of parents/guardians for three years.

- The school nurse's office is stocked with common OTC medications (Tylenol, Ibuprofen, Tums, etc.) A consent for OTC medications must be filled out for each child prior to the administration of any medications. The consent for these medications is in the beginning of year registration paperwork that is given to each student.

Section 7: Guidance Services and Programs

The Guidance Department is an integral part of the educational system and one that provides numerous services to the individual student, including: student registration, academic, career and personal counseling, and student and parent advocacy.

Maintenance of Student Records

The federal Family Educational Rights and Privacy Act of 1974 and regulations adopted by the U.S. Department of Education grants parents of students, along with "eligible students" (students who have attained eighteen years of age or who are attending institutions of postsecondary education), certain rights relative to education records maintained by the school district. These rights include the following:

- Parents may inspect and review the education records of their children, and eligible students may inspect and review their own education records.
- Upon request, parents or eligible students will receive reasonable explanations and interpretations of records.
- A parent of a student, or an eligible student, may request that the student's education records be amended and may request a hearing if the records are inaccurate, misleading, or invade the privacy or other rights of the student.

The District designates the following items as Directory information

Student name, town of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The district may disclose any of those items without prior written consent, unless notified in writing to the contrary. For more details, see Haverhill SB policy JRC (2).

Directory Information

Except in certain specified situations as stated in the policy and those items identified as directory information, personally identifiable education records will not be disclosed without prior written parental consent or prior written consent by the eligible student. Policy JRA "Student Records and Access" (available for at each school, the central office, and on our district website) details the following:

- The type of records kept.
- The procedure for inspecting and copying records.
- The right for interpretation.
- The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement.
- The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The federal statute and regulations are enforced by the Family Education Rights and Privacy Act (FERPA) Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, which is empowered to investigate timely written complaints.

Records Storage

WHS maintains student records for five (5) years after a student's class graduates. Student transcripts, however, will be permanently stored at the High School in the Guidance Department. Health records will be kept for seven (7) years past the student's age of majority. Medical majority for this purpose is age 21.

Section 8: National Honor Society and Student Pledge

The G. Hampton McGaw Chapter of the National Honor Society recognizes students who exhibit high standards of scholarship, character, leadership, and service within the school and the community. Selection for honor society membership is a rigorous process as detailed below. Prospective members must meet the following eligibility requirements: Junior or Senior class standing at least 1 semester of attendance at WHS with a cumulative GPA of at least 88%.

Eligible students will be notified in the fall and invited to complete an information sheet in order to pursue their NHS candidacy. All faculty members are asked to rate the eligible students in the categories of scholarship, character, leadership, and service and to share pertinent comments. Faculty ratings and comments are compiled for consideration by the 5-person faculty selection committee appointed by the Principal. In addition, each student's information sheet, academic transcript, and disciplinary record are provided for the committee's consideration.
After discussion of the information provided, the committee, by majority vote, chooses to accept or reject the student for NHS membership.

Students are notified by mail of their acceptance or rejection. Any student whose candidacy is rejected is welcome to discuss areas of concern with the NHS advisors and to seek membership in succeeding years (provided the student remains eligible). Accepted students will be inducted into the chapter at a formal ceremony held in the evening in October. Once inducted, students must continue to uphold high standards of scholarship, leadership, character, and service as well as actively taking part in meetings and chapter projects. Failure to do so may lead to probation, corrective measures, or, in the case of a serious infraction or continuing offense, dismissal. Details about expectations and disciplinary procedures are provided to incoming members prior to their induction.

Woodsville High School Student Pledge
by the Latin III/IV students (April MMXI)

As a member of the Woodsville High School Community,

- I will stand by, honor, and not disgrace my school nor my fellow classmates and their beliefs.
- I will treat my teachers with respect, for upon me they bestow knowledge.
- I will work to succeed academically, morally, and physically.
- I will reflect upon all that I have been taught and will be taught.
- I will use said teachings and knowledge to become a contributing member of society.

