

Franklin High School

Student Handbook

2022-2023



119 Central Street Franklin, New Hampshire 03235
(603) 934-5441 Fax (603) 934-7445 www.sau18.org

Franklin High School is accredited by the New England Association of Schools and Colleges



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Dear Students and Families,

Welcome to another great year at Franklin High School. Our hope, with your support, is to create an environment where each student can find success in being focused, honest and safe within our Franklin School Community. We envision a positive teaching and learning environment for all students. This handbook serves as a guide to our basic operations, procedures and expectations for students while they are attending FHS. Our Portrait of a Graduate goals will support your child as they begin their lifelong journey of learning.

Should you have any questions, please feel free to contact us at any time.

Principal, David Levesque

Assistant Principal, Shawn Quinn



STATEMENT OF NON DISCRIMINATION

It is the policy of the school board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity or expression, national/ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the school district. This policy of non-discrimination is applicable to all persons employed or served by the District.

The superintendent or designee will receive all inquiries, complaints and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

EQUAL EDUCATIONAL OPPORTUNITIES

Criteria and selection for assignments, or selection of students to programs, courses or classes is developed and applied without regard to bias or discrimination. All courses are open to all students. All programs, courses, and classes are conducted without sex discrimination in assignment, materials and services.

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin. Franklin High School does not deny students access to courses because of handicaps. Furthermore, handicapped students are not excluded from participation in any program or activity receiving federal assistance. The appeals officer for discrimination cases is the principal.

It is the policy of the school board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the school district.

GRIEVANCE PROCEDURES

Issues of discrimination on the basis of a disability will be addressed through the grievance procedure outlined by school board policy KED. Issues of discrimination on the basis of sex, please refer to the complaint procedure outlined in school board policy JBAA. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedures. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the laws of New Hampshire pertaining to non-discrimination.

504/TITLE II COORDINATOR CONTACT

for students, parents, employees, and other interested parties. This applies to discrimination on the basis of a disability:

Rebecca Butt
Preschool - Grade 12
119 Central Street
Franklin, NH 03235 (603) 934-3108

TITLE IX COORDINATOR CONTACT

for students, parents, employees, and other interested parties. This applies to discrimination on the basis of sex:

Dan LeGallo
Preschool – Grade 12
119 Central Street (603) 934 – 3108
Franklin, NH 03235 (603) 934 – 3462

CORE VALUES AND BELIEFS ABOUT LEARNING

Franklin High School's mission is to provide a kind, caring, safe and respectful environment in which students are encouraged to embrace meaningful academic experiences, and become actively engaged citizens in their community.

We believe that *caring relationships* are the necessary foundation to support all students. Care personalizes the school culture and envisions each student's needs as individual and unique.

We believe that *engaged learners* contribute to the school community through active participation both within and beyond the classroom.

SCHOOL WIDE COMPETENCIES

- 1) Students will **Communicate Effectively** in a variety of contexts and for different purposes
- 2) Students will **Collaborate Effectively** in a variety of contexts with different community members
- 3) Students will **Design and Create** processes and products in a variety of contexts for different purposes
- 4) Students will **Research and Analyze** to understand
- 5) Students will **Use Self-Direction Skills** to accomplish goals and meet expectations
- 6) Students will **Demonstrate Content Knowledge and Concepts** across the curriculum

Assessment of these expectations is infused into every course. Each assessment of student learning in every course will contribute to the demonstration of mastery of these skills. Assessment scores for these expectations can be found on a student's report card listed as competencies.

ACCREDITATION STATEMENT

Franklin High School is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. The school is also accredited by the State Department of Education as a comprehensive high school. This recognition aids our graduates in gaining admission to colleges and other schools of higher learning

PROGRAM OF STUDIES

The courses of study at Franklin High School are arranged so that they will be sufficiently flexible to meet the needs of students. They can be found in our Program of Studies. In addition to the state requirements, the New Hampshire Scholars Program requires certain subjects for its specific program. Given the state requirements, students must carefully review the Program of Studies to ensure that they meet all new requirements.

We wish to emphasize that while reference is made in several places to the necessity of meeting minimum requirements for graduation, it should be understood that it is highly recommended that all students enroll in as many courses as possible to enable them to receive the maximum amount of learning in as many different disciplines as possible while in attendance at Franklin High School.

Underclassmen are reminded that they must be scheduled for a minimum of 7 credits per year and no less than 7 classes per quarter; these may include alternative courses such as online classes. Seniors must maintain a minimum of 6 credits per year and no less than 3 classes per day. Alternative Learning Plans are possible with approval from the Superintendent of Schools.

A MESSAGE FROM THE SCHOOL COUNSELING OFFICE

The School Counseling Department of Franklin High School exists to help students, parents, teachers and staff in any way possible. The School Counseling staff helps every student to reach their academic, personal and career goals. Trained, experienced school counselors and an office accessing a multitude of college, trade and technical school, military service, and career information are at every student's disposal. The school counseling staff is also able to provide short-term social emotional support in order to help students cope with the world around them and better manage stress in their daily lives. The school counseling staff is here to serve you, whatever your needs. Please get to know us and take advantage of the services available to you.

There are a number of informational opportunities concerning higher education throughout the year including:

- College Application Process
- Free Application for Federal Student Aid (FAFSA®)
- College Visits

The Student Counseling Office is willing to assist you in any matter regarding progress in school and future plans. Please don't hesitate to contact the School Counseling Office at 934-5441 Ext 3424 to make an appointment with a school counselor.

School Counseling Office

Lynn Anderson, School Counselor
Mellissa Fraley, School Counselor
Cathy Viau, Registrar

GENERAL ACADEMIC AND ATTENDANCE PROCEDURES

Bell Schedule

Students may enter the building at 8:00am. At that time students will report to the cafeteria. Students will be dismissed from the cafeteria at 8:25 am to go to lockers and prepare for Block 1. Class starts at 8:30am.

| | Regular Schedule | Delayed Opening |
|-------------------|------------------|-----------------|
| Doors Open | 8:00 - 8:25 | 10:10-10:25 |
| <i>Passing</i> | 8:25 - 8:30 | 10:25-10:30 |
| Block 1 | 8:30 - 9:35 | 10:30-11:15 |
| <i>Passing</i> | 9:35 - 9:40 | 11:15-11:20 |
| We CONNECT | 9:40 - 10:05 | NO We CONNECT |
| <i>Passing</i> | 10:05 - 10:10 | - |
| Block 2 | 10:10 - 11:15 | 11:20-12:05 |
| <i>Passing</i> | 11:15 - 11:20 | 12:05-12:10 |
| Lunch A | 11:20 - 11:50 | 12:10-12:40 |
| Block 3A | 11:50 - 12:55 | 12:45-1:35 |
| Block 3B | 11:20 - 12:25 | 12:10-1:05 |
| Lunch B | 12:25 - 12:55 | 1:05-1:35 |
| <i>Passing</i> | 12:55 - 1:00 | 1:35-1:40 |
| Block 4 | 1:00 - 2:05 | 1:40-2:25 |
| <i>Passing</i> | 2:05 - 2:10 | 2:25-2:30 |
| Block 5 | 2:10 - 3:15 | 2:30-3:15 |

Delays and Cancellations

In order to keep everyone informed of school hours during storms and when road conditions are bad, “One Call” Notifications will be used by SAU 18 in the event of any weather related cancellation or delay Notification will be made by 6:15 am. “No School” announcements will be made by area TV stations; the announcements are repeated frequently. Please do not call the TV stations or the schools. This information can also be found on the TV and the SAU18 websites.

Early Dismissal (Weather Related) During school: If a storm develops during the school day morning and conditions indicate that weather and roads will become worse, students will be sent home. The decision to dismiss school early will be made by 11:00 AM, if possible. The dismissal times will be announced via “One Call”. School lunch will be served prior to dismissal.

Early Dismissal (Planned) Franklin has two planned early dismissal days in December and June. The specific schedules for those dates will be communicated to students and families in advance.

Attendance

Research and experience clearly indicate that regular attendance in school leads to increased academic performance and that students can reverse academic difficulties when attendance improves. According to research on this subject, excessive absences from school have a negative impact on student performance, including lowered student motivation, poor grade performance and also the student feeling disconnected from the school community. Families and school personnel must work together to ensure students are present in school and that all absences are communicated between school and home.

Students who are absent from school without parent permission, or come to school and skip class, will be held accountable with disciplinary consequences and risk losing credit in their courses. Students who leave school prior to getting approval from a parent will be considered absent unexcused. Parents will not be permitted to excuse their child after the student has left the building. Students who skip more than 25 minutes of class without excuse are considered absent.

Rationale:

- Learning requires both attendance and performance in class daily.
- The student, the guardians, and the school must share the primary responsibility for acceptable student attendance.
- It is the responsibility of the Franklin School District to have a policy that satisfies state requirements. The system should be clear, concise, and equitable, requiring limited staff time to administer. Consequences for non-compliance should be logical and reasonable, with proper due process.

Unexcused Absence Notification:

- Alma system will call home any time a student is marked absent, not verified (unexcused) for the day. Parents and guardians have full access to their child's daily attendance on Alma.
- After 3 unexcused absences: Administration will send an email/letter home informing guardians of continued absences.
- After 5 unexcused absences: Administration will notify guardians that their student has missed 5 days and will need to set up a meeting with the administrative team and/or to identify any potential barriers to attending school. The administration will also make a referral to the Student Resource Officer (SRO) who may conduct a home visit.
- After 10 unexcused absences: Administration will send a letter notifying the County Court and/or DCYF regarding your child's truancy.

Dismissals during the school day:

- Parents requesting that students be dismissed during the school day are encouraged to call the main office to state reasons for the request, or send in said request in writing via email or drop by in person to the main office.
- Students who are 18 years old may only sign out for excused dismissals only if there is a completed Consent Form on file. **If students are missing assigned classes, they will have an unexcused absence and any consequences that follow.**

Missing Work:

- It is the responsibility of the student to see that all work missed due to an excused absence is made up. If you are not in school, regardless of whether the absence is excused, you are responsible for the work that is due that day.

Documentation

Documentation for any excused absences shall be in the form of a note presented exactly as it was issued. Medical notes must have an impression stamped note from the doctor's office, or have the note faxed to the main office (603) 934-7445. All documentation must include the student's full name and dates of absence. All medical notes are subject to verification. Any

alterations, additions, changes on the note, or notes obtained unethically will automatically disqualify it from consideration. The documentation must also state that the student was seen on the specific day(s) in question, and that it was either impossible or inadvisable for the student to attend school for that day or a designated period of time of up to 30 days. If a student's medical status will result in continued absences beyond the 30 days, the school may require an updated note from the medical provider. The administration reserves the right to verify all medical notes and also reserves the right to retroactively consider absences unexcused by forged notes.

Fraudulent or altered medical notes will be returned to the practitioner who may take legal action. Any submission of an altered medical note will result in a minimum 1-day suspension from school for the student involved.

Excused Absences

It is the responsibility of the student to be aware of how many classes the student has missed. It should also be noted that **only** the following reasons will be acceptable and excused absences:

1. Health care reasons: Medical, dental, mental health, etc. Documentation must be from a licensed health care provider.
2. Religious observances.
3. Bereavement: The death in the immediate family
4. Legal Matters: Including incarceration or court ordered placement.
5. Extreme weather conditions.
6. Family Vacations: With prior approval from the administration
7. School Sponsored Activities: To include FHS and/or Franklin School Board field trips and school sports competitions only.
8. IEP/504 Exceptions: Specific reference to attendance exception in the Individual Education Plan or 504 plan of the student.
9. College Visits: For Juniors and Seniors - with approval from administration.
10. Administrative Waiver: Absences excused at the discretion of administration for reasons not specified above. See waiver procedures in the section below.

