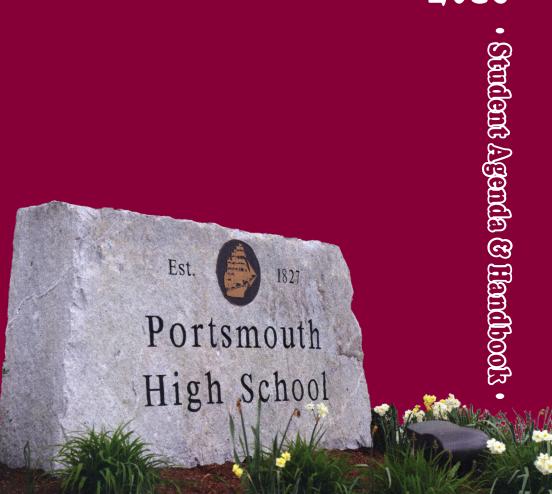
# Portsmouth Migh School

2017-2018



## Student Handbook 2017-2018



## PORTSMOUTH HIGH SCHOOL Home of the Portsmouth Clippers

Mary D. Lyons Principal Ext. 2912

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http://www.cityofportsmouth.com/school/ClipperHappenings.htm

Student Name:	Grado
Student Name:	Grade

## **Student Handbook Agreement**

You are receiving a copy of the Portsmouth High School Handbook. We expect you to read it and keep it for reference during the 2017-2018 school year.

You and your parents/guardians are required to read and become familiar with the entire handbook.

I have read and understand all the rules and regulations of Portsmouth High School as outlined in the Student Handbook.

Student Name:	(Please Print)	Grade:
Student Signature:		Date:
	* * * *	
Parent/Guardian Name:	(Please Print)	
Parent/Guardian Signature: _		_ Date:

Please remove this page from your handbook and return to your first block teacher.

\* \* \* \* \* \* \* \*

## PORTSMOUTH HIGH SCHOOL CORE VALUES AND BELIEFS

Portsmouth High School's core values of *Excellence*, *Community*, *Commitment*, and *Leadership* provide the cornerstones we strive for as a community of learners. With these core values firmly in place, Portsmouth High School graduates are well-positioned to take on challenges and opportunities in our global society. At Portsmouth High School we believe:

- Students are important and must be challenged in rigorous and relevant ways in order to reach their highest potential.
- Students will strive for excellence in an environment that fosters a strong sense of belonging and creates partnerships between students and adults.
- Students learn best when they explore and contribute to their own education.
- Students are able to achieve in a safe and caring environment where student success is celebrated.
- Students will become life-long learners when taught to think critically to effectively analyze information, and to be respectful of others.
- Students should have exposure to a rich and broad program of studies, have learning experiences outside of the classroom, and have an understanding of an individuals place in the global environment.

Students at Portsmouth High School will meet or exceed the following 21st Century Learning Expectations in order to be college and career ready upon graduation:

#### Academic

- Communicate effectively
- Think critically
- \* Utilize appropriate tools and information to solve problems
- \* Set personal and academic goals
- \* Approach challenges with creativity and innovation

#### Social

- \* Work collaboratively
- Work independently

#### Civic

\* Engage in the classroom and the community

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#### WELCOME TO PORTSMOUTH HIGH SCHOOL

#### ATTENDANCE - STATE LAW

State law requires that students between the ages of 6 and 18 attend school. School principals are required to enforce the law; therefore, students absent from school must have their absence verified.

All students will attend all classes each day. Students must be punctual in reporting to school, classes, and assigned areas. Parents are responsible for truancy (unexcused absence) of their children. Excessive truancy will be referred for court action in accordance with RSA 193:1. Excessive tardiness to class is truancy.

Parental support of the regular attendance policies developed by the Portsmouth School Board is crucial to the educational success of their child. If a student is to be absent, it is the responsibility of the parent to call the assistant principal's office at the high school early in the morning and speak to the secretary.

Vacations and extended trips should be arranged according to the school vacation schedule. Requests for any anticipated absences for travel or family business must be submitted in writing to the Grade Office two weeks prior to the trip.

#### ATTENDANCE POLICY

Policy #JH

A core value of the Portsmouth School Department is the importance of regular attendance at school. This value is consistent with the State of New Hampshire statutes and laws that are intended to insure a student's attendance. Lack of regular attendance and school truancy increases the risk of poor academic progress and performance, delinquent behavior, school avoidance and poor self-esteem. Tardiness to class and frequent absences from school causes a disruption to the teaching and learning process and is a distraction to both teachers and students. The Portsmouth School Department staff and administration are committed to working collaboratively with parents and students with issues associated with attendance.

Parents and legal guardians are expected to become familiar with the School Department policies and procedures for attendance and truancy that will be disseminated through the use of school newsletters, correspondence and agenda books.

It is expected that parents and legal guardians will not schedule vacations when school is in session. It is also expected that medical and dental appointments, whenever possible, will not be scheduled during the school day.

The building principals or his/her designee are responsible for truancy and attendance issues.

#### **Procedures**

The administrative staff shall be responsible for the development and dissemination of attendance procedures stating that continued truancy of student in Portsmouth schools, is an issue that presents a formidable barrier to student learning and success. Attendance procedures shall include the following:

- Opportunities for educators, parents and students to collaborate to improve school attendance including guidance counselors serving as a resource, directing families to community resources, and providing written materials on the importance of regular school attendance.
- Interventions, which may include the following, telephone calls to the parent

or legal guardian, home visits by the administration with the family, in school meetings with the administration, parents/legal guardian or student, referrals to the School Resource Officers, meetings with the Superintendent of Schools and court intervention through juvenile court truancy petitions.

- Consequences for unexcused absences, tardiness to school or classes, dismissals, and skipping classes. Consequences may include the loss of recess, in-school detentions, after school detentions, Saturday school, and the loss of credit for classes during the quarter and also as listed in the student conduct policy.
- Early dismissals provided that the parent or legal guardian has written an excuse.
- Frequent absences, dismissals, and tardiness to school due to illness will require a signed excuse from a doctor.

#### **Definitions:**

<u>Anticipated absences</u> from school are those that are pre-planned should have prior approval of the building principal. All requests should be made in writing to the principal in advance of the anticipated absence.

<u>A Half-Day of Absence</u> is when a student has missed three hours of the school day.

<u>Half Day of Attendance</u> is recorded when a student attends three hours of the regular length of the school day.

<u>Early Dismissals</u> are the release of a student for part of the school day and are permissible when requested in writing, by a parent or legal guardian, for a reason that would constitute an excused absence.

<u>Absences</u> are permissible when the principal or his/her designee has authorized the student's non-attendance due to the following:

- If a medical visit has occurred a note from the medical practitioner needs to be provided
- Death in family documented in writing by the parent/guardian.
- · School sponsored activities.
- College visits with written documentation from the college.
- Court appearances with written documentation.
- Religious observances documented in writing by the parent/guardian.
- Significant extenuating circumstances

<u>Tardiness</u> is the late arrival of a student to school or class. By level, a student will be considered tardy if they arrive after the start of the instructional day

<u>The District Truant Officer</u> is an administrator assigned by the building principal to deal with the issues concerning excessive and unexcused absences from school.

**<u>Unexcused absence</u>** is one that is not excused by the principal or his/her designee.

#### Legal References:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7, Penalty

RSA 193:8, Notice Requirements

RSA 193:16, Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a) (1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed <u>306.04 (c)</u>, Policy Relative to Attendance and Absenteeism

Policy revised and approved: August 24, 2010

Portsmouth School Board Reapproved: February 14, 2017

#### ATTENDANCE - EXCUSED ABSENCE PROCEDURES FOR PHS

When students are absent from school they are responsible for making up class work. Students are encouraged to attend makeup sessions with teachers or make an appointment with individual teachers for assistance. For families who have adolescents with continued medical difficulties, we suggest they contact the school nurse at extension 2938. The nurses will evaluate a student/family health situation and make appropriate referrals to the Student Services Center and community agencies.

A structured attendance policy has been developed not as a consequence, but to impress upon our students that in order to be a productive, contributing and well-informed member of the student body, regular attendance is important. State law requires students to attend school regularly.

Absences/tardies/dismissals will be excused by the assistant principals ONLY FOR REASONS LISTED IN ATTENDANCE POLICY #JH PERMISSIBLE (see page 2 of this handbook).

During any absence, it is the student's responsibility to obtain, complete and submit all make-up work for each class.

NOTE: EXCESSIVE UNEXCUSED ABSENCES MAY RESULT IN LOSS OF CREDIT FOR CLASSES DURING THAT QUARTER.

IMPORTANT: "EXCUSED ABSENCES SHALL NOT BE PERMITTED IF THEY CAUSE A SERIOUS ADVERSE EFFECT UPON THE STUDENT'S EDUCATIONAL PROGRESS." [NH RSA 193:1] AN EXCESSIVE NUMBER OF UNEXCUSED ABSENCES, TARDIES, OR DISMISSALS WILL BE REFERRED TO COURT FOR TRUANCY.

#### ATTENDANCE - CLASS

Daily attendance is taken by the first block teacher and is entered into the computer at the end of the first period. In addition, all teachers take attendance at the beginning of each class.

All students are expected to be in all classes on time. Any student who arrives at school after 8:20 AM must sign in at the Grade Office and get a pass to class, even if the student arrives between blocks or during lunch. Students who arrive after 8:20 AM are considered tardy to school. If a student is tardy to school more than three (3) times during a school year without being excused, or if a student arrives at school after 8:35 AM or is tardy to school more than three times during a school year without being excused (see excused absences in Policy #JH), the student will receive disciplinary consequences. "Sleeping in" "alarm clock issues," and "traffic" are NOT valid reasons for being late and will result in disciplinary consequences. All students are expected to be in all classes on time.

#### ATTENDANCE - DISMISSAL

If a student becomes ill while at school, he/she must report to the school

nurse. The school nurse will determine if the student needs to go home. The nurse will then contact the parent and the student will be dismissed. A student leaving school because of illness without a dismissal from the nurse may be subject to disciplinary consequences.

Students requesting dismissal during the school day for reasons other than illness must report to their Assistant Principal between 8:05 AM and 8:20 AM and present notes of dismissal from parent/guardian. A daytime phone number for a parent or guardian must be listed on the dismissal note. The approved dismissal slip must be presented to the classroom teacher at the beginning of class. Parents/guardians must approve all dismissals regardless of whether or not the student has turned 18 years old and is no longer a minor. Under no circumstances may students leave school grounds without written permission from the Assistant Principals.

The validity of dismissal requests will be established by the administration. The administration reserves the right to deny any dismissal request that is not a valid reason; If a forged note has been used, both the person forging the note and the person presenting the note will be subject to disciplinary action.

#### ATTENDANCE - HOMEWORK WHILE ABSENT FROM SCHOOL

Students who are absent from school for fewer than five days should email their teachers directly or make arrangements with classmates or friends to get assignments or classroom notes. If a student is to be absent for five days or more, parents may contact the Guidance Office to request homework assignments. Homework requested through the Guidance Office will be available after 24-hours notice.

#### ATTENDANCE - MAKE UP WORK

It is expected that all students of Portsmouth High School strive to achieve their academic best. In order to accomplish this, it is important to complete all assigned work.

Teachers will establish and clarify expectations regarding the completion of work within the following guidelines:

1. Work assigned is due on a specific date.

2. All work is to be submitted in a timely fashion.

3. All students are required to make up/complete all missed work.

A Work that has been assigned previous to the absence and is

- A. Work that has been assigned previous to the absence and is due during the absence will be turned in the first day of return unless conditions have been previously established.
- B. Work that has been assigned during an absence from class will be assigned upon return.
- C. Work missed for truancy or a skip will only be given credit in conjunction with classroom time being made up in addition to the assigned work.
- D. Work missed due to extended absences will be made up as arranged by the teacher and guidance in consideration of individual circumstances.