And both alone and with all to help me, I will build up my world to be greater and better than before.

Section 9: Staff Directory

Woodsville High School Faculty and Staff			
Office Staff			
Hayden Coon	ext 240	Principal	hcoon@sau23.org
Matthew Kelly	ext 253	Assistant Principal	mkelly@sau23.org
Lori Taylor	ext 207	Athletic Director	ltaylor@sau23.org
Jody Thayer	ext 200	Administrative Assistant	jengle@sau23.org
Denise Reardon	ext 244	Finance Secretary	dreardon@sau23.org
Brittany Hudson	ext 235	Nurse	BHudson@sau23.org
Guidance			
Rosalie N. Farr	ext 230	School Counselor	rfarr@sau23.org
Jen Paronto	ext 232	Guidance Secretary	jparonto@sau23.org

Teachers			
Amanda LaFond	ext 203	English	alafond@sau23.org
Micah Weiss	ext 223	English	mweiss@sau23.org
Allen Cummings	ext 211	Math	acummings@sau23.org
Jaline Mulliken	ext 213	Math	jmulliken@sau23.org
Chelsea Heath	ext 214	Science	cheath@sau23.org
Janine Eck	ext 217	Science	jeck@sau23.org
Peter Tice	ext 218	Science	ptice@sau23.org
Mathias Emmerton	ext 225	Social Studies	memmerton@sau23.org
Bob Scianna	ext 202	Social Studies	bscianna@sau23.org
Scott Nichols	ext 229	Library/ELO Coord./Personal Fin.	snichols@Sau23.org
Daleen Kaiser	ext 224	World Language/English	dkaiser@sau23.org
Jonathan Lester	ext 247	Physical Education	jlester@sau23.org
Janet Cole	ext 210	Special Education	astrong@sau23.org
Amanda Loud	ext 215	Special Education	aloud@sau23.org
Jodie Maccini	ext 209	Special Education	jmaccini@sau23.org
Glen Page	ext 212	Business/Computer	gpage@sau23.org
Glen Page	ext 238	Tech Ed./CISCO	gpage@sau23.org
Philip Tuite	ext 221	Distance Learning	ptuite@sau23.org
Kellie Ryan	ext 201	Art	kryan@sau23.org
Emily Sanborn	ext 204	Family & Consumer Science	ESanborn@sau23.org
Will Wright	ext 241	Music- Band/Chorus	wwright@sau23.org
Other Service Providers			
Jennifer Miller	ext 248	Abbey Group	jmiller@abbeygroup.net

Jill Nichols	ext 226	JAG	jnichols@sau23.org
Moria DeBois	ext 260	School Psychologist	mdebois@sau23.org
Sara Lang		OT	
Mary Opalinski-Girard	ext 260	Speech Therapy	mopalinski@sau23.org
Instructional Assistants			
Justine Hill			
Robin Irwin			
Julianna LoCasio			
Darlene Locke			
Deb Lundin			
Kellie Quackenbush			
Koby Thomas			
Sue Wood			

Custodians			
Jason Roth	ext 246	Lead/Days	jroth@sau23.org
Darren Boutin	ext 245	Maintenance	dboutin@sau23.org
Michael Shimansky	ext 246	Night	MShimansky@sau23.org
Susan Cawley	ext 246	Night PT	SCawley@sau23.org

Section 10: Policy APPENDIX

POLICY DEVELOPMENT SYSTEM (BGA)

The Board endorses for use in this district the policy development, codification, and the dissemination system of the National School Boards Association. This system may be modified to meet local needs.

System Maintenance

A member of the administrative staff is to be charged with the responsibility to maintain the Board's policy reference files, to provide for the proper coding of new policy statements, to maintain the Board's policy manual, and to serve as liaison between the Board, and the NHSBSA, State Board of Education, and other principles of policy research information.

Bullying Prevention Policy

A. **Purpose and Intent.** The Haverhill Cooperative School District is committed to providing a safe and respectful learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students. This policy defines and prohibits bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents.