If students miss a class for any of the first 9 (nine) reasons above, it is their responsibility to present appropriate information and verification to the office just before or just after the absence. Due to early dismissals, late arrivals, and other similar reasons, a student's absenteeism may vary from one class to another.

College Visits

Juniors and Seniors will be eligible for excused absences for off-campus college interviews during the current school year. In order for a college visit to be excused, the student must submit a letter, on official letterhead from the college visited, indicating the date and time of the visit. College visit days only apply to members of the senior class.

Family Vacations

While regular school attendance is vital for academic success it is recognized that there are times when a family vacation will remove the student from school during non-scheduled vacation times. Family vacation days must be approved by the administration prior to leaving. Family vacation forms can be found in the main office and are also accessible from the FHS website.

Students are allowed to take a family vacation if the following conditions are met:

1. Specific vacation request forms (available in the main office) must be completed and submitted at least two school days prior to departure. A parent note must be submitted at the time the form is requested.
2. Students must assume the responsibility of contacting all of their teachers for assignments, and for completing all assignments punctually.
3. Vacation absences will be considered unexcused.
4. Waivers for extenuating circumstances may be approved by the administration. It is the responsibility of the student to submit documentation immediately after an absence to request this waiver.
5. Travel to and from bereavement activities, legal matters or religious observances will be considered family vacation days.

Attendance Waiver

If a parent or adult student feels as though an unexcused absence should be considered excused, a request must be made in writing to the administration within 5 (five) school days of the student's return to school. The parent letter must specifically state the reasons why a student was not in attendance and why the absence should be considered excused. This decision is made solely at the discretion of the administration. This information will be kept on file.

If a parent or adult student feels that they have been absent as a result of a disability, they can write a letter to the administration requesting to have the days absent that are related to their disability excused. The parent or adult student should identify what the disability is and give a reason why they think the absence was due to the disability. It would also be advisable to include any documentation regarding the disability to help substantiate the case. This information will be kept on file.

Dismissal from School

When and where it is possible, the administration requests that doctor and dentist appointments be made outside of school hours. If a student is to be dismissed for these or any other reasons, that student is to bring a parent note to the office stating the specific reason for the dismissal, and the health care provider's name if there is an appointment. The administration reserves the right to verify all appointments for which students are dismissed from school. Students must obtain a dismissal slip from the main office before leaving school. The administrators also reserve the right to approve and/or restrict the reasons for which students are dismissed from school. Dismissal notes submitted after 8:40 a.m. will not be accepted without direct parent contact.

Students who leave school without prior parent notification to the administration and without administrative approval, will be considered leaving school grounds and truant. In cases of emergency, a student may be dismissed via a phone call from a parent to the office. In the interest of student safety, the administration reserves the right to require a parent to present themselves in person to the administration before dismissing a student from school. In addition, a student may not be dismissed to anyone other than those listed on the emergency contact list. It is expected that all students check out at the main office before leaving for a dismissal, failure to do so will result in disciplinary consequences.

Students who become ill during the course of the school day and wish to return home must report to the nurse's office in order to be dismissed. The student will be dismissed for the remainder of the day, if, in the opinion of the school nurse or administration, the student should not remain in school. No student will be dismissed without the consent of the parent and school administrator.

Truancy

The equivalent of five (5) school days will be subject to the procedures outlined below until regular attendance is achieved:

- 1) Students will be contacted by a school official.
- 2) Students will be contacted by a school counselor or social worker.
- 3) The parents of truant students will be contacted by a school official by phone or email.
- 4) The parents of truant students will be contacted by a school official by letter.
- 5) School officials will meet with the student and parent, and other school personnel to evaluate the student's current educational program. If need be, an alternative learning plan will be developed to be approved by the superintendent.

Attendance and Participation in Athletics and Extra Curricular Activities

- 1) Student-Athletes are expected to arrive at school on time and attend all scheduled classes. In the event a student is absent from school he/she may not participate in any athletic contest or practice during that day. For events or contests falling on non-school days the student is expected to attend all classes on the previous school day.

- 2) If a student is tardy excused and arrives before the end of the first block (9:38 am), he/she may participate in that day's contests/activities. Students and parents/guardians are expected to arrange for appointments following school hours.
- 3) Students who do not arrive by the end of the first block, or who are tardy unexcused are not eligible to participate in that day's activities or practices. If a student misses a practice that day before a game for being tardy to school, that student may not participate in the next day's game.
- 4) Students who skip any academic classes or Learning Lab during the school day are not eligible to participate in that day's activities, games or practices. If a student misses a practice the day before a game for skipping class, that student may not participate in the next day's game.

Course Selection Process

| ACTION | DEADLINE | REQUIREMENTS | COMMENTS |
|--|---|--|--|
| Select Courses | Prior to the new school year, or prior to the beginning of the course | <ul style="list-style-type: none"> 8th Grade recommendations for incoming freshmen. Current teacher recommendation for upperclassmen. CTE program application. | <ul style="list-style-type: none"> Course prerequisites must be met. Grades, standardized test scores, teacher recommendation and parent choice will be considered. Waiver is required for courses not recommended by previous teacher. |
| Course or section changes Adding or Dropping a course | Before the 5 th day of the course | <ul style="list-style-type: none"> Parent approval Teacher recommendation Rationale for course change approved by counselor. | Rationale for course changes: <ul style="list-style-type: none"> "Honors Contract" Scheduling errors Misplaced level Disability based needs Career goal change Must maintain minimum credit load |
| Course or section changes, or for adding or dropping a course after the 5 th day of the course. | Before the end of the 1 st term | <ul style="list-style-type: none"> Parent approval and contact Teacher recommendation Rationale for course change approved by counselor. <u>Approval of the Principal</u> Will require student, parent, teacher/ administration meeting after 15 class days or as needed | <ul style="list-style-type: none"> For drastic changes in the educational program only. Reasons must be presented in writing. Must maintain minimum credit load. |
| Withdrawal: Removal from course after the 1 st term. | | Same as above | Same as above, and The course and all term grades earned will remain on the transcript. |

Students must make an appointment with the school counselor to drop the course and until the date of the change, students must attend all the courses on their schedule. In all circumstances involving course load, credits or partial credits, the principal or designee will make the final decision of the case. Students may be allowed to add a course, but may only drop a course if they are carrying more than the minimum requirements.

Students who withdraw from a course after the end of the first term of the course will receive a "W" on their transcript for a final average as well as quarter grade at the time of withdrawal.

Adult Education

Students enrolled at the high school may request permission to obtain transferable credit through Adult Education courses. Students who are interested in enrolling in a class for transfer back to FHS need to be at least 16 and must complete an FAHS Referral Form prior to the start of the class. Any student who would like to have their credit situation evaluated relative to transferring to the adult high school needs to make an appointment with the Adult Education office and bring a copy of their transcript to the appointment. For more information, please contact our Adult Ed. Director (603) 934-5441.

Class Rank

A student's grade point average (GPA) and class rank are computed on the basis of weighted grades assigned to a given course. Each course in the Program of Studies has been assigned a level. GPA is estimated throughout the school year on quarter marks, but based officially upon final marks of courses at the end of the year. Transfer credits can be used to fulfill state and local graduation requirements.

College Credit

There are many opportunities to earn college credit while still attending Franklin High School including:

Advanced Placement: These courses are designed to meet requirements from the College Board and offer an opportunity to earn college credit at most colleges and universities. Students should contact individual colleges to determine minimum AP exam scores to qualify for college credit.

Running Start Program: This program will enable students to apply credit they earn in high school classes toward college credit. Students must pass the Accuplacer Exam with a minimum score in order to qualify for Running Start credit. There is a \$150 fee to apply for high school credit toward college credit. This \$150 fee is significantly lower than the cost of a college course. Students receive college credit and appropriate high school credit. Students will graduate high school with a college transcript of earned credits. Students are recognized as LRCC (Lakes Region Community College) students with access to many college resources.

Dual Enrollment/Early College: Our partnership with LRCC enables our students as seniors to complete their last year of high school or their last semester by taking college courses at LRCC instead of FHS. Students who successfully complete the college courses will earn both college and high school credit toward graduation. LRCC is offering this opportunity to our students at a dramatically reduced rate at 50% of the actual cost of a college course. Need based scholarships will be available for a limited number of students and will not cover the cost of books or transportation. Students can also participate in eStart classes through the New Hampshire Community College System.

Community Service Requirement

Community Service promotes community and civic responsibility. All students are required to perform 60 hours of community service during their four years of high school as a component of meeting requirements in order to receive a diploma. Students needing assistance in arranging to complete these hours should meet with their school counselor. Community service is defined as work performed to benefit the greater good of the community. It is not intended to mean volunteering at a for-profit business or assisting individuals in activities that are normally done for profit. This is to ensure that planned work conforms to the principles of community service and that students only perform work that meets the criteria for community service. The community service can occur either in or out of school, during the school day and/or during the weekends. Community Service done with student organizations such as the National Honor Society and the Student Council will count towards this requirement. Please note that attending NHS and Student Council meetings are not considered Community Service. Students that are members of other school clubs or organizations that provide a service may be awarded credit towards this requirement with administration approval. Community Service hours are tracked by the student and turned in and recorded through the school counseling office.

Course Competency

Throughout our competency based courses, students are continually assessed to understand how well a student is demonstrating course based skills. Formative assessments, ones that inform teachers of student learning during the instructional process, will occur on a regular basis throughout the course. Summative tasks are ones that assess requisite knowledge or demonstrable skills, and are used to determine if students have achieved proficiency in course competencies. To earn credit for a course, students must complete required summative assessments so that teachers have enough evidence to determine if a student has met the expectations of the course.

For the purposes of assessment of high school course work through the demonstration of student mastery of course competencies, the following definitions are established:

- Course Level Competencies: The expected concepts and skills to be mastered in a course.
- Competency Assessment: The process by which a teacher evaluates student work created from tasks.
 - Formative Tasks: These are used to determine the progress of a student's learning during a year unit of instruction. This will usually come in the form of homework, quizzes, classwork and student reflection. These tasks account for no more than twenty percent of the grade.
 - Summative Tasks: These are used to determine if students can apply skills and knowledge practiced through formative lessons. For each full credit course, students must complete 5-8 Signature Tasks in order to demonstrate competency skills. These tasks account for at least eighty percent of the grade. Signature Tasks will be clearly indicated in ALMA.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or part shall demonstrate mastery through a method or methods as approved by the course instructor. Assessments are aligned with the Common Core State Standards that specify what students should know and be able to do. The assessment items and tasks are a valid and appropriate representation of the standards students are expected to achieve.