It is the <u>student's responsibility</u> to see the teacher prior to or upon return from an absence for any missed work.

#### ATTENDANCE - PARTICIPATION IN ANY SCHOOL EVENT

To participate in school events, including athletics, clubs, music, etc., a student must be in school for his/her entire schedule or have an excused absence/tardy/ dismissal for reasons other than illness. Any student that is tardy/absent/dismissed from school on Friday may not participate in weekend events without being excused for school time missed.

#### AUDIT(S)

A student may choose to audit a class up until mid-term reports are given. Students may audit a class per teacher recommendation at any time. Any student who is auditing a class is expected to attend and behave appropriately. The student's Audit grade "AU" will be given at the end of the term.

#### BELL SCHEDULE

WARNING BELL	8:15
BLOCK 1	8:20 - 9:41
BLOCK 2	9:48 - 11:09
TASC	11:16 - 11:56
Lunch	11:56 - 12:31
BLOCK 3	12:31 - 1:52
BLOCK 4	1:59 - 3:20

School ends at 3:20. Students are expected to leave the building and school grounds promptly unless they are involved in a school/community sponsored event or are doing make-up work with a teacher.

#### BELL SCHEDULE - DELAYED OPENING DAY

ONE HOUR DELAY.

ONE HOOK BEE	A.,	TWO HOOK DE	LAI.
WARNING BELL BLOCK 1 BLOCK 2	9:15 9:20 - 10:31 10:34 - 11:45	WARNING BELL BLOCK 1 BLOCK 2	10:15 10:20 - 11:15 11:19 - 12:14
TASC	11:48 - 12:18	TASC	12:14 -12:46
Lunch	12:21 - 12:51	Lunch	12:46 -1:22
BLOCK 3	12:54 - 2:06	BLOCK 3	1:26 - 2:21
BLOCK 4	2.09 - 3.20	BLOCK 4	2.25 - 3.20

TWO HOUR DELAY

Delayed openings due to inclement weather will be announced on local radio stations. School will start either one hour late, beginning at 9:20 am, or two hours late, beginning at 10:20 a.m. Students begin their first period class based on the delay. Bus pick-up time will be approximately one or two hours later than the regular time. On delayed opening days, eligible seniors and juniors may NOT leave during lunch.

#### **BELL SCHEDULE - EARLY RELEASE DAY**

WARNING BELL BLOCK 1 BLOCK 2 BLOCK 3 LUNCH BLOCK 4	8:15 8:20 - 9:15 9:20 - 10:15 10:20 - 11:15 11:20 - 11:50
BLOCK 4	11:55 - 12:50

#### BELL SCHEDULE - EARLY RELEASE EXAM DAY (Last day of each quarter)

WARNING BELL	8:15
EXAM BLOCK	8:20 - 9:41
BREAKFAST BREAK	9:45 - 10:15
EXAM	10:19 - 11:40

#### BUS PROCEDURE

Riding the bus is a privilege. The privilege of riding the bus may be temporarily denied or permanently revoked if misconduct of a student jeopardizes the safe operation of the school bus, bus riders, or other drivers in other vehicles.

The School Board expects all students to apply themselves and to work to the best of their abilities within the guidelines of class policies, school policies, and general honesty. Personal honesty and integrity are values that are developed in our students through adult models, reflection, and individual and group efforts.

Students who cheat or plagiarize will be subject to scholastic failure and disciplinary action by the teacher and the administration. After verifying an incident of cheating or plagiarism on the part of a student, the administration will determine the discipline, send a letter to the student's parents, and may record the occurrence in the student's permanent file.

Definitions:

**Cheating** – (taking) an examination in a dishonest way, as by having improper access to answers.

**Plagiarism -** the unauthorized use of the language and thoughts of another author and the representation of them as one's own.

Portsmouth School Board Revised and Approved: May 27, 2008 Portsmouth School Board Approved: February 13, 2001.

#### **CLASS RANK**

Class rank is computed for each graduating class at the end of six semesters and a final class rank is computed after the third quarter of the senior year. Class rank is not computed for transfer students and does not include classes taken outside of PHS.

The grade received in a class multiplied by the weight of that class equals the points earned toward class rank. Class rank is based on grades received in all subjects.

A+=4.33 points, A=4 points, A-=3.67 points, B+=3.33 points, B=3 points, B-=2.67 points, C+=2.33 points, C=2 points, C-=1.67 points, D+=1.33 points, D=1 point, D-=.67 points, F=0 points.

An unweighted Grade Point Average (G.P.A.) is also computed at the end of each year.

#### **CLUBS, ACTIVITIES, AND SPORTS**

Portsmouth High School offers a wide variety of student clubs and activities in all areas of the curriculum, as well as many interscholastic and intramural sports. If a student intends to participate in a varsity level sport, it is **expected** that the student will be available during all vacation weeks during their respective season. It is imperative that athletes be present as games are scheduled during vacation weeks. Members of the freshman and JV sports teams are strongly encouraged to consult with their coaches about vacation expectations.

Organizational meetings, tryouts and/or practices are announced and are posted within the school building. Students are strongly urged to participate in co-curricular and extracurricular activities.

Students are also encouraged to petition for student council. Petitions will be available in the main office. Speeches of candidates will be scheduled during class assemblies.

#### **Clubs and Activities**

Amigo Program Anime Club

Architecture & Design Club

Automobile Club Bike Club

**Business Club** Chess Club Clipper Tutors Color Guard Conlang Club Costume Club

Debate Club

Drama

**Environmental Change** Organization (ECO)

Epitome (PHS literary magazine)

**FCCLA** Fishing Club Focus French Club

Friends of Rachel Gay Transgender Straight Alliance (GTSA)

Gourmet Clùb History Club Interact II

Instrumental Ensemble

Latin and Classical Civilizations Club

The Lego Movie, Good Dinosaur Club (TLMGDC)

Madrigal Singers

Model UN Multicultural Student Alliance

National Honor Society **Outing Club** Peer Leadership

Percussion Ensemble Philosophy Club

PHS Car Enthusiasts

PHS Chamber Vocal Jazz Ensemble PHS Dance Team

PHS Men's Ensemble PHS Penguin Plunge Club PHS Treble Choir The Players Club

Physics Club Poetry Club Pokémon Club

Portsmouth Nichinan Exchange Club Presidential Candidate Education Club

Programming Club Project Purple Recycle-It-Project Robotics Club Rocket Club Running Club

S2S (Student to Student Mentor Program)

Shotokan Karate Ski Club Skills USA Soccer Club Spanish Club

Student Athlete Leadership

Team (SALT) Student Council Tabletop Club Teen Literary Club Ukulele Club Ultimate Frisbee Club United States Army Cadets Video Game Club Women's Legion Club Yearbook Club Young Democrat's Club Young Republican's Club

For a current list of active clubs and organizations please refer to the Clubs and Activities Booklet located in the Guidance Office.

#### **Sports**

Boys

**FALL** 

**Girls** 

Cross Country Football (Varsity/Junior Varsity/Reserve) Golf (Varsity/Junior Varsity)

Soccer (Varsity/Junior Varsity/Reserve) Unified Soccer

Cheerleading/Spirit (Varsity) Cross Country Field Hockey (Varsity/Junior Varsity/Reserve) Golf (Varsity/Junior Varsity)

Soccer (Varsity/Junior Varsity/Reserve) Volleyball (Varsity/Junior Varsity/Reservé) Unified Soccer

#### WINTER

Basketball (Varsity/Junior Varsity/Reserve) Ice Hockey (Varsity) Skiing (Alpine and Nordic) Swimming and Diving Unified Basketball Winter Track

Basketball (Varsity/Junior Varsity/Reserve) Cheerleading/Spirit (Varsity) Skiing (Alpine and Nordic) Swimming and Diving Unified Basketball Winter Track

#### SPRING

Baseball (Varsity/Junior Varsity/Reserve) Lacrosse (Varsity/Junior Varsity) Spring Track Tennis (Varsity/Junior Varsity Lacrosse (Varsity/Junior Varsity/Reserve) Softball (Varsity/Junior Varsity) Spring Track Tennis (Varsity/Junior Varsity)

#### COMPLAINT PROTOCOL

Members of the Portsmouth School Department, individually and collectively, recognize and welcome their responsibility for listening to comments from the parents and citizens of the Portsmouth Schools.

Constructive criticism of the schools is welcome when it is motivated by a sincere desire to improve the quality of the education program and to encourage the District's schools to perform their task more effectively.

Complaints shall be handled and resolved, whenever possible, as close to their origin as possible. All complaints shall be referred back through the chain of command for resolution.

If the complaint is in regard to an employee, the first step is to discuss the matter directly with the employee against whom the complaint is registered. Complaints that involve an activity, program, facility, etc., and not an employee, shall be first directed to the appropriate personnel involved with or who supervises the activity, program, facility, etc. that is the focus of the complaint. In either case, if the complaint cannot be resolved at that first appropriate level, the person initiating the complaint may take the matter to the next level; for example, teacher, department head or team leader, school principal, Superintendent of Schools.

Contact the principal to set up a conference at a mutually agreeable time for schoolrelated complaints that are not directly resolved with the complainant. Should the principal be unable to affect a satisfactory solution, the issue shall be referred to the Superintendent. The Superintendent shall establish procedures for obtaining the view of all concerned, as well as collecting relevant data from other sources, if appropriate. The solution recommended by the Superintendent shall be considered as the final administrative decision.

## COURSE SELECTION, COURSE CHANGES AND STUDENT REQUIREMENTS INCLUDING SENIOR REDUCTION IN COURSE LOAD

Careful planning by each student should result in appropriate course selections for each school year. The course selection process will be considered COMPLETE when the student course selection sheet has been handed in with all required signatures.

Student initiated course changes will not be allowed after the second day of any quarter. Course changes during any quarter will be made only upon the recommendation of a teacher or guidance counselor and with written approval of the parent.

This policy does not prevent school authorities from adjusting a student's classes to produce an optimum learning environment.

Seniors must be enrolled in the equivalent of a minimum of three full blocks each quarter. Seniors interested in taking VLACS classes during the school day in the Blended Learning Lab may register for those classes first semester only unless approved by the principal or guidance.

#### **DANCES**

Dances are only for Portsmouth High School students. A valid current Student ID must be shown at the door. Other students may NOT attend PHS dances.

The only exception to this rule will be the Junior and Senior proms and the Holiday Cotillion. PHS students must complete a guest information sheet for any person who is not a current PHS student. All guests must be 20 years old or younger and show a valid picture ID at the door. A form must be submitted to the Grade Office at least three (3) days in advance of the event.

#### DISCIPLINE

Portsmouth School Department discipline policies are intended to promote regular attendance, academic achievement, respect, and good conduct.

Specific discipline policies are included in this student handbook.

Students who violate specific School Department policies, who violate State or Federal Statutes, or who commit acts considered to be gross misconduct are subject to discipline.

Discipline policies pertain to all activities within the classroom, on School Department property or grounds, or at school-sanctioned activities.

Certain off-campus, non-school related conduct, may subject the student to discipline.

In most instances, prior to the imposition of discipline, school staff meet with the student and/or their parent or legal guardian to modify behavior.

