

RULES, REGULATIONS, POLICIES AND PROCEDURES

Students are to conduct themselves as mature, responsible young adults at all times at Spaulding High School. The following rules, regulations, policies and procedures are in place so that campus climate will be safe, scholarly, professional, and conducive to learning.

ANTI-HARASSMENT POLICY: The Rochester School Department has a “no tolerance” policy for harassment or violence of any kind. Students who harass other students will be disciplined severely and may be brought to the school board for further disciplinary action. Should a student be harassed, he/she should immediately fill out a harassment form and file it with the principal. Harassment forms may be found in most of the classrooms and offices throughout the school. All students will be given a copy of the policy and asked to read it, have their parents read it and return a form attesting to that fact.

ATHLETIC ELIGIBILITY: To be academically eligible for athletics, a student may fail no more than one course (block, mini-block, half-block) per marking period. In addition, to be eligible, the student must pass a minimum of two full blocks of academic subjects or equivalent.

ATTENDANCE, TARDIES, AND DISMISSALS: Regular school attendance is critical to student learning. Parents/guardians are strongly urged not to schedule any medical or other appointments during the school day. Parents are asked to send a note with their son/daughter to be turned in at the attendance office and given to their teachers. Students who violate state law mandating compulsory school attendance may be subject to court action. Absences are classified as either “excused/accounted for” or “unexcused/unaccounted for.” Any significant number of either type is cause for concern – but only latter (unexcused/unaccounted for) leads to disciplinary consequences. The full attendance policy for 2008-09 will be distributed to students separately – and will be posted on the school website.

TARDIES: Any student who arrives at school later than 7:30 AM must report to the attendance clerk for a late slip. Three (3) unauthorized tardies to class will result in a two-hour detention. Additional tardies will result in additional detentions.

DISMISSALS: The only grounds for dismissal during the school day are medical, funeral, and/or extenuating family circumstances. Parents/guardians are strongly urged not to schedule medical/other appointments during the school day. Students who wish to be dismissed because of illness must see the school nurse who will, if appropriate, contact parents/guardians for dismissal approval. Students who have appointments must receive a dismissal slip from the attendance clerk prior to the start of that school day and be dismissed through the main office. Work/co-op students must have their work/co-op pass with them to be dismissed.

ACTIVITY ELIGIBILITY: Students who desire to participate in extra-curricular and co-curricular activities must meet the current academic eligibility requirements applied to student athletes under School Board Policy IGDJA. This includes, but is not limited to, student government, service clubs, and class council/class officers.

CELL PHONES, IPODS, MP3 PLAYERS AND OTHER PERSONAL ELECTRONICS: Personal electronics (of any type) are not recommended at Spaulding High School – and the high school cannot be held responsible for any lost or stolen items.

CELL PHONES must be kept out of sight and kept off during the school day unless the student with the cell phone has specific permission/approval allowing them to use their phone. However, students are permitted to use their cell phones at their own discretion during their scheduled half-hour C-block lunch. If a Cell Phone is taken, a parent/guardian must come in to claim it -- and it will be the responsibility of the student to notify their parent/guardian of the need to come in to get the item.

Please note that the various school pay phones should be used only for unforeseen and/or important reasons. Please limit calls to three minutes. Students are not allowed to use the phones in the main office.

IPODS, MP3 PLAYERS AND OTHER PERSONAL ELECTRONIC DEVICES must be off and away (and not seen or heard) during the school day. This includes all areas except (a) the cafeteria during a student’s scheduled half-hour lunch period and (b) study halls. These devices

may also be allowed at teacher discretion within the classroom – but then must be turned off and put away at the end of the period. If an IPOD or other electronic device is taken, a parent/guardian must come in to claim it -- and it will be the responsibility of the student to notify their parent/guardian of the need to come in to get the item.

CHEATING: 1st offense – The student receives a zero on the assignment and the teacher notifies the parents in writing. 2nd offense – The student is withdrawn from the course with a failing grade. The student will be given due process and has the right to appeal.

CLASS RANK: The Top 10 Seniors will be determined at the end of 3rd Quarter. Class rank determination is based on cumulative grade point average (GPA). Determination of the valedictorian and salutatorian of the senior class will be based on the cumulative GPA for 8 full semesters of high school.

CLASSROOM RULES: Each teacher posts rules and procedures for his/her classroom regarding food consumption, hand raising, seating, study breaks, etc.