Competency

- 1) Each student will be assessed on each competency in each course.
- 2) To earn course credit a student Any incomplete will need to be resolved through competency recovery procedure outlined below to earn the credit.
- 3) All competency summative assessments assigned are due prior to the end of the term. Extended time and/or additional assessment will be granted at teacher discretion and with the approval of the Principal for extenuating circumstances only.
- 4) Any extended time granted is intended for the purposes "re-teaching" or tutoring.
- 5) Students may not "opt-out" of an assigned Signature Task as teachers have identified these tasks as integral in understanding if students have demonstrated expectations of a course. Students should make an attempt at competency within 2 school days of returning from an absence. Students who do not, may be assigned a different form of the Signature Task at the discretion of the teacher.
- 6) Each task students complete will be assessed on a rubric scale of 0-4. In general,
 - a. 4 indicates a student has performed above the expectation
 - b. 3 indicates a student has performed at the expected level.
 - c. 2 indicates a student is meeting some of the expectations
 - d. 1 indicates a student submitted evidence and is minimally meeting the expectation
 - e. 0 indicates no evidence was submitted to assess
- 7) Formative assessment scores will be weighted no more than 20%, while summative assessment scores will be weighted at least 80%. For each competency, the assessment scores will be averaged to the nearest one hundredth. All competency scores will then be averaged to create one composite score that will determine the final grade AND grade points for the course.
- 8) Sports eligibility and privileges will be based on semester grades.
- 9) Assessing levels of competency will be determined by the summative assessments defined in the curriculum documents for each course which are based on the Common Core State Standards.

- 10) Formative assessments are used as “assessments for learning” and are only useful if assigned, completed and evaluated in a timely manner prior to the summative assessment. Teachers will only assign additional/replacement formative assessments as a part of a student’s further attempt at competency or remediation; otherwise all formative assessments will be completed and evaluated prior to the related summative assessment date and prior to the end of the term. Formative work must be turned in within 2 school days when returning from an absence.
- 11) Attendance, behavior, effort, and timeliness of work are not academic competencies and should not factor into an academic grade. However, these areas will affect the student’s ability to gain privileges.

Competency Recovery Procedure

- 1) Formative assessments are not eligible for make up after the term has ended. All formative work must be turned in no later than 2 school days after an absence, before the connected summative assessment and prior to the end of the term. Extended time may be granted as a result of long term absences from extenuating circumstances such as a hospitalization or illness and must be approved by the school principal.
- 2) Any incompletes that are earned in the first semester must be completed by the end of the second semester. Any incompletes from semester two must be completed by the end of first semester the following school year.
- 3) Students planning to graduate must have all competency make-up work turned in at least 48 hours prior to graduation to ensure there is sufficient time to evaluate the student’s work.

Course Load

Seniors are to be scheduled for a minimum of at least 3 classes per day. Underclassmen are scheduled for a minimum of seven courses per semester, but could strive for more.

Credits

Credits are awarded through the completion of course competencies, which are based on state and national standards. Credit will only be awarded to a student who demonstrates at least a minimum level of competency.

Early Graduation

A high school student may complete the early graduation application if they have completed the requirements for graduation at the end of their junior year, intend to complete high school in 3 years, or will do so in the first semester of their senior year. In order to qualify for early graduation, a student must meet all course and credit requirements, and have completed their community service hours. It is absolutely necessary that a student and parent/guardian do long-range planning for early graduation. An approved post-secondary plan must be provided by the student/parent/guardian. Letters must be written by the student and a guardian, along with the guidance form for future planning, a credit audit with the school counselor’s signature, completion of all community service hours, state standardized testing completed, and a transcript. Documentation of the approved program is to be provided by the parent/guardian. Acceptable planning for early graduation includes; early college acceptance (a year ahead of projected year of graduation), participating in the spring semester at Lakes Region Community College, Internships, Apprenticeships, or letters of full time employment to save money for college. Approval for early graduation will be through the principal’s office and the completed application must be delivered to the principal no later than April 15th for sophomores who intend to graduate a year early in June. Exceptions will only be approved by the superintendent.

Social maturity to graduate. All items, testing (including all state testing), community service are done before students leave high school. It is important to note that college admissions counselors do not recommend early graduation since much of their decisions on acceptance are based on what a student does in their 4 years of high school and how they utilize their time above and beyond graduation requirements.

Extended Learning Opportunities (ELOs)

The Extended Learning Opportunity Program is designed to provide students with choices about their high school education and receive credit based on their interests. Projects can include, but are not limited to: private instruction, apprenticeships, community service, online courses, internships, performing groups and independent study. Students will work with a teacher or a community/business partner (if applicable) to complete the study. More information about the ELO options please see your school counselor. The Extended Learning Opportunity (ELO) program is a student driven course creation venue. The program allows students to explore their passions and interests for high school credit. Fueled by student interest and inquiry, the program offers exceptional learning opportunities in unconventional settings. In essence – the student creates a “course” and designs the curriculum with the help of teachers. ELOs may be designed to fill both core and elective credit. Student achievement is predicated upon engagement in comprehensive research, mindful reflection, innovative projects, and/or a public presentation or a demonstration of knowledge gained in the previous 4 years.

Grade Point Average Calculation

Each course will have a composite competency score, 0-4. That composite number is the unweighted GPA. Franklin High School recognizes that some coursework is more challenging than others. Because of this, 1 grade point will be added to the final composite score of a course if the course is an Advanced Placement Course. For Running Start and Honors courses, .5 grade points will be added to the composite score.

As we transition to more holistic scoring of student work, in order to demonstrate competency for a course in 2022-2023, students must earn at least a 2.5 in each competency and at least a 2.5 composite score for the course.

| Composite Score | Letter Grade | General Coursework | Honors Coursework/Running Start | AP Coursework |
|-----------------|--------------|--------------------|------------------------------------|---------------|
| 4.0 | A | 4.0 | 4.5 | 5.0 |
| 3.5 | A- | 3.5 | 4.0 | 4.5 |
| 3.0 | B | 3.0 | 3.5 | 4.0 |
| 2.5 | C+ | 2.5 | 3.0 | 3.5 |
| 2.0 | No Credit | 2.0 | 2.5 | 3.0 |
| 1.5 | No Credit | 1.5 | 2.0 | 2.5 |
| 1.0 | No Credit | 1.0 | 1.5 | 2.0 |

Graduation Progress

To be considered on track to graduate in four years students should earn the following credits at minimum:

- 6 Credits after their first year – including 1 credit each of math, science, and English
- 12 Credits after their second year – including 2 credits each of math, science and English

- 18 Credits after their third year – including 3 credits each of math and English, and 3 credits of science.

Graduation Requirements

| | General Education Program Class of 2025 | General Education Program Class of 2025 | General Education Program Class of 2026+ |
|---|--|--|--|
| Subject Area | Credits Required | Credits Required | Credit Required |
| English | 4 | 4 | 4 |
| Social Studies: | 1 cr. US History 1 cr. W. History ½ cr. Economics ½ cr. Government 3 Total Credits | 1 cr. US History 1 cr. W. History ½ cr. Economics ½ cr. Government 3 Total Credits | 1 cr. US History 1 cr. W. History ½ cr. Economics ½ cr. Government 3 Total Credits |
| Math Alg. 1 & 2, Geo. Min | 3 | 3 ½ | 4 |
| Science 1 cr. Life Science 1 cr. Physical Sci | 3 | 3 | 3 |
| Physical Education | 1 | 1 | 1 |
| Health Education | ½ | ½ | ½ |
| Computer Education | ½ | 1 | 1 |
| Creative Arts | ½ | 1 | 1 |
| Elective Courses | 6 | 7 | 8.5 |
| Total Minimum | 21.5 | 24 | 26 |

Starting with the class of 2023, students who earn 32 credit will receive a *Diploma with Distinction*. The *Franklin Falls Diploma* will continue to be offered to our Adult Education and dually enrolled students who earn the minimum state requirement of 20 credits.

College Prep and NH Scholars

| | College Prep Program | NH Scholars |
|---|---|--|
| Subject Area | Recommended Minimum | Credits Required |
| English | 4 | 4 |
| Social Studies: | 1 cr. US History 1 cr. W. History ½ cr. Economics ½ cr. Government 1 cr Elective 4 Total Credits | 1 cr. US History 1 cr. W. History ½ cr. Economics ½ cr. Government ½ cr. Elective 3.5 Total Credits |
| Math Alg. 1 & 2, Geo. Min | 4 | 4 |
| Science 1 cr. Life Science 1 cr. Physical Sci | 4 1 cr. Chemistry | 3* Credits in Lab Science *see NH Scholar section |
| Physical Education | 1 | |
| Health Education | ½ | |
| Computer Education | ½ | |
| Creative Arts | ½ | |

| | | |
|------------------|------|-------------------------------|
| Elective Courses | 2 | |
| Foreign Language | 2 | 2 |
| Total Minimum | 22.5 | Must have a career GPA of 3.2 |

Honors Contract

Students in level 2 classes are eligible for an “honors contract” option to earn Level 1 credit if no honors section is available. Students will need to use the add/drop procedures for this process. Students will only be granted the honors contract within the first 5 days of the class, as per the add/drop procedure. Enrollment will be subject to teacher recommendation and any applicable criteria, as with any other honors courses. This option will require the same academic rigor and work ethic as the actual honors level 1 section. Failure to complete work for honors contract will not result in credit for a level 2 class. For more information please speak to the School Counseling Office.

Honor Roll Requirements

Students will earn the distinction of “honor roll” for a particular term by meeting the following minimum requirements:

High Honors: All Competency Grades 4 **Honors:** All Competencies Grades 3 or 4

To receive honor cords, a student must have a cumulative career grade point average of 3.0000 or higher. Honor Roll is not equivalent to National Honor Society. Please see NHS eligibility requirements for more details.

Human Growth and Development Policy

It is the policy of the Franklin School District that human sexuality will be dealt with as an integrated topic in the secondary curriculum. It is a reasonable expectation that human growth and development will be touched upon in other areas of the health curriculum. Questions from the class and individual students should be dealt with in a frank, honest, and unbiased manner. Each teacher may deal with a question of moral nature or refer the question to appropriate experts. However, in all cases, we feel that no student should be denied access to answers dealing with human sexuality. Therefore, topics in sex education, such as relationship, love, marriage, human reproduction, family planning are discussed in class. These topics appear primarily in the planned program in the Departments of Health and Physical Education, Science and Family & Consumer Science.

Internships

The Internship Program allows students with paid jobs and/or unpaid internships to prepare for the world of work AND earn high school elective credit. New Hampshire’s commitment to “extended learning opportunities” encourages students to take advantage of learning experiences outside of the classroom. The program also provides opportunities for students to demonstrate college and career readiness skills. All places of employment/internships must be “pre-screened” by the NH Department of Labor. See the School Counseling Office for more information about this program and the necessary forms and procedures.

NCAA Eligibility

Students seeking eligibility for athletics at the collegiate level must ensure that the courses they select have been approved by the NCAA to meet graduation requirements as a minimum. Prospective collegiate athletes may enroll in a non-NCAA approved course for graduation from FHS but this does not necessarily mean that the course has been approved by the NCAA. For more information please see your school counselor or log on to www.ncaa.org for more information.