#### **DISCIPLINE - SATURDAY SCHOOL DETENTION**

Students may be assigned detention on Saturday for violation of school rules. "Saturday School" will be held from 8:00 a.m. - 12:00 noon. Saturday School students may perform community service in and around the school building. **Students who fail to attend assigned Saturday school, are late, or who are asked to leave receive an in school suspension for one (1) day.** Students who chronically violate the Saturday School protocol will be subject to further consequences for insubordination. Parents/guardians may call 436-7100 (the Grade Office) with any concerns prior to the start of the assigned Saturday. If a student is sick on the morning of Saturday school, the parent must leave a message in the Grade Office on Saturday morning. If Saturday School is cancelled due to weather, the student will be notified and students will be rescheduled for a subsequent date.

#### **DISCIPLINE - SUSPENSION OF PUPILS**

Policy # JICD

Annually, the Superintendent shall designate, in writing, authorization of administrators to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct, for neglect or for refusal to conform to the reasonable rules of the school.

The School Board authorizes the Superintendent of Schools to continue the suspension of a pupil for a period in excess of ten (10) school days, provided the student has had an opportunity for a hearing before the Superintendent prior to the imposition of the additional suspension.

#### Policy Revised and Approved by the Portsmouth School Board: March 10, 2015

Suspension from school means that the student will be restricted from attending regular school, and from participating in school activities.

The following offenses listed may result in a suspension from school for the first offense:

 Insubordination to any administrator or staff member (Including: refusing to comply with the requests or directions of the same.)

- 2. Threatening or intimidation of students or staff.
- Unauthorized leaving of school grounds.
- 4. Smoking or vaping.
- Unacceptable language to a staff member.
- Skipping classes.
- 7. Stealing property or money
- 8. Unauthorized possession of school keys.
- 9. Inappropriate language in or on school property.
- Forged documents.
- Throwing rocks, snowballs, food in the cafeteria, or other solid objects.
- 12. Chronic behaviors which disrupt the learning process.
- 13. Lying.

The above are only examples of school violations. The administration may suspend a student for any offense that it deems as detrimental to the well being of the high school students and staff.

#### DRUG AND ALCOHOL USE BY STUDENTS

Policy #JICH

The use, abuse, possession or being under the influence of <u>a controlled substance</u>, unauthorized prescription drugs, over-the-counter drugs or alcohol is prohibited on any School Department property, including vehicles owned, leased or approved by the School Department.

The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. The Portsmouth School Department has identified all school department property to be drug free school zones pursuant to RSA 193-B.

No student shall enter Portsmouth School Department property, or attend school-sponsored activities in possession of, or under the influence of controlled substances, drugs, drug related paraphernalia or alcohol, including in vehicles parked on school property or that are under the control of the student.

A controlled substance is one that is defined in the Controlled Substances Act, 21 U.S.C. 812 or the Controlled Drug Act found in RSA 318-B.

#### First Offense:

Students who have been found to be in violation of this section of the policy for the first time shall be subject to the following discipline:

- Suspension from school for up to five (5) school days
- Participation in an evaluation conducted by a Certified Substance Abuse Counselor
- Attendance at a meeting between the student, parent or guardian, and school personnel to review and develop a plan to implement the recommendations of the evaluation.

The student and/or the parent or guardian may request a meeting with the Superintendent of Schools if there is disagreement with school officials concerning the implementation of any of the recommendations. The Superintendent may impose additional days of suspension if he/she determines that the student and/or the parent or guardian is not reasonably cooperating with the implementation of the recommendations.

#### Second/Subsequent Offenses:

Students who have been found to be in a subsequent violation of this section of the policy within one (1) calendar year from the prior offense shall be subject to the

10

#### following discipline:

- Suspension from school for up to ten (10) school days.
- A meeting with the Superintendent and Building Principal
- A referral to the Portsmouth School Board with the possibility of expulsion from school
- Re-evaluated by a Certified Substance Abuse Counselor
- Participation in the development and implementation of an initial treatment plan prior to readmission to school

The Superintendent of Schools Superintendent may impose additional days of suspension if he/she determines that the student and/or the parent or guardian is not reasonably cooperating with the implementation of the recommendations.

#### Selling, Distributing or Transfer of Controlled Substances

Selling, distributing or transfer of controlled substances, or substances represented to be a controlled substance, including prescription drugs and over-the-counter drugs, or alcohol is prohibited. Selling, distributing or transfer is defined as selling, supplying, distributing or giving it to another. In addition, if the student is found in possession of a sufficient quantity of a controlled substance to sell or distribute it will be considered possession with intent to sell and will be a violation of this section of the policy.

#### All Offenses:

Students found to have violated this policy will be subject to the following discipline:

- An automatic suspension of ten (10) school days
- A meeting with the Superintendent and Building Principal
- Referral to the School Board for a disciplinary hearing
- The School Board may impose discipline as it deems appropriate under the facts and circumstances of the matter up to and including expulsion from school.
- Evaluation by a Certified Substance Abuse Counselor and a treatment plan must be developed prior to readmission to school.

All violations of this policy will be reported to the Portsmouth Police Department.

<u>Legal References:</u>
21 U.S.C. § 812(c), Controlled Substances Act
RSA 318-C, Controlled Drug Act
RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

Portsmouth School Board Reviewed and Revised: September 13, 2016 Portsmouth School Board Reviewed and Revised: August 24, 2010 Portsmouth School Board Policy Approved: June 26, 2001

Any staff who suspects a student of being under the influence will refer the student to the grade principal. Students suspected of being under the influences of drugs/ alcohol will be assessed by the nurse and/or school resource officer. The car keys of any student violating the above policy will be confiscated and given to the parent/ guardian.

#### DRUG FREE SCHOOL ZONE

This law makes it unlawful to sell, or possess with intent to sell, or be in possession of, a controlled drug in a drug free school zone. The penalties are twice what are otherwise authorized under other RSA's with a mandatory minimum of one-year imprisonment. The law defines drug-free school zone as "an area inclusive of any property used for school purposes by any school, whether or not owned by such school, within 1,000 feet of any such property, and within or immediately adjacent to school buses."

DUE PROCESS Policy #JIA

See Also: JICD

The school administration will provide due process for students in the enforcement of RSA 193:13 and 193-D as follows:

Short-term suspensions (ten days or less):

- Upon the issuance of a short-term suspension, there shall be a meeting with the student and the Superintendent or designee, with written or oral notice to the student, of the charges and an explanation of the evidence against the student.
- 2. An opportunity for the student to present his/her side of the story.
- A written statement to the student and at least one of the student's parents or guardian, explaining the disciplinary action taken against the student.

#### Long-term suspensions (in excess of ten days):

- Upon the issuance of a long-term suspension, there shall be a written communication to the student and at least one of the student's parents or guardian, delivered in person or by mail, of the charges and an explanation of the evidence against the student.
- 2. The Superintendent's written or oral recommendation for the student action to correct the discipline problem.
- 3. A written decision including the legal and factual basis for the conclusion that the pupil should be suspended.
- 4. Notice that the decision of the School Board may be appealed to the State Board of Education.

#### **Expulsion:**

- The Portsmouth School Board may expel a student after there has been a formal hearing with the Superintendent of Schools prior to an expulsion.
- 2. The hearing may be held either before or after the short-term suspension has expired and, pending the disciplinary hearing, may result in expulsion by the Portsmouth School Board.
- 3. Written notice to the student pupil and at least one of the student's parents or a guardian will be delivered in person or by mail, of the date, time and place for a hearing before the Portsmouth School Board.
- 4. A written statement of the charge and nature of the evidence against the student, the Superintendent's written recommendation for School Board action, and a description of the process will be used by the Superintendent to reach the recommendation.

School Board proceedings shall be in accordance with the New Hampshire Code of Administrative Rules, Section Ed. 317 (04)g.

Readmission to School:

Expelled students may petition for readmission to school in August, prior to the beginning of the school year. The petition may be made through the Office of the Superintendent of Schools who is authorized to readmit the student unless the School Board has required a hearing before the board in its expulsion decision. If the Superintendent does not grant the readmission petition, the student and his/her parents may appeal the decision to the School Board.

<u>References:</u>

RSA 193:13 Suspension and Expulsion of Students RSA 193-D Safe School Zones

Portsmouth School Board Revised and Approved: February 10, 2015 Portsmouth School Board Approved: Sept, 25, 2007

#### **EARLY COMPLETION**

Students who have met all graduation requirements wishing to withdraw from Portsmouth High School prior to completing four full years must contact their school counselor, make the request in writing to the principal, and follow the early completion process. The reasons for early completion must be educationally sound and include parental approval.

#### **ELECTRONIC DEVICES**

We strongly recommend that students refrain from bringing electronic devices of any kind to school.

No electronic devices of any kind, (including but not limited to radios, beepers, cellular phones, iPods, MP3 players and electronic games, etc.) will be allowed to interrupt classroom activities. Personal media players may be used only during lunch or in the classroom with permission of the classroom teacher. Items that disrupt and/or interrupt the learning process will be confiscated and turned into the Grade Office and may be picked up at the end of the school day. If the offense is repeated, a parent or guardian must pick up the item. If the offense is repeated A THIRD TIME, the student will not be allowed to have the device in school for the remainder of the year.

Students will not be allowed to leave class to respond to telephone calls, text messages or pages.

#### **IMPORTANT:**

PARENTS AND GUARDIANS: <u>PLEASE DO NOT CALL, EMAIL OR TEXT MESSAGE YOUR STUDENT DURING CLASS TIME.</u> If there is an emergency, please call the Grade Office.

Portsmouth High School is not responsible for any electronic devices that are stolen or lost. Stolen items should be reported to the police.

#### **ELIGIBILITY FOR ATHLETICS**

In order to be eligible for athletics all students must meet eligibility requirements as outlined in School Board Policy #IGD. In addition, all students must have passed and received credit for a minimum of three 90-minute blocks (or the equivalent of three 90-minute blocks) of course time during the previous marking term AND be enrolled in and attending three 90-minute blocks (or the equivalent of three 90-minute blocks)

of course time in the present marking period to be eligible for athletics. Credits earned in summer school, independent studies or any out-of-school programs do not apply to eligibility. Withdraw failure is considered a failed course.

#### **EXAM SCHEDULE**

Below is the block schedule for quarter 1 & 3 exams, and for quarter 2 & 4 exams.

#### **Quarter 1 and Quarter 3**

```
Day 1 -
        Block 1 -
                        1A exam (1B does not meet)
        Block 2 -
                        Class
        Block 3 -
                        Class
        Block 4 -
                        Class
Day 2 -
        Block 2 (8:20-9:41)
                                   Fxam
        Breakfast (9:45-10:15)
                                   Break
        Block 3 (10:19-11:40)
                                   Fxam
Day 3 -
        Block 1 (8:20-9:41)
                                   Block 1 and 1B Exam
        Breakfast (9:45-10:15)

    Break

        Block 4 (10:19-11:40)
                                  Exam
```

#### **Quarter 2 and Quarter 4**

```
Day 1 -
        Block 1 -
                       1B exam (1A does not meet)
        Block 2 -
                       Class
                       Class
        Block 3 -
        Block 4 -
                       Class
Day 2 -
        Block 1 (8:20-9:41)
                                   Block 1 and 1A exam
       Breakfast (9:45-10:15)
                                   Break
        Block 4 (10:19-11:40)
                                   Exam
Day 3 -
        Block 2 (8:20-9:41)
                                   Exam
        Breakfast (9:45-10:15)
                                   Break
        Block 3 (10:19-11:40)
                                   Exam
```

The dates of exams will be listed on the Semester I & II Events Calendars published and distributed in the August and January each year.