1. Prohibition of Bullying or Cyberbullying of a Student - RSA 193-F:4, II(a). This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. The prohibition against bullying and cyberbullying, also applies to conduct that occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.

2. Protection of all School Aged Children - RSA 193-F:4, II(c). This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within the District and regardless of status under the law.

3. Prohibition of Retaliation and False Accusations - RSA 193-F:4, II(b). This policy further prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.

B. **Definitions** - (RSA 193-F:3).

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at any student which:

    a. Physically harms a student or damages the student's property;

b. Causes emotional distress to a student;

c. Interferes with a student's educational opportunities;

d. Creates a hostile educational environment;

e. Substantially disrupts the orderly operation of the school; or

f. occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property.

C. Examples of bullying conduct include, but are not limited to:

i. mocking a student's appearance, speech, or abilities.

ii. Spreading rumors to damage a student's reputation.

iii. Intentionally excluding a student from social or school activities.

iv. Threatening a student with physical harm or intimidation.

v. Encouraging others to target or ridicule a specific student.

vi. Taking, hiding, or damaging a student's personal belongings.

vii. Using slurs or derogatory names to demean a student.

2. "Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.

Additional examples of cyberbullying conduct include, but are not limited to:

a. "Doxxing" - sharing through digital means another student's private information, such as their address(es), telephone number, images with the intent to cause embarrassment or damage to personal reputation.

b. "Cyberstalking" — repeatedly contacting another student through electronic devices, repeatedly attempting or requesting a connection on social media or messaging apps when that other student has requested not to be contacted or in any other manner that causes fear or distress.

c. "Catfishing" - creating fake accounts or pretending to be another student.

d. Sharing of "deepfakes" - distributing or communicating through electronic devices digitally altered images, video, audio or other content that impersonates another student, misrepresents facts, harasses, embarrasses or otherwise causes or is intended to cause reputational harm.

3. "Electronic devices" includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.

4. "Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child's daily life. Additionally, "parent"

   may include students who have been emancipated, either by age or legal

   process. The term "parent", shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.

5. "Perpetrator" means a student who engages in bullying or cyberbullying.

6. "Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any "designee" (qualified person) designated by the Principal to carry out all or some Principal functions as described in this policy.

7. "Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the information believes is bullying or cyberbullying.

8. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

9. "Staff" means and includes all district, school or SAU employees, bus drivers, coaches, designated volunteers (as defined in Board policy GBCD) (or other volunteers who are regularly on school property, or who have significant contact with students, and any contracted consultants or employees of a company under contract to the District or SAU who provide services on school property.

10. "Student" shall have the same meaning as "pupil" as used in RSA 193-F and this or any other Board policy.

11. "Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as described in this policy.

12. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

C. **Retaliation & False Accusations** - RSA 193-F:4, II(b). Retaliation or false accusations related to bullying or cyberbullying shall be deemed a violation of this policy. Upon receiving any report of bullying or cyberbullying, the Principal will immediately assess the need to develop a plan or take steps to protect the alleged victim or any witnesses against retaliation. The same assessment shall be made at any point upon a report of retaliation or false accusations made during or after a bullying/cyberbullying investigation.

Reports of retaliation or false accusations relating to a bullying/cyberbullying report may be made in the same manner as for reports of bullying/cyberbullying as provided in this policy.

Investigations, and responses (i.e., interventions, supportive measures, disciplinary consequences) to reports of retaliation or false accusations may be made as provided in the same manner as provided in Sections E - H for reports or incidents of bullying/cyberbullying, or in accordance with procedures and provisions set forth in each Haverhill Cooperative school's student handbook.

D. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f)- (h). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.

1. Student Reporting. Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.

2. Staff Reporting. Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.

3. Parent Reporting. Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.

4. Anonymous Reports. The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.

5. Reports Involving Students from Different Districts. Reports of bullying which relate to students from different districts should, when possible, be made to the Principal of the school in which the victim(s) is enrolled/attending, otherwise to the Principal of the school in which the perpetrator is enrolled/attending.