New Hampshire Scholars

Students who complete a rigorous course of study throughout their four years at Franklin High School will receive the designation of “New Hampshire State Scholar”. This designation is recognized nationally and could entitle the bearer to additional financial aid for their post-secondary education. Please see your school counselor and/or pick up a New Hampshire State Scholar brochure in the school counseling office. **To be eligible for NH Scholars all**

required courses must be passed with a minimum GPA average of no less than a 3.2 or better. Students are also eligible to receive the designation of NH Scholars Course of Study designation in either Core, STEM, or Arts. For more information please visit <http://www.nhscholars.org/>

NH Scholars Courses

| NH Scholar Core | NH Scholar STEM (3.2 min GPA) | NH Scholar Arts (3.2 min GPA) | NH Scholar Career Pathway |
|---|---|---|--|
| English 9, 10,11, 12 | English 9, 10, 11, 12 | English 9, 10, 11, 12 | English 9, 10, 11, 12 |
| Algebra I , II, Geometry, and one other credit | Algebra I, II ,Geometry, and one other credit | Algebra I, II, Geometry, and one other credit | Algebra I, II, Geometry, and one other credit |
| 3 credits of science chosen from Biology, Chemistry, Bio Med. Physics, Anatomy and/or Physiology. | 4 credits of science including 3 credits chosen from Biology, Chemistry, Bio Med. Physics, Anatomy and/or Physiology. | 3 credits of science chosen from Biology, Chemistry, Bio Med. Physics, Anatomy and/or Physiology. | 3 credits of science chosen from Biology, Chemistry, Bio Med. Physics, Anatomy and/or Physiology. |
| 3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives | 3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives | 3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives | 3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives |
| 2 credits of Foreign Language | 2 credits of Foreign Language | 2 credits of Foreign Language | |
| | 1 additional credit in Technology, Engineering, Computers, Advanced Manufacturing, Science, Math, etc. | 2 additional credits in Art, Visual Arts, Fine Arts, Performing Arts, Music, Graphic Design, etc. | CTE, Industry-Aligned or Career-Driven ELO. Work Based Learning. College Credits, Industry Valued Recognized Certificate, Post-Secondary |

Report Cards

Report cards are available for viewing in our student information system (ALMA) after the completion of the term. There are two semesters per school year. Progress reports are issued once per semester. Competency grades are issued on a scale of 1 to 4, the latter being the highest. To earn credit in a class, and prove competency, a student's grade must be rated a 2.5 or higher in their competencies. Competency grades are used to determine the issuance of credit, GPA, class rank, honor roll, privileges and athletic eligibility.

Reporting to Parents

Parents may access student academic information via the web to determine grades and assignments required by classroom teachers. Conferences will be available and arranged through the School Counseling Office. Should more

detailed information regarding course contents be desired, parents should consult the course syllabus, contact the classroom teacher, their child's advisory teacher or school counselor. Additionally, departmental course competencies may be found on the school's website. Parents may also contact teachers by email.

School Board Policies

All School Board Policies are available online at www.sau18.org. Hard copies are available upon request.

Special Education Services

At Franklin High School, special education services are provided in an inclusive setting. Students are educated with their peers in the least restrictive environment. Necessary accommodations and modifications are determined by the IEP team. These supports are provided in accordance with the IDEA law. Goals of the department are to support student academics and help develop appropriate transitions for students' post-secondary goals.

Standardized testing

State testing occurs in the junior year with the SAT and the State Science Test. Students in the tenth grade are offered an opportunity to take the PSAT. Parents may opt out of any standardized assessments by contacting the school counseling office and completing the proper paperwork.

Summer Educational Opportunities

Students who have failed to meet course competency requirements may do so by enrolling in an approved program, including, but not limited to, summer school, VLACS, internships, ELOs and evening classes. The student must accept any costs that may be associated with enrollment. Students are eligible to attend summer school if they have not earned a rating of "proficient" or better on any course competency. Students passing all course competencies through recovery will be awarded credit and will be issued a "P" on their transcript.

Transferred Credit

Franklin High School will accept credits issued by any accredited secondary educational institution. These credits will be applied toward state and local graduation requirements. Awarding of credits will be determined by the principal. The grading scale of the former institution will be used to determine if the student is eligible to earn credit. The transcript will reflect only final grades and credit determination.

Valedictorian and Salutatorian

The following criteria will be used to establish the highest grade point average:

- 1 Completed 8 credits in Honors Level academic courses,
- 2 Completed at least 1 credit in college level (AP or RS) academic course,
- 3 Attend Franklin High School as a regular enrolled student for at least 4 complete semesters,
- 4 All coursework must be completed at an accredited comprehensive high school or college

A class ranking will be developed at the end of the third quarter of senior year. Those students who meet criteria for Valedictorian and Salutatorian will be notified at the Senior Year Class Night Awards ceremony. Students who are attending Lakes Region Community College for their senior year will have their second semester grades included for GPA status for class rank. The Grade Point Average (GPA) determination will be made according to the standards set by the district.

The Executive Committee may break any final ties or decide to award co-Valedictorians as circumstances arise. The committee may require all Valedictorian and/or Salutatorian candidates to submit an essay for review prior to making any final selections. The Valedictorian and Salutatorian will speak at graduation and all speeches must be submitted in writing at least three days prior to graduation for administrative approval, failure to do so could result in not being allowed to speak at graduation. .

GENERAL RULES AND PROCEDURES

Athletic Handbook

Franklin has a specific athletic handbook that can be accessed here or by visiting the school website. Additional information concerning athletics may be found at the New Hampshire Interscholastic Athletic Association (NHIAA) at www.nhiaa.org. This organization regulates eligibility requirements and those seeking a waiver must contact the principal.

Activity Schedules

An official calendar is maintained on the school district's website www.sau18.org for the recording of all events. All athletic activities are listed on the district's main page while specific co-curricular non-athletic events can be found on the high school's page. Questions about high school events should be directed to the main office. Athletic events are scheduled by the Athletic Director, who may be reached at 934-5441.

Age of Majority

Franklin High School considers all students residing with a parent or guardian as being responsible to their parent or guardian. Regardless of age, all Franklin students will be subject to all school policies and regulations. Behavioral expectations, school rules and designated penalties apply to all students. Franklin High School reserves the right to communicate with a parent of any student, regardless of the student's age, unless both the student (who must be 18 years or older) and the parent submit a letter to the school stating that the student is not living at home and that there is no need to keep the parent/guardian informed and there is no other outside factor that has a role in the relationship (court, etc). See School Board Policy RSA 193:1, HB 154 and FSB policy JH as the base, Franklin High School policies and guidelines.

If a student has turned 18 years of age, parents/guardians may fill out the "Consent Form" or if the student resides outside their parent's home, and cannot be claimed as a dependent on another person's federal income tax form, the student may sign out of school excused for the following reasons only:

Eighteen year old students may dismiss themselves for excusable reasons. Eighteen year olds that sign themselves out for unexcused reasons are not eligible to return to school, and are not eligible for extracurricular activities that day.

Parents need to be informed that in signing the form you understand that your adult student has elected to restrict you from any and all educational records. This will mean that you will not have access to your child's information unless and until the student provides written consent that you may view or have copies of their records. For example:

1. You will not be notified of any discipline issues that your student may be involved in.
2. You will not be notified of attendance issues or concerns regarding your daughter/son.
3. If your daughter/son is in danger of not graduating, Franklin High School will not be able to notify you of this situation.
4. If your daughter/son has an Individual Education Plan (IEP) or a 504 plan you will not receive notification of any meetings or changes that impact the IEP or 504 plan.

The form for enacting this may be obtained in the main office of the high school. The form requires the signature of both parents and a notary before the age of majority consent will be acted upon by the school.

Aide Positions

Students may apply to be an aide for a teacher or in the library or office. Student Aide Request Forms are available in both

the main and school counseling offices. No more than one student may be an aide during a single period. Exceptions may be made only with prior administrative approval. Student aides may receive no more than 10 hours of community service credit per year. The only exception to this 10 hour rule will be a Life Skills Aide. Aides must have acceptable behavioral records. Aides must stay with the teacher during the entire period. Teacher aides are not allowed to operate the copy machines; any photocopying must be done through the library. Teacher aides may not grade student work, record student work, view other student's records or photocopy tests and exams.

Animals

To ensure the health and safety of all members of the school community, please refrain from bringing animals or pets into the building. Service animals are welcome.

Announcements

School related announcements will be read daily from the high school's main office.

Assemblies

During the school year several assemblies will be held for various reasons, such as: to commemorate a national holiday, to recognize athletic teams, to hear a speaker, to hold a student program or for entertainment by an educational program. Certain standards of behavior are expected. Teachers or administration may assign assembly seats or bleacher locations for students. Students should enter quickly, quietly and as directed by the teacher. Courteous attention should be given to the program at all times. Students will sit in their assigned area with their teacher. All faculty members (even those who are unassigned) are expected to sit with the students throughout the gymnasium to help with the supervision of students.

Backpacks

Students are allowed to have backpacks in classrooms, however, they need to be tucked under desks or at the edge of the room, so they are not a tripping hazard. Again, this is a safety and security consideration. Loose backpacks on the floor or in the hallways pose a hazard to the safe egress from the classroom or hallways and impede exit routes in the case of a fire or evacuation. So please make sure they are either under their desks, or in a space in the front or the back of your room and not out of the way of any walking pathways in your space.

Bathroom Guidelines

Under normal conditions, students should not be excused from classes to use the bathroom. Students should use the bathroom before school, during break time, during the passing time between classes, during their lunch period, and after school is dismissed in the afternoon. Students will be allowed to use the bathroom, other than the times stated above, only when they have a signed pass from a teacher or if there is an emergency. The school as a practice has students refrain from using the bathroom the first and last 15 minutes of each block. Habitual requests from the same student to use the bathroom shall be denied. Students with health related issues will be referred to the school nurse.

Bicycles

Students are allowed to ride bicycles and are encouraged to lock their bicycles with their own locks onto the bike racks provided by the school. Bicycles are not allowed in the school building.

Books

Please ensure that all books are treated properly and are not abused. Reference materials are not to leave the school. Each book issued to students is assigned an individual number to ensure accuracy when collected. Students will sign a book receipt and make sure the exact book number is included. According to school board Policy #JFCB, all books need to be covered. Book covers may be available in Karma Korner.

Books must be returned to the teacher at the end of the course and the book must be signed in upon receipt of the book. Books not returned will be charged toward student indebtedness and will prohibit co-curricular and extra-curricular participation.

Bullying: School Board Policy JICI-B and JICK

Bullying is conduct which subjects a student to insults, taunts or challenges, whether verbal, physical or virtual in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying is not permitted at Franklin High School. If a student feels as though they are being bullied, they are encouraged to document events using Franklin High School's bullying/harassment form which can be found in the main or school counseling offices. Forms may also be found on the FHS website. An investigation will occur by school officials and the Franklin Police Department will be notified if necessary.

Cyber-bullying – Cyber-bullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices such as cell phones. They are virtual insults, threats, teases, taunts or challenges either by text or image that are posted on personal web sites (Twitter, Facebook, etc.), on blog sites, emails, message boards, chat rooms, or cell phones. Students that engage in this activity do so from both outside and inside of the school. This activity is another form of bullying/harassment that is impacting the school community by interfering with the ability of students to be successful in school.

Hazing – In accordance with NH RSA 631:7, “Student Hazing” means any act directed toward a student or any coercion, or intimidation of a student to act or to participate in or submit to any act when: 1.) Such an act is likely, or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person and 2.) Such act is a condition of initiation into admission, into continued membership in or association with any organization. “Organization” means fraternity, sorority, association, corporation, order, corps, athletic group, cooperative, club or service, social, or similar group whose members are or include students, operating at or in conjunction with an educational institution. Appropriate consequences will be assigned depending on the severity of the incident.