## EXTRA CURRICULAR AND CO-CURRRICULAR ACTIVITIES Policy #IGD

The School Board recognizes the importance of extra-curricular and co-curricular activities in student life and that they are an integral part of high school life. Extra-curricular and co-curricular activities require as much careful planning and supervision as academic subjects, and while extra-curricular activities provide an opportunity for student to develop other skills and knowledge outside the classroom, they are a supplement to, and do not take precedence over academics. Extra-curricular and co-curricular activities are also a privilege and in order for students to participate they are expected to be good citizens in their school community.

#### Supervision

All activities conducted in the name of the Portsmouth School Department shall be under the general supervision of school authorities and student participants are subject to the discipline policies of the School Board.

#### Eligibility

High School students will be required to meet academic standards established by this policy for participation in extra-curricular activities as follows: Student participants shall maintain good citizenship.

Student participants must be passing all classes in which they are enrolled and have no more than one grade of D based upon the latest term grades.

In the case of all extra-curricular activities, unless otherwise mandated by New Hampshire Interscholastic Athletic Association (NHIAA) for athletics, students academically ineligible due to grades from the latest quarter may regain eligibility based upon a progress report that meets the eligibility standards.

All extra-curricular activities will be open to all students with open tryouts. Intramural sports shall be encouraged so that all students may have the opportunity to participate.

Ineligibility from Participation

Portsmouth High School students who violate Federal, State or Municipal statutes and ordinances or Portsmouth School Board policies may be determined ineligible from participation in extra-curricular activities. Violations will be considered as of the first date of enrollment at Portsmouth High School or the first date of participation in the extracurricular activity, whichever occurs first, through graduation or discontinued enrollment.

Prior to a student becoming ineligible from participation, the matter will be referred to the Disciplinary Committee. The Committee shall consider violations as follows:

**Disciplinary Committee** 

The Disciplinary Committee will review any violation of that might result in a student being determined ineligible from participation in extracurricular activities. The Committee will be chaired by the Principal of the High School, or the Principal's designee. The remainder of the Committee shall consist of the following individuals:

In the case of athletics:

Athletic Director

Designated Head Coach, selected by the Principal for a one year term In the case of non-athletic clubs and extra-curricular activities:

A designated faculty advisor for non-athletic clubs and extracurricular activities, selected by the Principal for a one-year term

A designated member of the faculty from co-curricular activities selected by the principal for a one year term

A guorum shall consist of two members

The Committee is free to consider input from the student or his/her representative, the student's coach or faculty advisory, assistants or team captains in the case of athletics, or any other source the committee deems appropriate.

A student may waive his/her opportunity to appear before the Disciplinary Committee, but in waiving this right, they are subject to the determination made by the Committee.

#### First Offense - Extracurricular activities

Students found to have consumed alcohol, been determined to have internal possession of alcohol or in the possession of alcohol shall be ineligible for 50% (fifty percent) of regular season and tournament games.

Students found to have hosted a party or event for the consumption of alcohol or drugs or who have been found to be in the possession of drugs or under the influence of drugs shall be ineligible for 75% (seventy-five percent) of regular season and tournament games.

Students found to have violated other school rules shall be determined to be ineligible for up to three regular season and tournament games.

Students found to have violated other school rules shall be determined to be ineligible for up to three regular season and tournament games. Students completing 10 (ten) hours of community service may have a reduction of their suspension by one game.

All community services shall be preapproved by the Disciplinary Committee and completion documented in writing.

Students participatinbg in sports or activities that have 8 or more games or performances may have an additional reduction in their determination of ineligibility upon attendance at a session with the Student Counseling Services Alcohol/Drug counselor as part of a restorative path of a reduction of their suspension by one game.

#### First Offense - Co-curricular activities

Although band, percussion and chorus are co-curricular activities, they are subject to this policy. Students may be determined to be ineligible from participation in performances. Students may not have their grades affected if they are ineligible for performances. The director of the activity shall determine the alternative to performance to be included in the grading process.

Students found to have consumed alcohol, been determined to have internal possession of alcohol or in the possession of alcohol shall be ineligible for 50% (fifty percent) of regular season and competition performances.

Students found to have hosted a party or event for the consumption of alcohol or drugs or who have been found to be in the possession of drugs or under the influence of drugs shall be ineligible for 75% (seventy-five percent) of regular season and competition performances.

Students may have a one performance reduction in their determination of ineligibility upon completion of 10 (ten) hours of community service. All community services shall be preapproved by the Disciplinary Committee and completion documented in writing.

#### Second Offense - Extracurricular activities

If the student commits a second offense within twelve (12) months of the first violation the student will no longer be permitted to participate in practices and will be removed from any association with the extracurricular activity up to a full twelve (12) months from the date of the second violation. The student may be required to provide evidence of completion of counseling or community service to the Disciplinary Committee along with a mandatory petition for a reinstatement of eligibility.

#### **Participation in Practices**

Students determined to be ineligible from participation in games/competitions are permitted to attend practices and games and performances. Students attending games and performances are not permitted to wear their uniforms.

Ineligibility determinations apply to both sports/activities for students participating in dual sports or activities.

Approved by the Portsmouth School Board: June 14, 2011 Portsmouth School Board Revised: August 9, 2016

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Policy #JRA

**General Statement:** It is the policy of the School Board that all School Department personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all Department personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

**Education Record:** For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the School Department; or by such other agents as may be acting for the School

Department. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information: For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

- Students' name, address, telephone number, date and place of birth, dates of
- Parents'/quardians' name and address
- Students' grade level, enrollment status and dates of attendance Students' photograph Students' participation in recognized school activities and sports

- Weight and height of members of athletic teams
- Students' diplomas, certificates, awards and honors received

The School Department may release or disclose student directory information without prior consent of the student's parents/eligible students. Parents will be provided the opportunity to give notice to the School of their refusal to permit the disclosure of any or all directory information items. Written notice from a parent/eligible student that any or all direction information shall not be released will only be valid for that school vear and must be re-issued each school year.

Personally Identifiable Information: "Personally identifiable information" is defined as data or information which makes the subject of a record known, including a student's name the student's the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the School Department reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification/Rights of Parents and Eligible Students: At the beginning of each school year the School Department shall provide parents/guardians and eligible students notice of their rights under State and Federal law and this policy regarding the disclosure or student records. Student handbooks sent home will include a notice listing these rights and will include:

- 1. The rights of parents or eligible students to inspect and review the student's education records:
- 2. The intent of the School Department to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law:
- 3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate. misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the School Department decides not to alter them according to the parent's or eligible student's request;
- 4. The right of any person to file a complaint with the United States Department of Education if the School Department violates FERPA; and
- 5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

**Procedure To Inspect Education Records:** Upon written request, parents or eligible students may inspect and review education records which they are entitled. The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected no later than 30 days after the principal's receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student's education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

<u>Procedures To Seek To Correction of Education Records:</u> The Superintendent shall develop procedures for parents of students or eligible students to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights, including an appeal process to the Superintendent of Schools and the School Board. Any change of the school record as a result of request for the change or as a result of the appeals process, the parent of a student or an eligible student and a representative of the School Department shall sign and date when the change.

<u>Disclosure of Student Records and Student Information:</u> In addition to directory information, the School Department may disclose student records and student information without consent to the following parties or under the following conditions.

- 1. School Officials with a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
- 2. Other schools into which a student is transferring or enrolling.
- 3. Officials for audit or evaluation purposes.
- 4. Appropriate parties in connection with financial aid.
- 5. Organizations conducting certain studies for, or on behalf of the School Department. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.
- Accrediting organizations.
- 7. Judicial orders or lawfully issued subpoenas.
- 8. Health and safety emergencies.

Maintenance of Student Records and Data: The principal of each building is responsible for record maintenance, access and destruction of all student records. All School Department personnel having access to records shall place great emphasis upon privacy rights of students and parents.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

<u>Disclosures Made From Education Records:</u> The School Department will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal,

state or local officials for the purpose of auditing or enforcing federally supported educational programs.

#### The record includes:

- 1. The name of the person who or agency which made the request:
- 2. The interest which the person or agency has in the information:
- 3. The date on which the person or agency made the request;
- 4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
- 5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The School Department will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the School Department who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

#### Legal References:

RSA 91-A: 5, III, Exemptions, Pupil Records

RSA 189:1-e. Directory Information

20 U.S.C. §1232g, Family Educational Rights and Privacy Act 34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

Portsmouth School Board Revised and Approved: March 8, 2016 Portsmouth School Board Approved: January 10, 2012

#### **FIELD TRIPS**

Students attending field trips are responsible for obtaining forms signed and approved by teachers, parents, and for making up missing school work in a timely manner (see Attendance Section - Make-Up Work). Based upon academic concerns, teachers may recommend to the principal that a student be excluded from attending a field trip. Privileges to attend field trips may be withheld by the school administrator based upon disciplinary or academic concerns. Students in violation of attendance policies and procedures are not eligible for field trips.

Field trips are not allowed during the last 2 weeks of each quarter or during State testing. Exceptions to this are only made with prior approval from the principal under rare circumstances.

#### FIGHTING/VERBAL THREATENING/PHYSICAL HARM/ASSAULT

1. A first offense may result in a suspension of up to five (5) school days and may result in police action. A second offense within a calendar year will require a meeting with the superintendent with a possible recommendation for expulsion. Any one single event may rise to the level of expulsion.

2. Verbal threatening and/or actual physical harm to a staff member may result in a recommendation for expulsion.

#### **FIRE DRILL**

- 1. At the sound of the alarm, students are to leave the building according to the evacuation procedures.
- Students must remain with their classroom teacher at all times for attendance purposes.
- 3. Students are to leave the building in a swift and orderly manner. Students must not run. Students must move out away from the building.
- 4. Elevators MUST NOT be used.
- 5. Students will return to class when authorized

#### **GRADING SYSTEM**

The Portsmouth High School Grading System is as follows:

A+	=	98-100	C+	=	82- 84
Α	=	95- 97	С	=	79- 81
A-	=	93- 94	C-	=	77- 78
B+	=	90- 92	D+	=	75 <b>–</b> 76
В	=	87- 89	D	=	72- 74
B-	=	85- 86	D-	=	70- 71
			F	=	69 or below

#### INCLEMENT WEATHER

If school is to close for any reason, an "Alert Now" phone call will be made to all families. Announcements will also be made by the local radio stations (WHEB, WTSN, WWNH, WOKQ, WERZ, Channel 9 (WMUR-TV), and on the WMUR TV website at www.wmur.com at 6:30 a.m. for the high school and at 7:00 a.m. for all other schools.

School administration may determine that weather conditions prevent safe operation of student vehicles and may close the open campus privileges at lunch on certain days during the winter months. This notice will be given on the public address system and all students with open campus privileges may not leave on those days. Students in violation of this closure will be subject to disciplinary action.

#### LANGUAGE AND CONDUCT

The Portsmouth School Board has a policy of respect (see Respect Policy JICDE), which applies to all employees, students and parents. As part of its policy of respect, the School Board has specifically stated that "demeaning" comments and behavior will not be tolerated.:

Words or language commonly understood as "curse" or "swear" words are not allowed. Words and language which are intended or understood to refer in a disparaging, belittling, harmful or negative context to race, religion, sexual orientation, sexual behavior, a sexual act or human body part or function will not be tolerated at any time. Rude or disrespectful language, which could include, but not be limited to, words such as "shut up" and "suck (s)", should not be used at any time.

Gestures, behavior, conduct, writings or drawings which are intended, or understood, to refer in a disparaging, belittling, harmful or negative context to race, religion, sexual orientation, sexual behavior, a sexual act or human body act or function will not be tolerated at any time. Gestures, behavior, conduct, writings or drawings intended or understood to be rude, disrespectful or belittling are prohibited.

A violation of these language and conduct procedures is to be reported immediately pursuant to the procedures set out in the policy of respect as adopted by the Portsmouth School Board. Any employee, student or parent found to have violated these procedures would face the disciplinary consequences set out in School Board Policy JICDE.