6. Report Forms. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

E. **Actions Upon Receipt of Report of Bullying or Cyberbullying.**

1. Notice when Allegations Involve Students from Other Districts/Schools/States - RSA 193-F:4, II(k). When a report of bullying involves conduct across multiple districts or students from multiple school districts, the Principal/designee will immediately inform the Principal(s) of each of the other schools/districts. Additionally, if the report concerns bullying across state lines, the Principal/designee will inform the New Hampshire Attorney General's office.

2. Information to Alleged Victim - Upon a receipt of a report of bullying, the Principal/designee shall provide the alleged victim with a written copy of their rights, protections, and support services

available. RSA 193-F:4, II(i).

3. Parental Notice of Bullying Report — RSA 193-F:4, II(i). Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a

4. perpetrator of bullying. The notification to parent(s)/guardian(s) will include the measures being taken to ensure the safety of the victim (alleged) and to prevent further acts of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report. Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

   The Principal may request of the Superintendent designee a waiver of the parental notification requirement, which may be granted only if the Superintendent deems such a waiver to be in the best interest of either the alleged victim or alleged perpetrator. Details of any request for a waiver and any grant of such request will be included in the investigative report. However, notification to parents/guardians may not be waived for longer than 5 school days except for reports of bullying across multiple school districts (see Section E.1). RSA 193-F:4, II(j).

5. Receipt of Report. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section F of this policy, and shall assess:

   a. the need for a plan to protect students against retaliation,

   b. whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy *AC*. If so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations); and

   c. whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.

D. **Investigative Procedures -** RSA 193-F:4, II(k).

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. Under state law, when bullying is alleged to occur across multiple New Hampshire school districts, the Principals/designees for each New Hampshire school involved are expected to collaborate and cooperate in the investigation. The Principal who first learns of the incident(s) is required to initiate the investigation.

3. The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the

alleged victim and perpetrator be interviewed together during the investigation.

4. The investigation should include review of any available surveillance recordings .
5. If the alleged bullying was cyberbullying in whole or in part, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy JIH and RSA 189:68. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.

6. The Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:

    a. Description of incident, including the nature of the behavior;

    b. How often the conduct occurred;

    c. Whether there were past incidents or past continuing patterns of behavior;

    d. The characteristics of parties involved, (name, grade, age, etc.);

    e. The identity and number of individuals who participated in bullying behavior;

    f. Where the alleged incident(s) occurred;

    g. Whether the conduct adversely affected any student's education or educational environment;

    h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and/or

    i. Whether the conduct violated any other District or school policies or rules.

2. In most instances, the Principal shall complete the investigation within 10 school days of receiving the initial report. See RSA 193-F:4, II(o). If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Superintendent/designee shall notify in writing all parties involved of the granting of the extension and the reason for the extension. To the extent not previously communicated, the Superintendent shall ensure that the victim's parent(s) or guardian(s) are notified of the investigation, the extension, and the reason for the extension.

    Without limiting what might constitute sufficient cause for an extension under this paragraph, the Superintendent may consider the interests of the victim or alleged perpetrator related to any investigation into some or all of the same alleged conduct which other investigation includes procedures and timelines mandated by a regulation or statute other than RSA 193-F (e.g., Title IX, criminal investigations, etc.). Before waiving the time requirement on account of such other investigation, the Superintendent should confer with counsel.

3. In cases involving reports of bullying across multiple districts or states, the Principal(s) of any and all districts in New Hampshire involved SHALL collaborate with any other principals or districts involved.

D. **Completion of Investigation and Report**.

1. Investigative Determination and Report. Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the investigation, shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.