Procedure for Investigating Bullying Reports

1. The building administrator shall notify the parents 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 principal 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.
2. An investigation of the bullying/cyber bullying report will be initiated by one of the building administrators (Principal or Assistant Principal) within five school days. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
3. Privacy rights of all parties shall be maintained in accordance with applicable laws. The building administrator conducting the investigation shall keep a written record of the investigation process.
4. Said 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.
5. The building administrator conducting the investigation 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.
6. 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 to the victim(s), if any.

7. The building administrator shall inform the victim(s), the perpetrator(s) and their parents 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 communication shall be provided within 10 school days and shall be in compliance with applicable privacy laws.

Bus Information/Conduct/Evacuation

Students transported in a school bus shall be under the authority of the Franklin School District and under control of the bus driver, a legal representative of the school board. The safety of students riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied the privilege of transportation in accordance with the regulations of the school board and RSA 189.9a. The driver of the bus shall be held responsible for the orderly conduct of the students transported.

Each driver has the support of the school board in maintaining good conduct on the bus. All school rules apply while on the school bus. The driver has the authority to impose reasonable restrictions for the benefit of student safety.

Bus evacuation drills will be held twice each school year. Students will board and disembark from the bus in an orderly fashion. Though school officials realize all students are not transported to and from school by bus, almost all students are transported by bus for many school activities. It is essential that the staff and students are aware of any bus evacuation procedure.

The First Student Transportation Company is using video cameras on all buses. This was instituted to ensure a safe environment for all students who bus to school.

Bus Passes

The high school will require a signed note from a parent in order for a student to ride a bus other than that to which the student is assigned. The note must be presented to the office in the morning and the student may pick up the bus pass in the afternoon to present to the bus driver. The note from the parent remains on file in the main office.

Calendars

A calendar for the current school year is available online at www.sau18.org. A calendar of events and upcoming fundraisers may be accessed in the following manner:

- Go to www.sau18.org
- Click on the high school block in the upper right hand corner
- Click on the FHS Event Calendar link

Class Activities

All four grade-levels have class meetings during the school year to plan activities, projects, and elect class officers. Each class is assigned two faculty advisors. The success of the projects and activities of each class is dependent upon the enthusiastic support of each member of each class. Activities and projects must be approved by the administration and be in agreement with school board policy and school regulations. **Students will not be readmitted to school activities after they have left the building.** Dances and indoor athletic events are included in this regulation.

Class Dues

Class dues are \$10.00 per year. Dues from class members are necessary so that funds are available for class activities. Dues should be paid to the Administrative Assistant in the Main Office and a receipt should be given. Students should keep their dues receipts to prove payment. Students are not eligible for privileges, co-curricular, extra-curricular or parking privileges until dues are paid from previous years. Current school year class dues are to

be paid before participation in major school events such as the winter carnival activities, the senior prom or graduation.

Class / Club Funds

Class and club funds must be deposited with the school bookkeeper on a daily basis. Club and class monies are kept in the main office and recorded as part of the school's bookkeeping system. All class treasurers are responsible to report funds to the Administrative Assistant in the Main Office as well as for maintaining accurate club accounts. Before purchasing items, advisors of clubs and organizations must obtain a purchase order from the main office. This purchase order must be signed by the advisor and the principal before purchasing anything.

Co-Curricular Activities

The following co-curricular athletics are available to Franklin High School students:

| | | | |
|---------------------|--------------|-----------------|--------------------|
| Baseball Basketball | Field Hockey | Football Soccer | Softball |
| Fall Spirit | Volleyball | Track and Field | Unified Volleyball |

The following co-curricular activities are available to Franklin High School students:

| | |
|--------------------------|--|
| Anime Club | Share in a love of anime. Discuss and watch anime. Learn about anime and Japanese culture. Participate in events including lock-ins, bar-b-qs, and conventions. |
| Art Club | Interested in arts and crafts? Join art club, we have several scheduled projects you can come join in on! |
| Book Club | We pick a book to read and meet to share our thoughts and insights. |
| Drama Club | We welcome anyone at any time- doesn't matter if you've done it forever, never done it, want to try or did it when you were younger and took a break!!! If you want to get involved, we need people performing as well as all the technical aspects: lighting, sound, set construction, costuming, make-up, hair, props, painting and more!!! |
| FHS Honors Choir | This is an auditioned vocal ensemble. This ensemble meets weekly during We Connect as well as bi-weekly after school. This group is for those that have musical experience and are looking to expand their knowledge in vocal music. The ensemble will perform at all FHS Concerts as well as the occasional school event. |
| HP Club Student Council | Harry Potter Themed Dungeons and Dragons Campaign. Members play as a students at American Wizarding Schools to solve mysteries and uncover the truth. No prior experience with D&D or Harry Potter Universe is required but helpful |
| Magic the Gathering Club | We play Magic the Gathering card game. |
| NHS | National Honor Society |

| | |
|---------------|--|
| Pride Club | We are the schools LGBTQ+ and are a space to talk about our identities and socialize. We are hoping to promote some LGBTQ+ events and to host discussions concerning different LGBTQ+ topics. |
| Robotics | First Robotics Competition Team. We will meet once a week after school until January. In January we have the "reveal meeting". We find out what the game play for the year is. The team is given the tasks that the competition is looking for..ex...pick up and deliver boxes, shoot balls into a target..climb onto a set level block. stop a spinner on a set spot. The team is expected to take basic materials to develop the robot design, build it, and code it. There are many "jobs" on the team. Safety team, build team, drive team, programming team, team dinners, business team. During the build season..6 weeks in jan-march, we meet several nights a week. First distributes Millions of dollars in scholarships every year. Many high tech businesses and military branches give preferential status to First Robotics. |
| Running Start | College Credit bearing courses taught at FHS |
| Spanish Club | We meet to learn more about Spanish and the cultures surrounding the people |
| S.A.L.T. | Student Athletic Leadership Team |
| Tri-M | Tri-M is a Music Honor Society program of the National Association for Music Education (NAfME), which focuses on creating future leaders in music education and music advocacy. In Tri-M students will be recognized for going above and beyond both academically and musically. Tri-M also provides students leadership opportunities to make a difference in their community through music-based service projects. Eligible students must be enrolled in at least one music class for at least one semester, have a 2.5 GPA in their core classes, and a 3.0 in their music class(es), as well as being of strong character. |
| Writing Club | We use club time to write and to share work and receive feedback. We do have hopes of doing a literary and arts magazine eventually but right now we are just focusing on getting more members and getting comfortable sharing work. |
| Yearbook | We work together to create the yearbook for all students and families |
| Youth Leaders | We meet to develop and support student leaders at FHS |

Co-Curricular Participation: Activities include all academic and athletic co-curricular activities approved by the school board. At any time, during the school year, or in the case of an athlete, during the season of practice or play, on or off the school property, in addition to all Franklin School District rules and regulations, the following rules will be in effect:

Attendance: Students not attending school before the end of the first block or who are tardy unexcused or who are dismissed due to illness are ineligible for participation in any after school activities or sports for that day.

Conduct/Behavior: Misbehavior at activities, practices, games or on the bus that is referred to the office will be treated as misbehavior at school.

Eligibility: Participation in co-curricular activities requires students to have a positive academic status, and the minimum guideline for participation will be that set by the current NHIAA eligibility rules. Currently this status requires students to be enrolled in at six classes and passing four of them (not including Advisory). Advisors may use progress reports as a means to determine eligibility.

Drug/Alcohol Policy: Use of drugs and/or alcohol is strictly prohibited. Any member who has participated in the use of drugs and/or alcohol at any time, or is present at a party or gathering in which there are drugs and/or alcohol will be suspended from the team or club for 2 (two) weeks for the first violation. Subsequent violations will result in suspension from the activity for 12 (twelve) consecutive weeks. Please see full athletic policy for more information.

Indebtedness: Student indebtedness will affect ability to participate.

Transportation: All team/club members, managers, and coaches shall travel to and return from games, meets, or matches on the team bus. Exceptions to this rule must be pre-approved by the principal, assistant principal or athletic director, via a written request from the parent stating the reasons.

Sportsmanship: Athletic contests or club competitions are games, not battles or fights. The victors deserve congratulations; the losers respect. Each player and spectator accepts all decisions as given; no matter how he/she thinks he/she has seen it. Contests should promote good will between schools and it is the duty of each player and spectator to promote this feeling.

1. Participating students and spectators will demonstrate positive behavior that shows respect for: Fellow students, Advisors and/or coaches, Athletes, participants, advisors or coaches from other schools, Any game, meet or competition official, Fans of activities and competitions
2. Booing, heckling, negative cheers, chants or actions are not allowed
3. Obscene gestures, comments and chants will not be tolerated

Communication and Collaboration by Parents, Student and Staff

Franklin High School recognizes that a student's education is the responsibility of three units: the school, the family, and the student. Each of these must work together to educate the students effectively. Franklin High School supports parent involvement in a variety of roles. They are, but not limited to the following:

1. Promote clear communication between the school and family about school programs and about their student's progress through regular student-led conferences, progress reports, report cards, telephone conferences, written communications, newsletters and the high school's website.
2. Provide educators with the tools to better engage families in children's learning. Educators must develop strategies to communicate clearly with parents and to listen with precision and caring.
3. Recognize that balancing work, home, and children's learning requires a collaborative effort by families, schools, employers, and the community.
4. Invite families in the planning, review, and improvement of school-wide programs through regular meetings. Schools will share information on standards, school programs, curriculum, assessment and performance levels via newsletters, parent information centers, meetings, open houses, parent-teacher conferences, athletic events, and the student newspaper. Schools will also share information on the federal grant process and implementation of school-wide programs.

5. Give assistance to parents to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
6. Provide access to and coordination of community support services for children and families.
7. Provide services and assistance to homeless students.
8. Review and update yearly a Title I School/Parent Compact that describes how the entire school community will share responsibility for improved student achievement.

In accordance with work done by the District Communication Task Force, comprised of parents, teachers, school board members and administrators, a communication procedure has been established. It is the desire of the school board that any parent inquiries regarding grades, or other issues that may arise within the school be approached through the use of the list below. Please note that this serves as a procedural guide to compliment policies KE and IJO. There are times when state law or other school board policies may take precedence over this procedural guide.

Protocols for Parents in Addressing Concerns:

Below is a list for parents to utilize in addressing concerns, resolving conflicts, and obtaining answers to specific questions. An attempt will be made to resolve concerns, conflicts, and questions by the simplest means. Most often this will be a phone conversation or email exchange. If these mechanisms do not resolve the situation, a meeting (or meetings) may be scheduled to allow for face-to-face conversations.