COURSE REQUIREMENTS: Students must meet all course requirements to earn credit. Students who fail to meet course requirements (attendance, participation, tests) for any portion of the school year may be denied credit regardless of previous or subsequent grades

CREDIT RECOVERY: Students have the following options to recover credits they have failed to earn: (1) repeating the course, (2) E-block Plato and teacher instructional classes, (3) Plato during the school day if a student has a scheduled study hall, and (4) students with a failing grade falling between 60-69 may elect the option of summer school to recover the credit.

DANCES: Students requesting to bring a guest to a school dance who is not a Spaulding High School student must have a dance approval form completed and returned to the Administration before purchasing tickets. Once approved, a copy will be provided to the student that will allow him/her to purchase a guest ticket.

- No one over 20 is allowed. Guests must be at least a high school freshman. Guest permission slips must be received by the administration by the end of the first week of ticket sales. Guest forms must be accompanied by a photocopy of a picture ID. Guests must also present photo ID at the door.
- School rules are in effect, whether the dance is on school property or not.
- Once a student or guest leaves the dance they are not allowed to return, and no money will be refunded.
- Students or guests who do not comply with the rules will be removed from the dance and will be subject to further disciplinary action.

DRESS CODE: Spaulding High School recognizes the right of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. However, the SHS administration has the responsibility to assure that the atmosphere in school is conducive to learning.

Balancing these interests, Spaulding High School has adopted a dress code for students that sets standards for grooming and appearance during school hours and at school functions. Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for disciplinary referrals regarding dress code violations. No attempt will be made to dictate fashion styles as long as they are in keeping with the district policies. It should be noted, however, that it is the responsibility of the student and parent for the student to adhere to the dress code. The school expects the policy to be enforced evenhandedly at all times and reviewed regularly for reasonableness and consistency with community attitudes.

The following guidelines have been established to provide a clear understanding of the dress code policy:

1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive shall not be worn to school. This includes any clothing, jewelry, chains, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.

2. Shirts, blouses, and wide-strap tank tops must cover the entire torso at all times. Bare middles or the exposure of cleavage shall not be permitted. Crop tops, tube tops, halter-tops, spaghetti strap tank tops, and basketball shirts are not acceptable unless covered by a non-transparent outer shirt.
3. The length of a skirt, dress, shorts/skortis must be approximately knee length. Short shorts and spandex are not allowed.
4. Except for religious purposes, head coverings may not be worn or visibly carried in school during school hours.
5. Outerwear must cover underwear at all times.
6. Dress and grooming shall be clean and in keeping with health, sanitary, and safety requirements. All clothing shall be neat, clean, and free of holes. Any student who comes to school wearing clothing with holes (in pants, shorts, skirts, skortis, shirts, etc.) will be asked to change or sent home.
7. Students attending school functions after school hours should adhere to the spirit and the intent of the dress code policy. Exceptions may be made for certain activities (i.e., prom, semi-formals, and other dances).
8. Sunglasses are not to worn at any time covering one's eyes or face. Students may wear sunglasses on top of their head. Exceptions will be made for medical reasons with appropriate documentation from a doctor.
9. Students may not wear hats, bandanas, and/or handkerchiefs during the school day unless administrative approval has been granted for some exceptional reason. All hats must be kept out of site in a book bag or locker. They should not be seen in your hoods, hands, pockets, or other visible locations. If a hat is taken, a parent/guardian must come in to claim it.
10. When questions arise regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of the student dress.

DRUGS AND ALCOHOL: Spaulding is a drug-free school zone and any student under the influence, possessing, and/or selling controlled drugs, drug paraphernalia or alcohol will be suspended for 10 days and referred to the School Board Discipline Committee for possible expulsion. A student who is for the first time under the influence of, or in possession of, drugs and alcohol may be allowed to attend Teen Court.

FIGHTING: Fighting is a gross offense to the entire Spaulding community. Students who have conflicts with other students or with teachers should speak to a principal or counselor as soon as possible so that the differences may be discussed in a safe and appropriate manner. Students who fight at school will receive a 10-day-suspension and be referred to the Superintendent and/or School Board for potential long term suspension.

FIRE/SAFETY DRILLS: Fire and Safety drills are conducted periodically as per Fire Department regulations and/or at administrative discretion. Students are to proceed quickly and quietly away from the building, following the directions posted in classrooms or which teachers and administrators give orally.

FOOD AND DRINK: Food and drinks are not to be uncovered and/or open in the halls. Students may eat or drink in their classrooms only if allowed by their teacher. Students should take food from the cafeteria only if they have a pass from a teacher. Students may buy snacks from machines between classes to take to their next class or put in their backpack. All trash must be disposed of properly if students want to keep the privilege of having snack foods and vending machines at school.