2. Communication with Students and Parents Upon Completion of Investigation - RSA 193-F:4, II(m) and (o).

    a. Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents within 2 school days confirming the earlier notification.

    b. The Principal/Designee shall conduct a conference with each perpetrator, and the perpetrator's parents/guardians and applicable school personnel for age-appropriate discussion that includes at a minimum the impacts of bullying. The conference shall occur even if the parent or parents or guardian or guardians decline to participate or fail to attend. Information concerning the date, time, place and attendees of the conference, and any other information from the conference deemed pertinent by the Principal/designee shall be appended to the investigative report provided to the Superintendent.

    c. If the victim's parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.

    d. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the District will not disclose educational records of other students, including the disciplinary consequences assigned to the perpetrator(s).

2. Appeals. A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy ACA.

3. Additional Reporting Requirements.

a. Reporting Substantiated Incidents - RSA 193-F:4, II(n). The Principal shall forward all substantiated reports of bullying or retaliation to the Superintendent upon completion of the Principal's investigation.

b. Department of Education Reports - RSA 193-F:6. The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall be completed/compiled within 10 school days following an investigative finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the building administration and SAU.

c. Reporting to NH Department of Education - RSA 193-F:6, I. The Superintendent shall annually report the District's substantiated incidents of bullying to the New Hampshire Department of Education. Pursuant to FERPA, such reports shall not contain any personally identifiable information pertaining to any student.

D. **Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences —**

While students who have been found to have committed an act of bullying/cyberbullying (i.e. perpetrators) shall face disciplinary consequences as provided in Paragraph H.2.a below, the Board encourages the administration and school district staff to explore additional measures, remedies and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence. See also Paragraph H.3, below.

1. Interventions and Other Remedial Measures. Examples of interventions and remedial measures include, but are not limited to

   a. Restitution,

   b. Parent conferences,

   c. Student counseling,

   d. Behavior assessment,

   e. Corrective instruction or other relevant learning experience,

   f. Peer support group, and

   g. Mediation (but only after the investigation has been completed).

Interventions and other remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

2. Disciplinary Consequences - RSA 193-F:4, II(d), VI & VIII.
   Students found to have committed one or more acts of bullying or retaliation shall receive disciplinary consequences. Such consequences for students shall be consistent with the Student Code of Conduct outlined in each Haverhill Cooperative school's respective handbook for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, or performance. Students will be afforded any due process applicable to the level of consequences as provided in Board policy JICD, RSA 193:13 and Ed 317.

   a. Staff (see definition above) who fail to report bullying or retaliation as required by this policy, fail to adhere to the timelines described above, submit inaccurate or false information with respect to reports or investigations under this policy, or commit an act of retaliation against a reporter of bullying or any parent will be disciplined up to and including dismissal. Additionally, under RSA 193-F:4, VI, any such violation by an "educator" as defined by state law or regulation will constitute a violation of the Code of Conduct for New Hampshire Educators.

13. Additional Requirement of Principal(s)/Designee(s) - RSA 193-F:4, II(l). Upon a determination that a bullying report is substantiated, the Principal or designee will, in addition to the specific interventions and disciplinary responses described above, will, in appropriate circumstances, make recommendations to the Superintendent strategies for "protecting all pupils from retaliation of any kind."

I. **Dissemination of Policy and Bullying Prevention Education** - RSA 193-F:4, II(e) and 193-F:5.

   1. Staff, Coaches, Bus Drivers, Designated Volunteers, Employees of Contracted Companies/Contracted Consultants. All staff (see definition section above) will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent will ensure that all school employees and volunteers receive **annual** training on bullying and related Board policies, consistent with RSA 193-F:5.

   2. Students and Parents, and Student Handbooks. RSA 193-E:4, II(e) and (f). The Superintendent may determine the method of providing information about this policy to students and parents. Methods may include student handbooks, mailing, hard copy, website, etc. At the very least, all student/parent handbooks will include a summary of the prohibitions and other provisions of Sections A.1-3, the definitions of bullying, cyberbullying and retaliation in Sections B.1, 2 and 3, and the verbatim language relating to the procedures found in Section D.1 for students and parents to report bullying/cyberbullying or retaliation. Additionally, that provision of the student handbook(s) will include information as to where the entirety of this policy may be found on the District's website.