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| <p>Contact a teacher when:</p> <ul style="list-style-type: none"> ● you have questions about a grade ● you have questions about an assignment ● you have questions about the course or course placement ● you have questions about a teacher assigned detention ● you have a questions about an incident that occurred in class | <p>Contact a counselor when:</p> <ul style="list-style-type: none"> ● you have a question about course placement ● you have an academic question or concern ● you have questions regarding student support services ● you have reached out to a teacher about an incident in class and were not satisfied with the outcome ● you want to schedule an appointment with your counselor |
| <p>Contact the Assistant Principal when:</p> <ul style="list-style-type: none"> ● you have questions regarding student discipline ● you have concern regarding the action of a teacher that was not satisfactory after reaching out to the teacher and the guidance counselor ● you have questions regarding attendance matter ● you have questions regarding school policy | <p>Contact the Registrar when:</p> <ul style="list-style-type: none"> ● you are looking to enroll a student at FHS ● you are moving and need information about withdrawing from Franklin High School ● you have questions about credits earned at Franklin High School ● you want to inquire about credits received from another school ● you have to submit community service hours ● you have questions about potential scholarships ● you are requesting transcripts |
| <p>Contact the Building Principal when:</p> <ul style="list-style-type: none"> ● you have not received an adequate or helpful response from the appropriate staff | <p>Contact the Special Education Office when:</p> <ul style="list-style-type: none"> ● you have questions about Special Ed services ● you have questions about Special Ed testing or referral |

| | |
|--|---|
| <ul style="list-style-type: none"> • you have a suggestion that might improve the school • you have a concern about an incident in the school and are not satisfied with the response of the staff • you have a complaint or concern about school policy • you don't know who else to call | <ul style="list-style-type: none"> • Contact the <u>Case Manager</u> when you have questions regarding an Individual Educational Plan (IEP) |
| <p>Contact the Athletic Director when:</p> <ul style="list-style-type: none"> • you have questions about NHIAA eligibility • you have questions about an athletic event • you have questions about MYFamilyID | <p>Contact the School Nurse when:</p> <ul style="list-style-type: none"> • you have a question about health records • there is a medical condition that requires an adjustment in school procedure, extra curricular activities, or course accommodations |

Contact the Superintendent when:

- you have questions or concerns that were not addressed adequately by the school administrators
- you want to appeal a student's disciplinary consequence

Computer Acceptable Use Policy SB Policy JICL-R

Students are expected to use the available technological resources in a way that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources. Students are responsible for the appropriate use of technology and will use the District's technological resources primarily for purposes related to their education. Students must understand that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data. The District's IT Department has implemented protection measures that prevent access to visual depictions that are obscene or pornographic. Circumventing, or attempting to circumvent these measures is considered a violation of the acceptable use agreement.

The use of the Franklin School District's technology resources is considered a privilege, not a right and inappropriate use may result in a suspension or revocation of these privileges. The nature and severity of the violation of this policy will dictate the severity of the consequences.

Students who supply their password(s) to other students will be held responsible for an infraction committed by the student who is using your password. In the event that it is proven that a second party used your account with permission both students will be held responsible.

Students must acknowledge their understanding of the acceptable use policy and guidelines as a condition of receiving access to technology resources by signing the Acceptable Use Agreement. Forms will be provided for all students at the beginning of the school year and are available in the main office or library and on the FHS website.

Dances

During the school year, various clubs and organizations will sponsor dances for the student body. If a student is absent on a given day, he/she may not attend any after school functions for that day or evening. Any student that has been suspended from school may not attend any school function(s), including sporting events. Any student who is absent unexcused from school on the school day prior to a weekend function is ineligible to attend, including dances and sports events. The following rules also apply.

1. Guests, not from FHS, must be at least grade 9, and under 21 years old.
2. All guests will be approved at the discretion of administration prior to the event.

3. All FHS students attending must clear all indebtedness to purchase tickets.
4. An FHS student must sign up their guest on the sign-up list in the main office before the dance.
5. No re-entry is allowed after leaving the dance.
6. Dances will end no later than 10PM. Exceptions to this rule are the Winter Carnival Ball and the Prom; these dances will end no later than 11PM.
7. Students must arrive at school, the day of the dance by 9am, and cannot be dismissed before 1pm.

Electronic Equipment

Students may individually and appropriately use music players, radios and electronic games with headphones in the hallways and in the cafeteria only. During study hall students may not use any other electronic devices with the exception of their Chromebook. Only students with privileges may use their cell phones during study hall time. These are not to be used during classes or during assemblies. It is the responsibility of the user to ensure that the use of such devices does not infringe upon the rights of others to silently study in study halls. Non-compliance with these electronic equipment guidelines will lead to a warning; refusal to comply with the warning will lead to immediate referral to administration. Franklin High School is not responsible for lost or stolen electronic equipment. It is strongly recommended that students either leave these devices at home or lock them in their lockers.

Elevator Use

The elevator is for students, faculty and community members who are unable to use the stairs. Students who are using crutches will meet with the school nurse in order to obtain a pass to use the elevator. The pass will be honored for the duration of time needed to allow the students' injury to heal as determined by a medical professional. Students not requiring the use of the elevator are to use the stairs. Students using the elevator without a legitimate need may be given a consequence.

Family Education Rights Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request, or before an IEP Team meeting or due process hearing. The Franklin School Board would like such requests to be honored within ten (10) school days whenever possible. Such requests must be submitted to the principal in writing and must identify the record(s) to be inspected. The principal will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays. Parents/eligible students may obtain copies of education records at a cost of .25 per page.

B. Amendment of Records

Parents/eligible students may ask the school district to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the principal in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or their designee.

C. Disclosure of Records

The school district must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The school district designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public. Parents/eligible students who do not want the school district to disclose directory information must notify the superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded. The opt-out request form is available in the main office and on the FHS website.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the school district must comply with any such request, provided that parents have been notified of their right to request that this information not be released without prior written consent. Parents/eligible students who do not want the school district to disclose this information without prior written consent must notify the superintendent in writing by September 15th or within thirty (30) days of enrollment whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate interest if he/she needs to review an education record in order to fulfill their professional responsibility. School officials include persons employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement district personnel); members of the Board of Education; persons or companies with whom the school district has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the school district with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the school district may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Districts

The school district sends student education records to school districts or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer, including disciplinary records, attendance records, special education records and health records.

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the superintendent or building administrator.

D. Complaints Regarding School District Compliance with FERPA

Parents/eligible students who believe that the school district has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Students are advised that field trip permission slips are required for all trips that involve a student leaving the school. The teacher in charge of the trip will provide field trip forms. Students will not be allowed to leave school unless the field trip permission slip has been completed, signed by a parent, and returned to the school prior to the trip. Notes signed by parent or phone call from parent will not be accepted unless they contain the same information as permission slips. While participating in off campus field trips, students are reminded that they are a reflection of Franklin High School and the Franklin Community. All school rules and expectations apply while off campus.

Fire Drills/Emergency Drills

Periodically 10 fire drills will be scheduled during the school year. Students are to move to the nearest exit, and when outside, move at least 50 feet from the building. When leaving classrooms, students are expected to be quiet, follow the teacher's directions, and walk to the designated area. During some drills, chosen exits will be blocked. Be prepared to reverse direction and leave by another exit. The classroom teacher will inform you of exit directions. Fire drill evacuation routes are displayed in each room. Students are expected to report to and remain with their assigned teacher after leaving the building. Everyone must leave the building. Other emergency preparedness drills will occur during the school year. Students not behaving appropriately during drills are subject to discipline.

Food and Drink

The privilege of food and/or drink may be allowed in classrooms at the discretion of the classroom teacher. Teachers will set guidelines with their students at the beginning of the school year. Please fully respect the guidelines set by individual teachers in their classroom spaces and by administration in all common areas. Should classroom cleanliness become an issue, the privilege of food and/or drink will be revoked.

Fundraisers

A list of upcoming fundraising events and a fundraising calendar may be accessed in the following manner:

- Go to www.sau18.org
- Click on the high school block in the upper right hand corner
- Click on the event calendar link

All fundraisers, whether by class, club, individuals, staff, will be on the list and calendar and approved in advance. Failure to do so will require the money raised to be forfeited to the general student activities fund. In scheduling fundraisers, the following guidelines will apply:

Student-sponsored fundraisers for student activities:

- Fundraisers that provide a student/staff generated product/service are preferred over those that sell a commercial product/service
- There will be no solicitation of students or staff during class time. Should an individual fail to comply, the class, club or organization they represent will be prohibited from fundraising for a period to be determined by the administration and approved by the superintendent on a case-by-case basis
- Door-to-door selling by students will not be promoted
- All fundraising will be for the benefit of FHS students for school-sponsored activities.

Staff Fundraising:

- Staff will not solicit on school grounds during the school day for any reason without prior approval. This includes raising money for charitable causes, selling commercial or homemade products, and raising money for other profit or non-profit groups.

Soliciting by School Related Groups:

- All PTO, Booster Club and other school related group fundraisers that actively involve FHS or staff will be approved in advance by the superintendent or designee.
- Fundraisers which are done without involving children or staff do not need approval; however, groups should check with school administration regarding the purpose of the fundraising to assure that gifts and donations are consistent with school mission, vision, goals, outcomes, and objectives. Gifts and donations in excess of \$300 must be accepted by the school board at a regular meeting.
- A form will be filled out to include a description of the fundraiser, dates of the activities, role of the children or staff and purpose of the fundraising. If school facilities are being used, a facilities form must accompany the fundraising information.
- All monies will be handled at all times by members of the fundraising group, not school staff.
- Approval must be secured at least one week in advance.
- Appeals may be made to the school board at their regularly scheduled meetings.

Soliciting by Outside Groups:

- Flyers from non-profit or community groups that advertise fundraisers or other events can be posted in a designated space in school with the approval of the building administrator. No materials will be placed in staff mailboxes. No solicitation will occur during school hours.
- Activities sponsored by community groups for children should be advertised through school newsletters. Principals should be contacted well in advance. To distribute flyers, please check with the principal.

Hall Passes

All students must present a blue hall pass when asked while passing through the corridors during instructional class time. These passes are to be signed by the classroom teacher with the name of the student, date, time, reason for leaving the classroom and the destination of the student. Misuse or altering of a pass includes changing information or adding information, including other names, to a pass in the manner in which the staff member did not intend. Appropriate consequences will be assigned for altering a pass. No passes will be written in the first or last 15 minutes of class time. Students must sign out and back into class, legibly, each time they leave the room.

Health Services

In the Franklin schools, health services are provided by professional registered nurses whose specialized knowledge of the educational system and the changing growth and behavioral patterns of children can enable each child to develop their full potential.

School nurses are in a unique position to help students in acquiring health knowledge, in developing lifelong attitudes for wellness and in meeting their special needs as a result of illnesses, accidents, congenital problems and social adjustment concerns. The first responsibility for a child's health and wellbeing rests with the family and when the child attends school, that responsibility is not lessened. When a child first enters a NH school system, a complete physical exam is required (RSA 200:32). The school nurse, dependent upon the general health of the student, may request periodic examinations. Occasionally during the student's school years, the school nurses conduct screenings for vision, hearing, growth and development. Referrals to parent are made when unusual findings are detected.

The school nurse functions as an advocate for your child, as a wellness educator, as a link to local, state and federal

programs and as a resource person for students, parents, teachers and the community. We welcome your assistance in helping to make your child's school years as successful as possible.

Immunizations – NH State Law RSA 141C: 20-A states that all children enrolled in NH schools must present written documentation of age appropriate immunizations to the following diseases before they may attend: Measles, Mumps, Rubella, Polio, Diphtheria, Pertussis and Tetanus. If your child is not adequately immunized, you will be notified and given a specific length of time in which to have the required doses completed.

Emergency Form – You will receive an emergency form for each child attending school. Please fill it out carefully and return it promptly to school. If work numbers, home telephone numbers, childcare providers, or your address changes during the year, please notify the school. Please notify the school office if your child is staying home ill. It is also the parent's responsibility to contact the school if a communicable condition is present in your home (i.e. chicken pox, strep throat, head lice, flu, etc.). Should your child become ill at school, you will be notified per the information on the emergency form. Students who become ill during the course of the school day and wish to return home, must report to the nurse's office in order to be dismissed. The student will be dismissed for the remainder of the day if, in the opinion of the school nurse or administration, the student should not remain in school. No student will be dismissed without the consent of a parent or school administrator.