#### LIBRARY

Anyone who uses the library, its books or materials must be quiet and courteous to others. They must also care for and return all books and periodicals in a timely fashion. Students are expected to sign in and out of the library. Food and drinks may not be consumed in the library at any time.

#### **LOCKERS**

Lockers are issued by the Grade office.

- 1. The use of the locker is a privilege which is provided at the discretion of the Portsmouth School Department.
- 2. A condition of granting the use of this locker is that the Portsmouth School Department reserves the right to conduct inspections of the locker at such times and in such a manner as the Department determines to be appropriate. (See Search and Seizure Policy JIH.)
- 3. There is no expectation of privacy afforded to the student with respect to the locker or any contents which might at any time be within the locker. Lockers may be searched if necessary.
- Students MUST NOT share lockers or combinations, and the locker should be secured at all times. The student to whom the locker is issued is responsible at all times for its contents.
- The school/administration cannot be responsible for items missing from lockers.
- A locker is assigned to each student if requested and requires completion of a signed locker agreement.
- 7. Students are to treat lockers in a respectful manner. Any damage to a locker should be reported to the Grade Office.

#### LOST AND FOUND ITEMS

During the year, students may check for lost items in the reception area. Articles of value (watches, rings, etc.) will be kept in the main office. If any article is found, it should be turned into the main office. The school is not responsible for lost or stolen items. NEVER LEAVE PERSONAL ITEMS UNATTENDED.

#### LUNCH

During lunch, students may be in the following areas:

- cafeteria
- 2. foyer in front of the auditorium (NO FOOD OR DRINK PERMITTED.)
- 3. hallways surrounding the auditorium (NO FOOD OR DRINK PERMITTED.)
- 4. grass area containing the anchor in front of school
- 5. library (no food or drink in the library)
- 6. a classroom with a teacher present
- 7. student center (FOOD AND DRINK ALLOWED ONLY IN DESIGNATED AREAS.)

Use of these areas other than the cafeteria is a privilege that will be continued only if proper behavior and cleanliness is maintained.

#### **LUNCH PRIVILEGES/OPEN CAMPUS**

First semester, leaving campus is limited to seniors only with parental permission, verified by the possession of an open campus sticker on their official student ID. Open campus privileges will be granted only to students who meet the criteria established by the administration. Seniors may leave school grounds during lunch when they do not have a scheduled class or school activity. Some second semester juniors may earn off-campus lunch (with parent permission) by certain criteria as determined by the administration. This privilege may be withdrawn by the school administration at any time up to and including the rest of the year.

Students with open campus privileges who take underclassmen or those without open campus privileges off school grounds may lose their privilege of open campus and the privilege of bringing a vehicle on school property for a designated period of time up to and including the remainder of the school year.

STUDENTS WHO DO NOT HAVE OPEN CAMPUS PRIVILEGES ARE TO REMAIN ON CAMPUS AND ONLY IN AREAS DESIGNATED FOR SCHOOL LUNCH. STUDENTS ARE NOT PERMITTED OUTSIDE OF THE BUILDING DURING SCHOOL HOURS UNLESS THEY HAVE A PASS FROM THE GRADE OFFICE. THE PARKING LOT IS CONSIDERED OFF CAMPUS

Seniors who are not scheduled for a first or fourth block class should not be in the building unless previous arrangements were made with a supervising teacher. In that case, seniors are to sign in at the grade office when they arrive and designate where they will be going for their unscheduled block. Students who do not have class during fourth block must leave school grounds.

#### **MID-TERM PROGRESS REPORTS**

Students will receive mid-term grade reports in each class at the mid-point of each term to bring home to parents/guardians.

#### MINIMUM REQUIREMENTS

The following credit requirements are the minimum necessary to be considered a member of the three upper classes at Portsmouth High School. Students will not be permitted to participate in class activities or receive class privileges with less than the minimum number of credits. Students must pass core content courses (English, Math, Science, Social Studies) as well.

- 6 Credits to be a Sophomore
- 12 Credits to be a Junior
- 18 Credits to be a Senior

#### NATIONAL HONOR SOCIETY

The National Honor Society is open to eligible juniors or seniors who may be invited to apply. Students must have attended PHS for the semester prior to the fall induction ceremony. Only one induction is held a year. There are strict standards for NHS, for application and for membership.

Six criteria are examined for application eligibility and membership:

- 1. Scholarship cumulative average of 3.50 or higher, no D's or F's, good attendance
- 2. Service -consistent, non-school related volunteer service during high school
- Leadership-shown through leadership in school organizations and classroom behavior
- 4. Character (determined through staff surveys)- maintain a high moral standard
- 5. Citizenship- participate in the PHS community

Membership requires adherence to the above criteria and infractions may result in dismissal from the Society.

#### NATIONAL TECHNICAL HONOR SOCIETY

National Technical Honor Society is an honor bestowed upon deserving Career Technical Education students. The goal of the National Technical Honor Society (NTHS) is to see that deserving Career Technical Education (CTE) students be recognized for their achievement and that the people of the community become aware of the talents and abilities of the young people who choose technical education pathways to a successful future.

NTHS members must be good, honest, responsible student-citizens who have made a personal commitment to excellence in their Career Technical Program and to their future. Students must be in the second year of the program, have an overall GPA of 3.0 and a 3.5 GPA in their CTE program area. They must be recommended by their instructor and ideally, have participated in extracurricular activities.

#### NON-SMOKING/TOBACCO POLICY

Policy #JICG

In accordance with State RSA Chapter 126-K:7:

The use of tobacco products in School Department Buildings, facilities or on School Department grounds is prohibited at all times. Tobacco products shall mean any tobacco-containing product including but not limited to:

Cigarettes
Smoking tobacco
Cigars
Chewing tobacco
Snuff
Pipe tobacco
Smokers tobacco
Smokeless cigarettes

No student shall possess cigarettes, chewing tobacco or any other tobacco products in any school building or on school grounds. Students may not smoke at any time while at or on school-sponsored activities or trips. Students who violate this policy may be subject to penalties including, but not limited to:

- · School suspension
- Smoking cessation program
- Out of school suspension
- In-house community service
- Expulsion

Nothing in this policy shall be deemed to waive the School Department's right to seek enforcement of penalties pursuant to RSA Chapter 155:76 or RSA Chapter 126-K:7.

Approved by the Portsmouth School Board: November 28, 2006

#### PARENT CONFERENCES

Parents are encouraged to contact the school with any concerns about their child's progress. Appointments with principals, teachers, school counselors, or nurses can be made by calling 436-7100.

#### **PARKING**

During school hours, students may park on campus only in the designated student parking areas with a valid parking sticker issued by the Grade Office. Stickers may be purchased in your Grade Office. Parking permits will only issued to Juniors and Seniors. Parking stickers are nontransferable and may be used only by the student to whom it is issued. Vehicles parked on campus without a valid parking sticker will receive only one warning prior to his/her vehicle being towed.

#### PHS STUDENT RESPECT PLEDGE

Because what I say and do can affect others, I will show that I am a caring individual by:

- 1. treating others with dignity and compassion;
- 2. eliminating profanity from my language;
- 3. "building up" others with my words and actions;
- 4. eliminating taunting from my behavior;
- 5. modeling "The Golden Rule."

#### PHYSICAL AFFECTION

Inappropriate displays of physical affection in or on school property or at school sponsored activities are not condoned or tolerated.

#### PRESCRIPTION DRUG INFORMATION

All medication, prescription and over the counter must be stored in the nurse's office. The only exception is that students are allowed to carry their own asthma inhaler. Prescription medication that needs to be given during the school day must be in a properly labeled container obtained from the pharmacy and must be stored and administered in the nurse's office.

In order to minimize time missed from class, over the counter medications such as Tylenol, Ibuprofen, and Sudafed are available through the nurse under the direction of the school physician. If parents object to medication availability, please notify the nurse.

#### **PROGRAM OF STUDIES**

A Program of Studies booklet is available each year in the spring to provide students and their families with detailed information about courses. This booklet is used during the annual process of course selection. This booklet may be obtained in the Guidance Office.

#### **PROHIBITED AREAS**

Any student who does not have "open campus permission" may not be in prohibited areas at any time during the school day. Prohibited areas include, but are not limited to, the parking lots, cars, and woods, athletic areas/fields, pool, driveways, roads and adjoining church parking lots. Students may go outside during lunch but must be on the grassy area in front of the school building near the anchor. If a student needs to go to their vehicle during the school day, they must get a pass from the Grade Office. Students found in prohibited areas will receive disciplinary consequences.

### PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING Policy #JICK

The School Board believes students are entitled to learn in a safe and secure school environment. Students are expected to conduct themselves with respect for others

in accordance with this and other School Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

#### **Prohibited Conduct**

Students are prohibited from bullying and cyber bullying actions or communications directed toward other students which:

- Occur on, or are delivered to, school property or a schoolsponsored activity or event on or off school property; or
- Occur 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 school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyber bullying.

#### **Protection of all Students**

This policy shall apply to all students on school district grounds and participating in school district functions, regardless of their status under the law.

#### **Definitions**

For the purposes of this policy, the following definitions shall apply: "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 another 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; or
- e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in items (a) through (e) above.

Bullying or cyber bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/ or state laws. Complaints regarding such conduct may be processed through the Harassment Complaint Procedure.

"Cyber bullying" means conduct defined in Paragraph B (1) that takes place through the use of electronic devices.

"Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

"Emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies a differing viewpoint.

"Perpetrator" means a student who engages in bullying or cyber bullying.

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

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

#### **Disciplinary Consequences and Intervention Programs**

Administrators, in consultation with the Superintendent, have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent recurrence of bullying and cyber bullying behavior.

#### Reporting Bullying and Cyber Bullying

Students who are subjected to bullying or cyber bullying, or who observe bullying/cyber bullying by or against other students are strongly encouraged to report it to the Building Administrator, guidance counselor and/or teacher.

School staff and volunteers are required to report incidents of bullying or cyber bullying to the Building Administrator as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber bullying of students to the Building Administrator.

#### Forms for Reporting Incidents

The District will make available forms for reporting incidents of bullying or cyber bullying and shall encourage the use of these forms. Such forms shall be available in the Building Administrator's office and the Superintendent's office. (SAU 52 student Safety and Violence Prevention Bullying Report Form)

### Report Handling and Investigation

The building administrator shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyber bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the Building Administrator and/or Designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

An investigation of the bullying/cyber bullying report will be initiated by the Building Administrator as soon as possible but not longer than five school days.

The alleged perpetrator(s), and victim if the report was initiated from a third party, will be provided the opportunity to be heard as part of the investigation.

Privacy rights of all parties shall be maintained in accordance with applicable laws.

The Building Administrator shall keep a written record of the investigation process.

The Building Administrator may take interim remedial measures to reduce the risk of further bullying/cyber bullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

The Building Administrator shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided. The investigation shall be completed within 10 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.

If the Building Administrator substantiates the bullying/cyber bullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.

The Building Administrator shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/ or assistance provided by the school, including strategies for protecting students from retaliation. Such written communication shall be provided as soon as possible but no longer than 10 (ten) school days upon completion of investigation and shall be in compliance with applicable privacy laws.

#### **Appeals**

The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.

#### **Training**

The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyber bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyber bullying.

The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyber bullying prevention, how to identify, respond to and report bullying/cyber bullying.

All training and education programs shall be initially approved by the Superintendent. Building administrators are responsible for scheduling the required training and education programs each year.

#### Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyber bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

#### **Immunity**

Any employee of the school unit or contracted service provider company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

### **Policy Dissemination**

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to

provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent

## Portsmouth School Board Approved December 14, 2010

#### RESPECT POLICY

Policy #JICDE

See Also GBEBE

The policy of the Portsmouth School Board is that all employees and students have the right to be treated with respect in their working and learning environments. Respectful behavior is defined as courteous regard or treatment. In order to ensure a climate characterized by mutual respect, employees, students, parents, community members, and elected officials will practice common courtesy and civil behavior toward one another in all situations. Demeaning comments and behavior will not be tolerated.

### **Procedures**

Employees are asked to immediately report any violation of this policy to a teacher, an administrator, the assistant superintendent, or the superintendent.

Students are asked to immediately report any violation to a counselor, administrator, the assistant superintendent, or the superintendent.

### Retaliation

There shall be no retaliation against any person reporting or confirming a violation of this policy.

# **Discipline**

- A substantiated charge against a staff member will result in disciplinary action up to and including dismissal.
- A substantiated charge against a student will result in disciplinary action up to and including expulsion.
- A substantiated charge against a parent will result in action up to and including exclusion from the school building.
- A substantiated charge against an elected official will result in a recommendation for a sanction against the official to his/her governing body.

Portsmouth School Board Reaffirmed: January 13, 2015

Portsmouth School Board Revised and Approved: February 11, 2003

Portsmouth School Board: January 13, 1998

# RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE POLICY Policy #JICL

#### Overview

The Portsmouth School Department provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The School Department policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The School Department also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Department

maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

## **Digital Citizen**

The Portsmouth School Department uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

### **Expectations**

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Department policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

**Some activities are expressly prohibited by law.** Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the School Department's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.

- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

## **Policy Violations**

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act,

**Legal References:** Pub. L. No. 106-554, Children's Internet Protection Act (www. ifea.net/cipa.html)

# Approved by the Portsmouth School Board August 24, 2010

All students and staff are required to complete an "Acceptable Use Contract" prior to using any computers in the schools. The contract form must be signed by the student and parent/guardian. Using the network is a privilege and not a right. Contained within the network contract is detailed information concerning a preamble, educational purposes, behaviors that can lead to revocation of access privileges, responsibilities of network users, information on copyright and other propriety materials/acknowledgements. Copies of the contract are available from the Computer Department.

#### SCHOOL HEALTH SERVICES

The focus of the school health program is to encourage a healthy lifestyle and to promote each student's physical and emotional well being in order to maximize his or her academic success. Routine screening for vision, hearing, blood pressure, height, weight is done for all freshman and as needed for upper classmen. Health information and educational materials are provided for students and parents.

In order to minimize time missed from class, over the counter medications such as Tylenol, Ibuprofen, and Sudafed PE are available through the nurse under the direction of the school physician. If parents object to medication availability, please notify the nurse.

All medication, prescription and over the counter must be stored in the nurse's office. The only exception is that students are allowed to carry their own asthma inhaler and Epi-pen as prescribed. Prescription medication that needs to be given during the school day must be in a properly labeled container obtained from the pharmacy and must be stored and administered in the nurse's office.

Condoms are available to high school students, upon request. They are given by the school nurse after an educational session. The high school health education program stresses abstinence as the most effective method of preventing pregnancy, AIDS, and sexually transmitted diseases. Students who are sexually active can reduce the risk of sexually transmitted diseases and HIV exposure by the proper use of a condom.

Any parent/guardian who does not wish their son/daughter to receive a condom may make this request by signing the appropriate form. These forms are sent home for parent's signature at the beginning of each school year.

	-lood-School-	School-Wide Rubric for 21st Century Learning Expectations	earning Expectations	
ACADEMIC	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Communicate Effectively	Rarely engages in large or small group discussions Rarely or inefficiently uses appropriate or precise vocabulary Strategies of address (e.g. rate, tone, inflection) are inappropriate for audience, task and purpose Inconsistent use of the conventions of Standard English impacts clarity of message  Little to no organization; supporting evidence and details are irrelevant and unclear	Engages in some large or small group discussions displaying inconsistent confidence to respond appropriately to feedback. Uses some appropriate and precise vocabulary. Inconsistent use of appropriate strategies of address (e.g. rate, tone, inflection).  Multiple errors with the conventions of Standard English although message is still clear. Basic organization with minimal supporting evidence and relevant details.	Engages in large or small group discussions often displaying confidence and the ability to respond appropriately to feedback Uses appropriate and precise vocabulary and strategies of address (e.g. rate, tone, inflection) consistent with audience and subject matter Minimal errors with the conventions of Standard English Information is effectively and coherently organized and accurately supported by clear evidence	Actively engages in large or small group discussions consistently displaying confidence and the ability to respond appropriately to feedback.  Consistently uses precise and appropriate vocabulary, information and strategies of address (e.g. rate, tone, inflection) consistent with audience and subject matter.  No or few errors with the conventions of Standard English Information is effectively and coherently organized supported by multiple examples of clear evidence.
	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Think Critically	Unable to identify the problem without support Demonstrates only a literal understanding of the problem, unable to synthesize information or determine the reasonableness of a solution Does not ask questions Follows a template for solving a problem with little or no conceptual understanding Demonstrates little or no transfer of knowledge	Occasionally can identify the problem  Needs support to analyze and synthesize information and reflect on the accuracy and reasonableness of a solution  Questions asked are often unrelated or irrelevant to task completion or solving the problem Presents one solution and/or perspective  Rarely applies information learned to new situations	Independently identifies the problem, analyzes and synthesizes information and reflects on the accuracy and reasonableness of a solution Formulates probing questions relevant to task completion or solving the problem Designs solutions to solve a problem Frequently applies information learned to new situations	Consistently and independently identifies the problem, analyzes and synthesizes information and reflects on the accuracy and reasonableness of solutions  Formulates multiple probing questions relevant to task completion or solving the problem  Presents multiple/complex solutions and/or perspectives  Consistently applies information learned to new situations

ACADEMIC	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Utilize Appropriate Tools and Information to Solve Problems	Needs significant support to identify and use appropriate resources for solving problems and/or completing tasks  Demonstrates little or no understanding of the information needed to solve problems	Occasionally can identify an appropriate tool and/or information needed to solve problems; needs some support in its utilization  Needs some support to identify accurately the information needed to solve problems and the resources needed for their resolution	Utilizes effective resources to solve problems and/or complete tasks. Identifies accurately the information needed to solve problems and the resources needed for their resolution.	Consistently identifies and utilizes effective resources to solve problems and/or complete tasks.  Continuously identifies accurately the information needed to solve problems and the resources needed for their resolution
	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Set per- sonal and Academic Goals	Sets minimally defined, inappropriate or unrealistic goals Chooses tasks that are easy to complete and take minimal effort Continues with little or no consideration given to progress on goals.	Given explicit instruction or template can set goals; needs support with process for attaining them  Occasionally chooses a task that is a challenge but mostly needs support in order to do so.  Reevaluates goals and makes adjustments to ensure academic success with support	Sets and articulates clearly defined goals with a structured process for attaining them. Challenges oneself personally and in the classroom Reevaluates goals in order to ensure academic and/or personal challenge and success	Continuously sets and articulates clearly defined goals with a structured process for attaining them.  Consistently challenges oneself personally and in the classroom.  Systematically reevaluates goals in order to ensure academic and/or personal challenge and success
	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Approach Challenges with Creativity and Innovation	Attempts problems only when provided with a method for solution  No attempt at developing new ideas  Often fails to meet required expectations	Uses one method to solve a problem Uses minimal resources and needs support to develop new ideas Includes only required expectations	Analyzes different solutions to challenges and chooses what is effective for the desired outcome. Uses a wide-range of ideas and community resources to develop new ideas.  Goes beyond original parameters of assignment or expectations.	Analyzes a number different solutions to challenges and chooses what is most effective for the desired outcome.  Consistently uses a wide-range of ideas and community resources to develop new ideas.  Continually goes beyond original parameters of assignment or expectations.

SOCIAL	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Work Collaboratively	Contributes little or not at all to the group Consistently disengaged and shows little or no regard for the input of others Participation is consistently off point and gets in the way of accomplishing the goal Fails to complete most assigned tasks; contributions to group work are sub-par	With support, will participate in group Listens to others but may judge and/or disregard their input Shares ideas that are sometimes related to the goal Relies on others for time management and contributions to the group	Participates in group and demonstrates effort to help the group work together Listens to others and considers other people's feelings and ideas Shares ideas related to the goal and aids the team in moving forward to its completion Manages time and shares responsibility effectively resulting in completion of task with quality work	Actively participates and works to facilitate the contributions of others  Consistently listens attentively and is empathetic to others  Continually shares ideas related to the goal and aids the team in moving forward to its completion  Consistently manages time and shares responsibility effectively resulting in completion of task with high quality work
	Substantially Below Proficient (1)	Partially Proficient (2)	Proficient (3)	Proficient with Distinction (4)
Work Independently	Demonstrates little or no understanding of his/her needs, skills or abilities, relying considerably on the teacher to complete anything  Often comes to class unprepared and fails to complete assignments both in and out of class; Gets stuck when challenged  Needs frequent reminders to stay on task	Investigates problems or lack of understanding only with support Completes course requirements; Persists when challenged with support	Pursues opportunities to expand knowledge, skills and abilities within course expectations; investigating problems or lack of understanding Sets learning goals within course expectations and persists in their attainment Manages time and workload effectively resulting in completion of quality work	Generates and pursues opportunities to expand knowledge, skills and abilities beyond expectations Sets learning goals that push personal development beyond course expectations and persists in their attainment Manages time and workload effectively resulting in completion of only high quality work

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Proficient with Distinction (4)	Actively participates and enhances learning in the classroom and encourages others to do the same  Consistently demonstrates an understanding of how individual and group actions affect the community as a whole and accepts responsibility for personal decisions and actions  Consistently contributes to the community to better the school and the people in it.  Takes a leadership role and actively participates in a number of community events
Pro Dis	Actively participates and enhances learning in the classroom and encourago others to do the same.  Consistently demonstrate understanding of how in and group actions affect community as a whole ar accepts responsibility for personal decisions and a Consistently contributes community to better the sand the people in it.  Takes a leadership role a actively participates in a of community events.
Proficient (3)	Actively participates and enhances learning in the classroom  Can articulate an understanding of how individual and group actions affect the community as a whole and often accepts responsibility for personal decisions and actions  Frequently contributes to the community to better the school and the people in it.  Actively participates in a number of community events
	Actively peenhances classroom classroom affect the cand often affect the cand often actions Frequently community and the pe Actively particular and the periodic community and the peri
Partially Proficient (2)	Occasionally participates in the classroom  Can articulate how individual and group actions affect the community as a whole with support. Inconsistently accepts responsibility for personal decisions and actions.  Occasionally contributes to the school community  Participates in community events only when mandated
Substantially Below Proficient (1)	Participates little or not at all in class  Demonstrates little or no understanding of how individual and group actions affect the community as a whole. Consistently avoids accepting responsibility for his/her own actions and how they affect others around them  Makes little or no contribution to the classroom or school community  Participates in no community events
CIVIC	Engage in the Classroom and the Community

The right of search and inspection of students and their property, including lockers, is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its "in loco prarentis" relationship with their student will exercise every safeguard to protect the well-being of those students.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgement so as:

- To protect each child's constitutional rights to personal privacy and protection from coercion
- 2. To emphasize that schools are educational rather than penal institutions.