   3. Curriculum. Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable,

and how and when the conduct can lead to disciplinary consequences.

The Superintendent, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence prevention efforts.

The following two sentences may be deleted from this policy any time after March 15, 2027 without further action of the School Board. No later than **December 15, 2026,** the Superintendent shall cause a report or a link to a report on how the District's policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. Such report or link shall be provided to the office of the Commissioner of Education, the Chair of the State Board of Education, the President of the New Hampshire Senate, the Speaker of the New Hampshire House of Representatives, and to members of the New Hampshire House and Senate education committees.

4. Additional Notice and School District Programs. The Board may, from time to time, host or schedule public forums in which it will address this anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals, including teachers, administrators, guidance counselors, school psychologists and other interested persons.

J. **Summary of School Officials' Duties to Implement Policy** - RSA 193-F:4, II(p).

The Superintendent, as the person charged with supervision of all employees of the District, is responsible for the implementation of this policy and the provisions of RSA 193-F. The School Principal(s) are expected and required by statute to implement this policy within their respective school buildings and ensure the procedures are followed.

Consistent with this Policy, the Principal(s) shall receive reports of alleged bullying or retaliation, investigate the alleged conduct, and communicate with the parties involved (including their parents) consistent with privacy laws, and communicate/report to the Superintendent. The Superintendent shall oversee the Principal(s) in their duties relative to this policy and shall ensure each school is compliant with this policy. Additionally, the Superintendent, will receive reports of substantiated incidents, review waivers and time extension requests, and communicate with the Principal(s), the School Board, and the NH Department of Education, all as provided in this policy.

K. **Immunity and Liability** – RSA 193-F:7 & 9.

Under 193-F:7, employees, volunteers, students, parents and any other person covered by this policy will be immune from civil liability for **good faith** conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy or RSA 193-F. (Note – civil liability could arise, (including for attorneys fees) in the event of gross negligence or willful misconduct for violations of this policy.)

Haverhill Cooperative School ***District Policy History:***
First reading: waived 9/14/2026
Adopted: 9/14/2026

LUNCH PROGRAM CHARGE POLICY (EFG)

All food purchased from the Food Service Program will be paid for at the time of purchase, either in cash, or by deduction from a prepaid account. Advance payments should be made by check or by using the district's online pre-payment system.

In the event a student forgets or misplaces their money for their lunch, a meal will be provided to them and be charged to their account**.** Unpaid meal charges are considered delinquent debt when the meal account continues to be unpaid for more than five (5) days. If their lunch bill has gone unpaid for more than five (5) days, the information will be referred to the building administrator for review and possible phone call to the home. Letters will be sent home with account information as necessary. Delinquent account information will be referred to the Superintendent's Office.

If by the end of the school year there is a negative balance on a student account, the parent will have until June 30th in which to bring the account up to date or face possible legal action**.** SAU #23 reserves the right to pursue legal action on any unpaid balances.

Under no circumstances will a child be denied a "School Meal" due to lack of payment.

RSA 189:9A

Notwithstanding the provisions of RSA 189:68, the superintendent or their representative as designated in writing, is authorized to suspend the right of pupils from riding a school bus when said pupils fail to conform to the reasonable rules and regulations as promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Any suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of the suspension to the authority that suspended this pupil's right.

2. Until the appeal is heard, or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from the school for the period of the suspension.

REPORTING CHILD ABUSE (JLF)

If a staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school principal that a report has been made.

The Principal will notify the Superintendent and will report to the office as required by law.

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or person suspected of being responsible for such neglect or abuse, and any other

information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

The Administration of Woodsville High School, the Superintendent of SAU 23 and the Haverhill Cooperative School District reserves the right to make changes to this handbook at any time during the school year. Changes may occur for reasons of changes in federal, state or local laws, development of new policies or in attempts to improve outcomes for learners.

Please be aware that an Artificial Intelligence program was used to format and edit this handbook.