Head Lice – (Pediculosis) With recommendations from the American Academy of Pediatrics, the school board recognizes that school wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease in the incidence of head lice in a school community. The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms. For further detail of this policy, please refer to SB Policy JLCC & JLCC-R.

Dispensing Medicine - Medication will not be dispensed or administered to any student by school personnel except by the school nurse or under her direction, upon the written order of the physician who has examined and prescribed for that student and written permission of the parent.

Medication Procedures - Medications, including prescription and over-the-counter medications need to be conveyed to and from school by an adult. Over-the-counter medications must be brought to school in the original sealed, unopened container.

1. The school nurse shall count and document the amount of medication brought into the nurse's office.
2. All medications, including prescription and over-the-counter medications need to be accompanied by a written doctor's order and written parent permission, which will be kept on file in the nurse's office. Medications will not be administered unless the appropriate forms are on file.
3. The medication order shall include the student's name, name of the medication, dosage, route of administration and time to be administered. The medication information shall be documented in the medication book.
4. Medications may be administered within one half-hour prior to or after the scheduled time. If the actual time of administration is not within the one half-hour prior to or after the scheduled time the nurse/designated person administering the medication shall write in the actual time and initial the time block in the medication book.
5. Students found carrying medication without a doctor's order and parent permission on file in

the nurse's office will be referred to the principal.

6. No student will provide any other student with prescription, or over-the-counter medication.

Medical Treatment – Guidelines for the treatment of students with illness and injuries are from Clinical Guidelines for School Nurses. The ultimate responsibility for medical care of a student rests with the parent. In the event of an emergency the Franklin Emergency Medical Services (EMS) may be called to evaluate the illness or injury. Parent will be notified when an emergency occurs.

Self-Administration of Asthma Medication or Epipen by Franklin School District

A pupil may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms; or an Epipen to prevent or control anaphylactic reaction, if certain conditions are satisfied. Please see (RSA 200) for more information. General guidelines are as follows:

1. The pupil has written approval of the pupil's healthcare practitioner and, if the pupil is a minor, the written approval of the parent.
2. The school principal or school nurse shall receive copies of the written approval.
3. The pupil's parent shall submit written verification from the healthcare practitioner confirming that the pupil has the knowledge and skills to safely possess and use an asthma inhaler or Epipen in a school setting.
4. If the conditions provided in this section are satisfied, the pupil may possess and use the inhaler or Epipen at school or at any school-sponsored activity, event, or program.

Inhalers: The school nurse shall request that the parent supply an extra inhaler, which will be kept locked in the nurse's office (School District Addendum).

Epipens: The school nurse shall maintain for a pupil's use at least one Epipen, provided by the pupil, in the nurse's office or in a similarly accessible location (NH State Law). Use of Epipen: Immediately after using the Epipen during the school day or at a school event, the pupil shall report to the nurse's office or principal's office to enable the nurse or other school employee to provide appropriate follow-up care.

Immunity: No school district, a member of a school board, or school district employee shall be liable in a suit for damages as a result of any act or omission related to a pupil's use of an inhaler or Epipen if the provisions of RSA 200:42 have been met, unless the damages were caused by willful or wanton conduct or disregard of the criteria established in that section for the possession and self-administration of an asthma inhaler or Epipen by a pupil.

ID's and Photographs

School photos are usually taken in September. Every student is expected to have their picture taken even if they are not ordering prints. Student pictures are taken to produce student ID's and to maintain security within the building. It is expected that students carry their identification while at school. Only one card is given out, if it's lost please contact the main office at 934-5441 Order forms and information will be mailed to your home. Payment must be made at the time of the photograph.

Indebtedness: School Property, Materials and Books

It is the student's responsibility to properly care for all school property assigned to them. Loss or damage to assigned school property, including library books, textbooks, sports equipment, fundraising money, property owed class activities, or monies owed the school for other reasons, will result in the student being billed for the replacement value.

Textbooks are provided by the school district with the expectation that a certain amount of wear is inevitable, but also that careful handling will be in order. Students are responsible for the return of textbooks if they are to avoid

replacement cost. Students who do not return school property will be restricted from attending or participating in co-curricular or extracurricular activities.

Class dues will not count toward student indebtedness unless the dues are from a prior school year. All class dues must be paid in full before purchasing tickets for the prom or senior banquet; or for participation in winter carnival activities.

Insurance Statement

All students have the opportunity to participate in an insurance program covering medical and hospital bills resulting from an accident or injury while going to or from school, and participating in school sponsored activities. Students participating in interscholastic and intramural sports must carry this insurance or have family coverage for similar protection. Information regarding this insurance program is distributed the first week of school and is available throughout the year in the main office.

In order to clarify the Franklin School District's athletic insurance requirements and to outline the district coverage, the following statement has been prepared:

The district requires that any student participating in interscholastic athletics authorized by the Franklin School District must be covered by health/accident insurance through their own or a parent's plan. A statement by the parent indicating that the student is covered must be on file with the athletic director at Franklin High School prior to the start of the activity.

The district has purchased health/accident insurance that is considered as excess coverage; that is, it will cover costs up to \$25,000 that are not covered by the student's plan, which is considered as primary coverage. The district plan does not cover prior injuries or injury-related problems and non-athletic related injuries. Vehicles used to transport students for school-sponsored activities must carry at least \$1,000,000 personal liability insurance.

Interrogations by Law Enforcement

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. The school understands that the parents have concerns for the welfare of their students while they are in attendance at school. Therefore, it should be understood and acknowledged that school officials will attempt to observe the following:

1. Since all non-school personnel are to report to the office of the principal, a student may not be interrogated on school premises by any authority without the knowledge of the school officials.
2. Any interrogation must be done in private, if possible, with an official school representative present and notice given to parents before or after interrogation
3. If a student is removed from the school by legal authority, the parent will be notified of this action by school officials immediately.
4. The school officials reserve the right to search school lockers since they are school property and further reserve the right to search the person and possessions of individuals, including students, when they have reasonable suspicion of a violation of law or school rules and regulations.
5. The school officials will confiscate any illegal or improper drug, substance or material which may be illegal or harmful, including any item or material that could be considered or used as a weapon.

Lost and Found

Any article that has been found should be turned into the main office.

Lunch

Payment for meals will be on a cash/check basis. The cafeteria uses a debit account system for lunch payment. Students meeting certain family income criteria are eligible for free and/or reduced hot meals. Forms are sent home on the first day of school and are available year-round in the office.

Students will eat their lunch in an orderly fashion and are requested to remain in the cafeteria until the lunch period ends. Students are not allowed to reserve seats in the cafeteria. Students are reminded that “cutting in line” is not fair to other students. Students are expected to return trays to the cafeteria window after removing paper trash. Those bringing their lunch should dispose of all trash in the receptacles provided.

Ordering of take-out food for delivery to the school is **not allowed** for students. The main office will refuse any deliveries.

Missing or Stolen Property

Students should keep all valuables on their person or locked in their lockers. Loss or theft of items must be reported as soon as possible to school administration by filling out the Report of Missing or Stolen Property Form located in the main office. A copy of the form can also be found on our website. The Franklin School District will not be responsible for lost or stolen items brought to school by students. In the case of stolen property a report will be filed with the Franklin Police Department.

National Honor Society

Franklin High School’s William Athanas Chapter No. 7654 of the National Honor Society was established in 1979. This chapter is sanctioned by the National Association of Secondary School Principals and operated under the guidelines of the National NHS Constitution as approved for all chapters on May 2, 2008 by the NASSP Board of Directors. The National Honor Society’s objectives are “to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Franklin High School.”

Membership in a local chapter is an honor bestowed upon a student. To be eligible for membership, a student must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must hold a cumulative grade point average of at least a **3.0**. All students who can rise in scholarship to or above this standard may be considered as candidates for election to membership. A student’s character, leadership, and service to school are considered equally alongside scholarship during the membership selection process.

Students will receive an invitation each term that they have at least a 3.0 GPA. Seniors and juniors will receive invitations at the end of the fall semester. Juniors and sophomores will receive invitations after the third quarter. Member selection and chapter induction occurs following the application process. The completion of an application packet is a prerequisite for consideration. A Faculty Council, composed of no less than 5 (five) faculty members, will consider the applications of all candidates. Member selection and chapter induction occur in the fall and spring.

Parent & Student Portal (ALMA)

Franklin High School offers on-line access to grades for parents. Using the following information, parents can log onto a secure website and look at their child’s classes and grades.

Here are a couple of highlights:

- You will need a valid email address on file to start the process. If you are unsure please call 934-3108.
- You will need your child’s six digit Student ID number, which is located on the top of their report card

- Using your name, you can create an account even if you are not the primary parent your child lives with

To set up an account:

- Go to our website: www.sau18.org
- Click on the web services link at the top right of the page
- Click on the picture that says ALMA Parent Portal Login
- When the parent portal appears, click “create account”
- Follow the steps to create your account. Your password will be emailed to the address on record
- If additional help is needed, please contact the Technology Department at 934-3108

Parade

The annual school parade is held the second Monday in June at approximately 1:00PM. Each class, from kindergarten to seniors, along with staff, marches through downtown Franklin and back to the high school. All students are dismissed immediately after the parade has returned to the high school. No dismissal slips are required. This parade is unique in that it is enthusiastically attended by alumni, parents and citizens throughout the Franklin area.

Parents' Right-to-Know

(A) Qualifications: At the beginning of each school year, a local educational agency that receives federal funds shall notify the parents on request (and in a timely manner) of information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether a teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) Additional Information: In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

- 1) Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- 2) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Parking

Parking or driving a car, truck, or motorcycle on school property is a privilege awarded to students. Distribution of parking permits will be done by class status; seniors first, then juniors. To maintain the privilege of driving to school, students must adhere to the following rules:

1. Permits cost \$10.00 each and **must** be displayed on the vehicle's rear view mirror.

2. All student indebtedness must be cleared before parking privileges are granted.
3. Permits are available in the office on a first come, first served basis. Only a limited number of spaces exist and that number changes each year due to staffing needs for the year.
4. Parking spots will be assigned by number in the upper lot but not in the lower field. Only 15 spaces exist in the lower field and a parking pass is required to park there.
5. Failure to follow regulations may result in the student being prohibited from parking their vehicle on school grounds, a parking violation (i.e. parking ticket or towing), and/or other disciplinary action being taken.
6. Cars are to be parked only in the assigned student parking area. If a student is caught parking in an unauthorized area, a warning will be given for a first offense. For a second offense the School Resource Officer (SRO) and/or the school administration will make arrangements to have the vehicle towed at the owner's expense.
7. Students are not permitted to be in the student parking area during school hours without permission by administration. They may need to be escorted by staff if allowed.
8. Students must drive their vehicle in a cautious manner on and near school property.
9. Parking permits will be issued only to students that have a parent's permission to bring vehicles to school. A copy of the student's driver's license and vehicle registration will be kept on file. It is the student's responsibility to alert administration if they later change vehicles.
10. No parking is allowed on Daniel Point Road on the baseball field side.
11. Students may not leave school grounds in any vehicle during the day without permission. Students who do so will have their parking privileges suspended for a one-week period. On a second offense, parking privileges will be suspended for the rest of the term. On a third offense, parking privileges will be revoked for the rest of the school year. There will be additional consequences for truancy.
12. Parking privileges will be revoked immediately for any action which results in an out of school suspension. Students who have had their parking privileges revoked will be placed at the end of the waiting list and will meet with administration before privileges are restored.
13. If a student parks their car on campus during the time period of revocation of privileges the car will be towed by the School Resource Officer (SRO) and/or the school administration at the owner's expense.