GROSS MISCONDUCT: Should a student continually break the rules, assault another person, call in a bomb threat, or commit arson or vandalism, he/she will be taken to the school board for possible suspension for the remainder of the year.

GAMBLING: Gambling is absolutely forbidden at Spaulding High School. Cards and other items used for gambling will not be allowed at school.

HATS: Students may not wear hats, bandanas, and/or handkerchiefs during the school day unless administrative approval has been granted for some exceptional reason. All hats must be kept out of site in a book bag or locker. They should not be seen in your hoods, hands, pockets, or other visible locations. If a hat is taken, a parent/guardian must come in to claim it.

HAZING: No hazing or initiation rites will be condoned or permitted. Students who haze will be severely disciplined.

LOCKERS: Students are provided locks for their lockers. Lockers are the property of the school and may be inspected at any time. Students must use their assigned locker. Locks on unassigned lockers will be removed. Students who lose their locks will be charged a \$10.00 replacement fee. Lockers are assigned to every student; if a student does not wish to use a locker he/she must go to the office and have their locker assignment removed.

PARKING: Guidelines for senior parking are included in senior information packets. Senior parking will be in the back parking lot and in spaces along the edges of the teacher parking area in front of the R.W. Creteau Technology Center. All other parking along Yeagley Way, in the back senior lot in the row facing the pines, and Wakefield Street are public property and do not require a parking sticker. These spaces are available on a first come, first serve basis. Space availability is limited. Students parking in faculty parking areas, or other area **not** designated for students, will be subject to disciplinary action and/or towing, as will underclassmen who park in areas reserved for seniors and faculty. Any car parked on school property may be subject to search at any time.

PHOTOGRAPHIC DEVICES: The use of photographic devices (certain cell phones, cameras, and, DVD players, video equipment) is not allowed unless approved by an administrator.

PUBLIC NOTICES: Signs and posters will not be displayed in the building without signed approval from an administrator. After an administrator signs the poster(s), they are to be hung neatly and with masking tape only on tiled or bricked surfaces.

RESPECT: Students will be respectful of the rights of others. Insubordination, disrespect, and defamation will not be tolerated, nor will swearing at staff, physical action against persons or property, and refusing to identify oneself to staff members. Vulgarity, defiance, insolence, disrespect, fighting, and theft are unacceptable behaviors. Also, inappropriate public displays of affection are not condoned or permitted. Students who commit these infractions will be referred to a principal for disciplinary action.

SENIOR PRIVILEGE: Seniors need to apply for senior privilege at the beginning of each quarter. Guidelines for this privilege are that the student has a “naturally occurring” study hall during A or D block (students are not allowed to drop/add courses to arrange a study at these times), the student is in good academic standing with no failing grades the prior quarter, the student has earned enough credits to be on course to graduate, and the student has no disciplinary issues.

SMOKING: Students may not smoke, store, or have in their possession any tobacco products or lighters in school buildings, on school property, or at any school functions. Students who are accessories to violation of this regulation (e.g., more than one student in a single restroom stall) will be subject to disciplinary action. Smoking is a violation of statutory law and may also result in court action.

STUDY HALLS: Students are expected to be on time and regular tardiness procedures must be adhered to. Students are to be seated for attendance during A block before using the food service line for snacks. Seniors must attend study hall until their senior privilege is approved. Students are to only occupy every other chair on each side of a table. Students who have a mini-class either D1 or D2 should sit in the front section of the cafeteria. These are the only students who are allowed to leave the cafeteria during the D1/D2 transition. Students must understand that teachers will enforce rules regarding hats and cell phones during study hall. Students who have passes to leave study hall must sign out with first and last name, a destination, and the departure time. No more than two students (one female, one male) may sign out for the bathrooms at any given time. It is expected that students bring school work with them to study hall. If not, students are expected to read, draw or otherwise sit quietly in their seats. Students are not to play games of any sort in study hall (no card games, board games, electronic games, etc.). Students are not to watch portable video players. And sleeping in study hall is a poor and inappropriate use of this time.