The Superintendent, principal, teacher or security personnel employed by the School Department are authorized to detain and search any student or students on the premises of any School Department property or while attending or in transit to any event or function sponsored or authorized by the Portsmouth School Department when:

- Any authorized person has reasonable suspicion that the student may have on their person or property: alcohol, dangerous weapons, electronic paging devices, controlled substances as defined by RSA 318:B, stolen property, if the property in question is reasonably suspected to have been taken from another student or from the Portsmouth School Department or from any of its employees,
- 2. The student is in possession of property that may be reasonably believed to be disruptive of school operations or in violation of student discipline rules and applicable provisions of School Department policies.

School lockers, desks, athletic lockers, and storage areas are the property of the Portsmouth School Department and not that of the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subject to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

Student parking on campus is a privilege and students have a lesser expectation of privacy of their vehicles and in those areas designated for student parking. Authorized personnel may, from time to time, arrange for and use trained canines in searches of student designated parking areas.

In conducting a search, authorized personnel shall have the authority to:

- Lawfully obtain the consent of the student,
- Detain the student or students and to preserve any contraband seized,

The following restrictions shall apply to searches:

- Any search of the person shall be conducted by authorized personnel that is the same sex as the student searched.
- Strip searches are forbidden.

Revised: July 8, 2014

Portsmouth School Board Approved: August 8, 2006

#### I. PURPOSE

The purpose of this policy is to maintain a learning environment that is free from sexual harassment as defined below, including sexual violence.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature, as defined by this policy.

The School Department will investigate all complaints, either formal or informal, verbal or written, of alleged sexual harassment involving students. The School Department will further take steps to address any substantiated allegations of sexual harassment, by taking prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring. These steps could include but are not limited to, disciplining any student who sexually harasses or engages in sexual violence toward another student.

#### II. SEXUAL HARASSMENT DEFINED

Harassing conduct m ay take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of sexual nature when:

- (1) The conduct creates a hostile environment because it is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school board and/or
- (2) The conduct consists of/ includes violence of a sexual nature; and/or(3) The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; and/or
- (4) Submission to or rejections of the conduct or communication is used as the basis for educational decisions affecting a student.

#### ; and/or.

Relevant factors to be considered when determining whether a sexually hostile environment has been created will include, but not be limited to whether: the conduct was sexual in nature; whether the conduct was unwelcome; the type of the conduct, how often it occurred and how long it continued; whether persons subjected to the conduct viewed the environment as hostile; whether an average reasonable person in the same circumstances as the alleged victim would view the environment as hostile; the age and sex of the alleged harasser and the subject or subjects of the harassment; whether the alleged harasser was in a position of power over the student subjected to the harassment; the number of individuals involved; where the harassment occurred; and whether there are other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching;

graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures and/or written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual activities in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

### III. REPORTING PROCEDURES

1. Any student who believes he or she has been the victim of sexual harassment, or who is aware that someone else may be a victim, should report the alleged act(s) immediately to any School Department employee or the building Principal. If a student initially reports the alleged act to a School Department employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Title IX Coordinator.

The Board encourages all students and staff members to use the Report Form available from the Principal, Superintendent or the School Department website. While the use of the formal Reporting Forms is voluntary for complainants, it is mandatory that the building Principals and

Title IX Coordinator use this form.

- 3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will forward the report to the Title IX Coordinator immediately, without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint may result in disciplinary action. If the complaint involves the building Principal, complainants may file their concerns directly with the Superintendent; employees who receive a report involving a building Principal should forward the report directly to the Title IX Coordinator.
- 4. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extracurricular activities or any other aspect of the student's educational program.
- 5. The School Department will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Department's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has been substantiated.

#### IV. INVESTIGATION PROCEDURES

The Title IX Coordinator will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by trained School Department personnel or by a third party authorized by the Superintendent. The Title IX Coordinator and Supérintendent will ensure that no complaint will be investigated by a person named in that complaint.

Upon the initiation of an investigation, the investigator will provide the complainant and the respondent (the person who is alleged to have engaged in harassment) with notice that:

1. They each have the right to present witnesses and other evidence during

the investigation;

2. If the alleged victim (s) of harassment opt to participate in mediation or other informal resolution, they will not be required to work out the problem directly with the alleged perpetrators without appropriate involvement by the School Department. Additionally, such alleged victims will be assured that any informal process can be ended by an alleged victim at any time in order to begin the formal investigation and subsequent stages of the complaint

3. Notice that both complainants and accused individuals will be timely notified

of the outcome of any School Department investigation; and

4. The School Department has an obligation, following substantiated instances of sexual harassment, to take appropriate steps to address the effects of any harassment, including supporting victim's access to School Department Programs, services and activities.

The investigator will consider the nature of alleged conduct, the surrounding circumstances, the relationship between the parties and the context in which the alleged incidents occurred. Whether particular action(s) or incident(s) constitute sexual harassment requires a determination, based on a preponderance of the evidence, from all the facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the School Department may take immediate, interim steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Superintendent determines that a third-party designee should conduct the investigation, the School Department must provide the investigator with a copy of the sexual harassment policy and investigation procedure.

#### V. RECOMMENDATION

If an investigation reveals that discriminatory harassment has occurred, the School Department will take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment, and its effects, and prevent the harassment from recurring. Accordingly, upon completion of an investigation conducted by either School Department personnel or a third party, the Superintendent will be provided with a written factual report and recommended action.

#### VI. SCHOOL DEPARTMENT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending student(s). Such discipline may include, but is not limited to, a warning, suspension or expulsion. Any discipline, and any appeals, will be in accordance with all laws, if applicable.

The complainant(s) and respondent will be informed of the results of the investigation in a timely manner. If the investigating party determines that the alleged conduct did not constitute sexual harassment, no disciplinary action will be taken. Conduct which does not rise to the level of sexual harassment as defined by this policy, but that is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

#### VII. REPRISAL

The School Department will not tolerate any retaliation against individuals who report alleged sexual harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. The School Department will address any such retaliation, through steps that could include by are not limited to, discipline, suspension and/or expulsion.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the School Department shall comply with all applicable laws. Nothing in this policy will prohibit the School Department from taking immediate action to protect victims of alleged sexual abuse.

#### X. TITLE IX COORDINATOR

Jeanette Souther
Director of Pupil Services & Instruction and Title
IX Coordinator
Portsmouth School Department
1 Junkins Avenue, Portsmouth, NH 03801

Policy Revised and Approved by the Portsmouth School Board: September 23, 2014

#### STATEMENT OF NONDISCRIMINATION

Portsmouth High School does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation or martial status. This statement is a reflection of the Portsmouth School District (SAU 52) and refers to, but is not limited to, the provisions of the following laws:

Title VI and VII of the Civil Rights Act of 1964
The Age Discrimination Act of 1967
Title IX of the Education Amendments Act of 1972
Section 504 of the Rehabilitation Act of 1973
The Americans with Disabilities Act of 1975
NH Law against Discrimination (RSA 354-A)

The Title IX Coordinator is: Jeanette Souther

Portsmouth School Department

1 Junkins Avenue Portsmouth, NH 03801 (603) 610-4473 Jeanette Souther

The Section 504 Coordinator is:

Portsmouth School Department

1 Junkins Avenue Portsmouth, NH 03801

(603) 610-4473

Inquiries may also be directed to the:

 US Department of Education, Office For Civil Rights, 33 Arch St. Suite 900, Boston MA 02110-1491 (617-289-0111);

 Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Government Center, Boston MA 02201 (617-565-3200)

 NH Commission for Human Rights, 2 Chennell Drive, Concord NH 03301 (603-271-2767)

### STUDENT DRESS POLICY

Policy # JICA

Our students originate from many different social, economic, racial, religious, and ethnic backgrounds. They attend public schools to learn – not only academic and technical subjects, but tolerance and respect, as well. Respectful dress standards are based upon both the school's desire to enhance the learning process and the student's need to develop respect for others.

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and

others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

Teachers, administrators, and other school personnel – both in their classes and on campus – will share the responsibility of enforcing the student dress code policy. Teachers shall follow building procedure for disciplinary referrals regarding dress code violations.

Students shall dress in a respectful manner, in order to: Promote the health, safety and dignity of all students; Help preserve school property (beyond normal wear and tear); Strike a balance between absolute freedom of expression and the community's sense of morality (common courtesy, tolerance, respect, and understanding among all people, without exception); Discourage disruptions to the teaching and learning process.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

Policy approved by Portsmouth School Board: April 11, 2000 Reviewed and First Reading December 1, 2009 Revised and Approved January 12, 2010

## **PHS Respectful Dress Standards**

A. Health and Safety

Students are expected to practice good personal hygiene. Apparel, including jewelry and body piercing, shall not be allowed if:

1. it is inherently dangerous or poses a threat to the students or others;

- it could threaten the safety of others during the performance of science labs, career/technology classes, athletics, or other school activities;
- 3. it (through word or design) refers to or in any way promotes the sale or consumption of drugs, alcohol, or tobacco.
- B. School Property

Apparel, including footwear, should assist in the proper maintenance of school property.

C. Community Standards

Apparel, including jewelry and body piercing, shall not be allowed if:

- 1. it (through word or design) is sexually suggestive or is sexually explicit (by its brevity, sheerness, looseness or tightness);
- 2. it (through word or design) is demeaning or discourteous;
- it (through word or design) suggests intolerance or lack of respect to others, (on the basis of gender, race, religion, sexual orientation, ethnicity, and/or social or economic background);
- it (through word or design) is vulgar or promotes antisocial and/or illegal behavior.
- D. Teaching and Learning Environment

Apparel, including jewelry and body piercing, shall not be allowed if it is so distracting to students and/or teachers that students cannot learn and/or teachers cannot teach.

E. Prohibited Items

Specifically prohibited items include, but are not limited to:

- pants, shorts, or trousers worn high or low enough to allow for exposure,
- 2. tops that are too low cut and/or expose cleavage,
- 3. halter-tops, crop tops, tube tops may only be worn under an

appropriate top,

- 4. transparent clothing (unless worn over appropriate clothing),
- 5. skirts/dresses that are too short (no hems may be above the bottom tip of fingertips with arms and hands straight down by the sides)
- 6. the bottom of the shirt and the top of the pants/skirts/shorts must touch one another while the student is standing,
- 7. spikes on shoes/jewelry/clothing, cleats,
- gang-related dress (as determined by the school administration)
   <u>Any pre-gang activities or presentation shall be referred to the</u>
   Portsmouth Police Department

Note: hats/head coverings may be worn in school. However, hats/head coverings may only be worn in classrooms with teacher permission.

#### Enforcement of the dress code:

Students in violation of the dress code will be sent to the grade office immediately. Students will be required to call parents for a change of clothing if needed and must change before returning to the classroom. Continuing violations of the dress code will result in disciplinary consequences.

#### STUDENT IDENTIFICATION

Students must have their picture IDs in their possession at all times and are required to present them at the request of any staff member. IDs will be checked at school-sponsored events such as dances. Failure to present an ID when required may result in disciplinary action.

#### STUDENT SERVICE CENTER

In this area of the school, students will find various support services, including counselors, school nurses, and the Futures coordinator. Please check in with receptionist.

#### **TELEPHONES AND CELL PHONES**

**PARENTS/GUARDIANS: PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING CLASS TIME.** Telephones are to be used only for essential business before and after school, during lunch and breaks only. Grade Office telephones are available only for emergencies and generally not during class time.

Telephones and cell phones may not be used during class unless part of instruction as determined by the teacher. Otherwise, <u>Cell phones must be turned completely off during all classes</u>. If a cell phones interrupts a class, the teacher will take it and give it to the Grade Office.

#### **TELEPHONE MESSAGES**

Except in the case of **EXTREME** emergencies, as determined by the assistant principals, phone messages will not be delivered to students during class. Other messages will be given to the students only between classes or at the end of the school day. If the student does not report to the grade office when paged, the office will not deliver the message. Additionally, the only messages that will be given to

students are messages from parents or guardians. Parents are requested to please keep student messages to a minimum.

### **TEXTBOOKS AND SCHOOL MATERIALS**

As students sign out textbooks, materials, and/or school equipment throughout the school year, they indicate their responsibility to care for and return school property with only reasonable wear and tear. All hardbound textbooks must be covered. In case of loss or damage, students will pay the replacement cost at current replacement prices. All outstanding bills must be paid prior to the end of the school year.

#### VEHICLES ON SCHOOL PROPERTY

Students granted the privilege of bringing vehicles to school are required to register them in the assistant principal's office and display the parking permit in the assigned area of the vehicle. Students will park in designated parking. No student is allowed to park in staff parking. Students who have paid for parking but bring a vehicle to school without a displayed parking sticker must report to the grade office immediately upon arrival to school to obtain a temporary permit. Vehicles parked on campus without a valid parking sticker will receive only one warning prior to being towed. Towing will be at the owner's expense.

Motor vehicle violations, which endanger students or disrupt education, **may** result in the loss of driving privileges on school grounds as well as possible police referral. Students driving off of school grounds without permission may result in the loss of driving privileges for an extended period of time in addition to any consequences for leaving campus. During this time, if the student's car is found on school property, it may be towed at the owner's expense.

Under state law, the school parking areas are not considered public areas and are therefore available to students only under the regulations established by the school. Students' parking on school grounds is a privilege, not a right. If necessary, vehicles may be searched by the administration. Students are requested not to park immediately adjacent to the city pool.

#### **VISITORS**

All visitors are required to park in visitor parking only. Visitors must enter through the main door and report to the front office immediately upon entering the school. The receptionist will ask for the visitor's license or photo I.D. and will fill out the visitor form. During school hours, visitors must have a pre-arranged appointment. It is best to call to make an appointment with guidance, assistant principals or the principal.

Only on very rare occasions will student visitors be allowed in classes and only if:

- 1. a student plans to attend PHS the following year.
- 2. permission is requested 24 hours in advance from the assistant principal and teachers,
- 3. a permission note from the Portsmouth High School student's parent(s) including day time phone number is provided,
- a permission note from the visiting student's parent(s) including day time telephone number is provided,
- 5. the assistant principal has spoken with administration at the visiting student's school.

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### **Disturbance**

Any person not a pupil who shall willfully interrupt or disturb any school could be guilty of a misdemeanor. (RSA 193:11). Such individuals will be referred to the police department.

### WEAPONS ON SCHOOL PROPERTY

Policy #JICI

Weapons are not permitted on school property, in school vehicles, vehicles parked on school property or at school-sponsored activities. No person, other than law enforcement personnel, may enter school property as enumerated above, with a weapon of any kind in their possession or vehicle without prior, written authorization from the building principal. 20 U.S.C. § 7151, Gun-Free Schools Act and RSA 193-D.

The term weapon includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons, or look-alike weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any object or substance which in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

Members of the public who violate this policy will be reported to local law enforcement authorities.

Any student who is determined to have brought a firearm (as defined in 18U.S.C.§921) to school or to a school sponsored activity, 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.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Disciplinary action shall include a one (I) to ten (10) day suspension from school. The building principal, in consultation with the Superintendent of Schools, may refer the matter to the School Board, depending upon the specific circumstances of the violation.

The Board may impose additional discipline, including expulsion from school.

# Legal Reference:

18 U.S.C. § 921 et seq.

20 U.S.C. § 7151, Gun-Free Schools Act

RSA 193-D, Safe School Zones

RSA 193:13, Suspension and Expulsion of Students

NH Code of Administrative Rules, Section Ed. <u>317</u>, Standards and Procedures for suspension and expulsion of students including procedures assuring due process <u>NCLB 20 U.S.C.A. § 7139 et seq</u>

Portsmouth School Board Approved: May 22, 2007 Portsmouth School Board Revised: January 10, 2017

#### WITHDRAWAL GRADES

If a student requests to withdraw from a class prior to or during the week that the midterm report is given, the student's withdrawal grade "N/C" (no credit) will be given at the end of the term.

If a student's initial request to withdraw from a class occurs during the last three weeks of the term, taking into consideration unforeseeable and unique circumstances (such as, but not limited to, an accident or serious illness) that student may receive a withdrawal grade-to-date; withdrawal/pass; withdrawal/fail; withdrawal/medical circumstances or the final grade earned.

All withdrawals must utilize the proper Withdraw/Add Form with all required signatures. A withdrawal form must be completed and submitted to the student's school counselor before the withdrawal becomes official.

#### WRITING GUIDE

At Portsmouth High School students will be required to write essays. An essay is a paper which persuades the reader of the author's opinion, by creating a logical, balanced argument. The explanation below should help students formulate their ideas, organize their thoughts, and develop their arguments in an appropriate and meaningful way. PHS uses MLA format for all written pieces. Students should consult the library's webpage for assistance with proper citation. <a href="https://sites.google.com/site/clipperlibrary/">https://sites.google.com/site/clipperlibrary/</a>.

THE INTRODUCTORY PARAGRAPH begins with an explanation of the issue or situation the writer is discussing, and it includes a **thesis**. The thesis is the writer's argument boiled down to one sentence. The thesis is never a question; it does not use I, and it is not a fact. It is the author's opinion.

Example-- "Seat belts should be mandatory for all drivers in NH."

THE SECOND PARAGRAPH may include the opposition's arguments in order to create balance. The reader needs to know you have examined both sides of the issue. The opposition's arguments should be mentioned briefly in paragraph two and need not be argued. It is perfectly fine to admit that points exist in favor of the opposition because your points will be most persuasive! At the end of this paragraph the writer moves into the argument as seen below.

Example-- "It is true that seat belts can cause injury. Furthermore, wearing an automatic belt can make exiting a vehicle difficult in an emergency. Yet, statistics prove that seat belts do save lives."

THE MIDDLE/BODY PARAGRAPHS are where your real power lies because this is where you prove your point. Each of these paragraphs will contain a reason or example in support of the main argument. (A reason is a logical argument supporting your thesis. An example is a situation, event, or occurrence which helps show the validity of your thesis.)

THE CONCLUDING PARAGRAPH should wrap up all the main points and can restate the thesis if the writer wishes. Do not introduce any new material here; if you wish to summarize the main points, do so in the order that you covered them. This is called a blueprint.

Remember to use transitions or "road signs" to guide the reader from one idea to the next. These can be chronological (first, then, next, later); spatial, where things are in physical space (to the left, behind, next to); to signal additional information is coming (furthermore, additionally, moreover); and to signal a change in thought (however, nevertheless, on the other hand, yet). A transition may be used between paragraphs or between sentences; however, for this paper you may wish to use one at the beginning of each paragraph.

Be sure to keep your ideas unified and deal with one main idea. To create unity all ideas and examples should support the thesis, and within each paragraph all sentences should support the single main idea of the topic sentence. Without a unified paper the writer's ideas may stray off topic! Sticking to the main idea of the paper provides coherence and keeps you and the reader on track.

#### **EDITING THE DRAFT**

USE active, specific verbs, rather than passive, vague, or linking verbs.

Change - Hanna is a runner for the PHS Cross Country Team. To - Hanna runs for the PHS Cross Country Team.

ELIMINATE the word "there" for shorter, tighter sentences.

Change - There are millions of fans who want to see the Red Sox win the Series.

To - Millions of fans want to see the Red Sox win the Series again.

# ELIMINATE unnecessary words.

Change repeat again to repeat
Change blue in color to blue
Change because of the fact that to because
Change at this point in time to now
Change in today's world to today
Change there are many students in the hall to students filled the hall

DELETE who, which, that whenever possible.

Change - His brother, who is a member of the same team...
To - His brother, a member of the same team...
Change - The house which is next to ours...
To - The house next to ours...

COMBINE closely related, choppy sentences into one.

Change - *Dr. Smith specializes in sports medicine. She helped John recover from a knee injury. She performed arthroscopic surgery.* To - Dr. Smith, who specializes in sports medicine, helped John recover from a knee injury by performing arthroscopic surgery.

SHORTEN and tighten your paper by eliminating any 15 words from your final draft. Examples of words to eliminate are *very, really*, so, and some of the items above. NEVER repeat yourself. Do not use phrases like, "As I said before,"or, "As previously mentioned."

CIRCLE all repeated words. Use synonyms for necessary key words and try to delete others, particularly *you* or *there*.

#### **CHECKING YOUR WORK**

DO spell-check your final draft-- always.

DO read every sentence carefully to correct run-ons (two complete sentences punctuated as one) and fragments (incomplete sentences). DO use synonyms for repeated words.

DO use the same verb tense throughout the paper.

DO read the draft aloud to catch your errors. It will help you hear your words and will allow you to find errors you may have missed.

DO use correct pronoun reference. The pronoun "their" is plural and must refer to a plural subject. If the subject is singular use his or her.

Change- A student who plays a sport must keep up with their homework assignments.

To- A student who plays a sport must keep up with <u>his</u> homework assignments.

DO print out all copies of your drafts so you will have a record of all changes you made. You may end up preferring your original conclusion!

DO make sure semicolon use is correct; use it between two complete sentences.

DON'T use clichés. These are overused, worn out expressions.

Examples: To make a long story short

Last but not least Love at first sight Scared out of my wits

DON'T start two consecutive sentences or paragraphs with the same word.

DON'T shift the point of view. If writing in first person, use "I," don't switch to you, he, or we. Be consistent.

DON'T preface your opinion with *I think*, *I feel*, or *I believe*. Using these words makes your opinion sound weak and defensive. Furthermore, the essay is obviously what you think, feel, or believe.

Change- I believe seat belts should be mandatory. To- Seat belts should be mandatory.

# **Portsmouth Holistic Writing Scoring Guide**

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Purpose	Main Idea, purpose of thesis is missing	Main idea, purpose or thesis is not clear	Main Idea, purpose of thesis is somewhat clear and identifiable	Main Idea, purpose of thesis is clear and identifiable	Main idea, purpose of thesis is clear, unified, and concise	Main idea, purpose of thesis is insightful, bold, and sophisticated
	No awareness of audience	Limited awareness of audience	Some awareness of audience	General awareness of audience	Appropriate awareness of audience	Sophisticated awareness of audience
Organization	No details or details that have nothing to do with topic	Too few details or details just listed or repeated	Some details support topic	All details are relevant to topic	Details sufficiently elaborated	Rich and insightful details elaborately support topic
	Does not stay on topic	Attempted or vague topic	Generally stays on topic	Focus may not be maintained throughout	Focus is maintained throughout	Idea richly developed with originality, imagination, or insight
Mechanics	Errors seriously interfere with meaning	Errors interfere with meaning	Some errors, but do not seriously interfere with meaning	Some errors but do not interfere with meaning	Few errors	Few or no errors
	Severely flawed sentence structure	Frequent problems with sentence structure	Limited sentence variety	Some sentence variety, some errors in sentence structure	Effective use of sentence variety	Consistent and effective use of sentence variety to enhance voice and meaning
Language	Basic vocabulary	Limited vocabulary	Occasionally varied and effective use of vocabulary	Some varied and effective use of vocabulary	Consistently varied and effective use of vocabulary	Rich vocabulary, vivid language
	Word choice interferes with meaning	Some incorrect word choice	Generally clear and appropriate word choice	Somewhat clear and appropriate word choice	Clear and appropriate word choice	Sophisticated word choice
Style	Lack of voice	Limited voice	Inconsistent, under- developed voice	Sufficient voice	Strong voice	Powerful voice throughout piece, appropriate for purpose