TRANSPORTATION POLICIES AND SCHOOL BUS RULES:

1. Students are NOT permitted to smoke on any school bus at any time (including charter trips).
2. Students are NOT permitted to use any profane language. Obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
3. Students MUST keep head, hands, feet, etc. inside the school bus at all times.
4. Once a student has boarded the bus, he/she may not get off except at his/her destination.
5. Students may ride only on the bus to which they have been assigned.
6. Students must be seated and are not permitted to change seats when the bus is in motion, or to annoy other riders on the bus.
7. Students MUST stay in their seat until the student has reached their designated stop, AND the bus has come to a complete stop. Emergency doors are for emergencies only.
8. Students need to take a seat promptly when getting on the bus.
9. The law allows and students are expected to sit 3 passengers per seat.
10. Students are NOT permitted to eat food or drink beverages on the bus.
11. Students are NOT permitted to mark up or deface the bus in any way.
12. Students and their parents will be held responsible for any and all damage to the bus.
13. Students may NOT throw things in the bus, at the bus, or out of the bus.
14. Students must always cross the street in front of the bus.
15. Students must be at their bus stop before the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.
16. The driver is authorized to assign seats to any student at any time.
17. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.
18. The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.
19. Only authorized riders will be permitted on the buses.
20. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving.
21. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, pupils will wait on their own side of the road until the bus comes to a complete stop. At that time, the pupils will cross in front of the bus while the red flashing lights are blinking.
22. Students crossing the roadway to board a bus shall walk, not run.
23. Students shall not place lunch boxes or other objects in the aisle of the bus.
24. There will be no liquor or drugs of any kind on the bus.
25. There shall be no throwing of snowballs or other objects at school buses at any time.
26. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation service.
27. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.
28. Failure to abide by these rules will mean:
 - A. A written warning notice will be issued by the school bus driver to the student and the student's parents with a copy for the bus company, the school principal, and the assistant superintendent.
 - B. The School Principal will have a conference with the student.
 - C. The Assistant Superintendent will verify that the parents received the written warning notice and will seek parent support for student behavior improvements.
 Further rule violations may mean:
 - D. A personal conference with the student, parent, School Principal, and Assistant Superintendent.
 - E. Suspension from riding the school bus: The Assistant Superintendent will make the decision to suspend a student from riding on the school bus (N. H. - R.S.A. 189:9-a) based upon the recommendations received from the School Bus Driver, School Bus Company, School Principal, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be by School Board action.
 - F The Assistant Superintendent may immediately suspend a student from riding on the school bus.
 - G. Referral to the School Board Discipline Committee: May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.
 - H. Referral to the School Board - shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.

ANY QUESTIONS OR COMMENTS REGARDING TRANSPORTATION POLICIES: Please call assistant superintendent Kent Hemingway.

WEAPONS: Students in possession of knives of any kind, firecrackers, brass knuckles, etc., will be suspended for ten days and referred to the school board Disciplinary Committee for possible expulsion. The school board shall suspend any student who brings a firearm to school for at least 12 months.

DISCIPLINARY CONSEQUENCES:

TEACHER DETENTION: Teachers may assign up to a one-hour detention to be served after or before school. A one-day grace period is allowed if transportation is a problem. Failure to serve a teacher's detention will result in administrative referral.

ADMINISTRATIVE DETENTION: Administrators and school safety team members may assign detentions that are served from 2:30-4:30 on Mondays and Thursdays. Failure to serve detentions will result in suspension.

SUSPENSIONS: When a suspension of ten or fewer days is issued, an administrator will conduct an informal hearing of the case. When a long-term suspension is issued, the school board, or its designated committee, or the superintendent or assistant superintendent, shall conduct a hearing. Parents/guardians will be informed in writing of the grounds for and the duration of the suspension. Students may not enter the school, participate in sports or extracurricular activities, or be present on school grounds or attend any school events while they are suspended unless they have special permission from an administrator. Students will be allowed to make up work while on suspension. Zeros will be assigned to work that is not completed before or upon returning to the academic classroom.

CRISIS ROOM/STEP PROCESS:

The Step-Out system at Spaulding High School is a four-step process designed to eliminate the most extreme cases of inappropriate behavior in a classroom setting. It is designed to help keep students in classes while giving teachers and students an opportunity "step away" from the most difficult situations that sometimes occur in the classroom setting. The STEP system allows teachers to immediately remove a student from class in order that the rest of the class can continue to move forward.

The step system is also designed to be an early intervention system that gives teachers, students, parents and other appropriate school personnel an opportunity to have sincere dialogue around inappropriate behavior that is consistently exhibited by a student in the classroom and to resolve that issue before the behavior reaches a point that necessitates permanent removal from class.

The crisis room is on the first floor of the main building across from the guidance office. Students must report there when asked to leave class. Teachers will send work to the crisis room for the student to complete for the remainder of the class period. After being sent to the crisis room, students will receive the appropriate disciplinary consequence and the student's parent(s) will be notified. Failure to report to the crisis room will also result in additional disciplinary action.