Posters and Bulletin Boards

Bulletin Boards and display cases are for general information concerning all students. The advisor must approve all posters and notices for dances, campaigns, etc. Additionally, posters must be approved by the Principal or Assistant Principal prior to being displayed in the school. Under no circumstances are any posters to be mounted on a painted surface.

II. All students/Student Lounge during learning lab:

1. Any student passing all courses during the semester may get a pass from the learning lab and report to the student lounge.
2. Grades will be looked up by their learning lab teacher and current grades, after the first two weeks of the semester, will be used to determine this privilege.
3. Students who earn this privilege will be given a pass and must report immediately to the lounge, where another teacher will sign them in and verify their grades are where they need to be.
4. Any student who is not passing any of their classes will be sent back to the learning lab to complete any missing assignments and earn the privilege of gaining access to the student lounge.
5. Students with this privilege will be able to use their personal electronic devices during this period as long as it does not distract others.

III. All students/accessing the library during their learning lab.

1. Students must be receiving passing grades in all classes to make use of the facilities during their

Learning Lab period. (The most recent grades that appear in Alma must demonstrate competency.).

2. As the library is a busy place, students who require a more focused atmosphere will be asked to stay in their Learning Lab.
3. All students wishing to access the library during their learning lab should report to class for attendance and ask for an individual pass, signed by their teacher. Said teacher will have to look up and confirm the student is currently passing each of their classes on ALMA.

Safe School Zone

It is the policy of the Franklin School District that all school buildings, all premises including any location of school sponsored activities, vehicles used for school purposes, and any associated areas shall be safe environments for all students, free of danger posed by the presence of weapons or conduct which threatens harm by any means, especially by means of weapons or objects used as weapons. It is the policy of the Franklin School District that the provisions of RSA 193-D: 2, the so-called Safe School Zone Act, be carried out in all school areas. Should any portion of this policy be found in conflict with state law or regulations issued pursuant thereto, this policy shall be read and interpreted to conform to such law or regulation. This policy replaces any previously adopted by the district concerning safe school zones, and student disciplinary procedures.

Franklin High School is within a Safe School Zone. As such, the possession of alcohol, drugs, tobacco products, combustibles, weapons (including but not limited to fake and real guns of any type, swords, knives, brass knuckles, nunchucks, throwing stars, and the like) or objects that could be used as weapons, are expressly prohibited of both students and staff.

School Board Policies

All School Board Policies are available on-line at www.sau18.org. Hard copies are available upon request.

Search and Seizure:

The right to search students and inspect a student's property under the temporary control of a student, is inherent in the authority granted to the school and its administrators. Nevertheless, exercising this authority by school officials places significant demands upon their judgment in an effort to protect the constitutional rights of the individual students, while at the same time, acting in the best interest of the entire learning community.

With that being said, entry by a student on school property or participation in the school function is deemed consent to a search of the student's person and property if administration determines there is a reasonable suspicion that a student(s) may possess illegal or dangerous items.

Any articles, vehicles, containers, purses, wallets, bags and the like may only be brought onto campus with the understanding that they are subject to search if the administration determines there is reasonable suspicion to do so. All property on school property, including lockers and desks is owned by the Franklin School District and use by a student is not deemed to make that property private. Buses are considered school property.

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, alcohol, weapons, dangerous articles, illegal or prohibited material, or stolen goods are likely to be found on the student's person, in lockers, desks, in items belonging to a student or vehicles which are parked on school property. Any articles found in such searches shall be confiscated by the administration and the SRO will be notified whenever any law has been violated. When school officials determine that there is reasonable suspicion, a refusal by the student or the parent to a search will result in a suspension of not less than 3 school days.

Whenever a student search is conducted, the following shall apply:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Search shall be conducted, whenever possible, with two adult school personnel present, one of who shall be the Principal or their designee.
- Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.
- Should a student refuse to voluntarily comply with a request for a search, the student must be detained until parents/guardians, and if necessary, the police, can arrive at school to assist as appropriate in the investigation. Said refusal will result in an automatic suspension (see above).
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.
- Parents/guardians will be notified about any student search.

Sexual Harassment

The Franklin School District seeks to provide an educational environment of respect for the dignity and worth of all. Such an environment must be free of sexual harassment. The district prohibits any form of sexual harassment and sexual violence.

In order to promote an environment free of sexual harassment, the administration will review this policy annually with all staff and students to ensure that our employees and students are fully informed about the district's prohibitions on sexual harassment. In addition, this policy will be published in student handbooks and distributed to teachers and parents of students. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended 42 U.S.C. 2000e et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or proposal.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the district. Please review the Franklin School District Sexual Harassment and Sexual Violence Report Form located in the Main Office, School Counseling Office or on the FHS website.

Student Rights and Responsibilities

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin. Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition and other lawful means. The exercise of this right must not interfere with the rights of others. Students may present complaints to teachers or administration officials.

Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules and regulations.

Transfers and Withdrawals

Parents of students who plan to transfer or withdraw from Franklin High School should make an appointment with the school counseling office. Students who are leaving must obtain written confirmation on a checkout sheet available in the school counseling office, which states their lockers are clean and all books and materials have been returned to teachers and the library. The student must bring the sheet around to their teachers and other designated areas for signatures, whereby money owed will be noted and grades to date of leaving will be recorded, and return it to the school counseling office, where the student will be given a copy.

Visitors

All visitors to Franklin High School will check in to the main office, who will explain the purpose of their visit to office personnel. Visitors to the school building during the school day will be allowed if the purpose of the visit is supportive of the school's mission and part of a school function. Visitors must also be qualified to carry out the purpose of their visit. For example, guest speakers or college representatives regularly visit our school to enhance the classroom experience and speak about educational opportunities beyond high school.

All visitors will have a name badge clearly identifying the person as a visitor. Any student who sees a person in the school building they do not recognize as an FHS student should report this to the office or a staff member as soon as possible. Please do not approach the person yourself.

Requests to invite non-students to the school building during the school day for the purposes of "shadowing" students will be denied as this is generally disruptive and is a safety issue.

In the interest of heightened building security and the maintenance of our environment for learning, we must request that visits by friends and alumni be scheduled after 2:35 pm. School officials will report to local authorities any suspicious individuals who are on school grounds without a legitimate reason.

CODE OF CONDUCT

Franklin High School wants to provide every student the opportunity to receive the best possible education. Our learning community depends on the willingness of every member to follow certain rules. All members of the learning community have the right to learn and work in an environment in which they feel safe and supported. To that end, we expect all members of the school community will choose to act responsibly with regard and respect for others. Our Code of Conduct reflects our expectations for how we will behave in our school and it applies at school and at all school sponsored and school related events.

The Code of Conduct is not an exhaustive list of conduct for which students can be disciplined, but should be used as a guide for students and parents to understand the type of conduct that is not welcomed in our school. The Code of Conduct also provides for potential consequences for student misbehavior. Consequences can include various interventions in combination for such purposes as deterring future misbehavior. Progressive discipline will be followed, however, the school administration reserves the right to determine what disciplinary consequences are appropriate based on the individual facts and circumstances of each situation.

Academic Honesty

Ethical conduct is the obligation of every member of the Franklin High School community. Students must assume responsibility for maintaining honesty in all work submitted for credit. Academic honesty requires that all student academic work be the product of an identified individual or individuals. Collaboration on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently is contrary to this academic honesty statement. Joint efforts are legitimate only when the assistance of others is clearly acknowledged. Breaches of academic honesty are serious offenses and will be dealt with by administration. Students who violate this policy will not receive credit for the assignment and no replacement assignment will be given. If the assignment is tied to a competency, competency must be made up by an alternative competency recovery

assignment that is approved by the principal. Appropriate consequences will be assigned depending on the severity of the incident.

Arson or Attempted Arson

Arson is the criminal act of deliberately setting fire to property. Students who commit arson or attempted arson will be disciplined and appropriate consequences will be assigned depending on the severity of the incident. A safe school report will be filed with the Franklin Police Department.

Assault

According to NH RSA **631:2-a Simple Assault** is defined as: Purposely or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another; or negligently causes bodily injury to another by means of a deadly weapon. Consequences assigned to cases of assault will be based upon the severity of the incident and all cases will be reported to the Franklin Police Department.

Cell Phones/Headphones

Should the need arise, at the teacher's discretion, cell phones may be used in class, for academic purposes, but must not interfere with the learning environment.

- Cell phones must be shut off or silenced during class, and all academic learning areas. Cell phone usage, or out without permission, will be considered a cell phone violation.
- Teachers are encouraged to designate a place for cell phone storage during class.
- Teachers are discouraged from placing their hands on any student cell phone. Students are the ones who should place their phone in the designated area in their classroom.
- Headphones are not permitted in the classroom or academic learning areas. They are to be removed from the ear and placed in a safe location.

Refusal to comply with any teacher's request to place their cell phone in the designated area will result in that student reporting to the SSR where they will process and review the expectations of the handbook and the learning environment. Failure to comply after being sent to the SSR will result in the following:

- The student will be sent to the Main office where they will again be coached up and asked to comply with the reasonable request.
- If said student refuses to comply, their parent/guardian will be called and they will be asked to pick their student up. If no one is available, then said student will spend the day in ISS, and a meeting will be scheduled with the family and the student about their failure to comply with a reasonable request.

Check-in/Check-out Violation

Students are required to check-in with the main office when arriving at school tardy, with privileges, or leaving to HUOT or Winnisquam. Students are required to check-out with the main office when leaving school early due to dismissal, leaving for HUOT or Winnisquam, or with privileges. Failure to check-in or check-out will result in disciplinary action. Appropriate consequences will be assigned depending on the severity of the incident.

Bomb Threats

The federal government through the Organized Crime Act of 1970 rules on the problem of bomb threats. The following is an excerpt of that ruling:

“Whoever through the use of the mail, telephone, telegraph or other instrument of commerce willfully makes any threat, or maliciously conveys false information knowing the same to be false, concerning an

attempt or alleged attempt being made, or to be made, to kill, injure or intimidate any individual or unlawfully damage or destroy any buildings, vehicles or other real or personal property by means of an explosive shall be imprisoned for not more than 5 years or fined not more than \$5,000.00 or both.”

All students should be aware of the seriousness of this offense; all information will be turned over to the Franklin Police Department for prosecution in juvenile/adult court. Students will be suspended if they are involved in bomb threats to the Franklin School District.

Disrespect to Others

Disrespect to others, especially staff, is to act in an insulting way toward them. When students are disrespectful toward others, disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident.

Disruption of School Activities

Disruption of school activities covers any behavior that adversely affects the general operation of the school day and its activities. There are a wide range of behaviors that fall into this category and school administration will make the final determination when a student’s behavior will fall into this category. Appropriate consequences will be assigned depending on the severity of the incident.

Disturbance of Classroom

Students disturb their classroom when their words, noises or actions distract other students, the teacher, or the overall learning environment. Disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident.

Disturbance of Other Classrooms

Disturbance of other classrooms is when a students disrupt a classroom that is not their assigned classroom through their words, noises or actions. Appropriate consequences will be assigned depending on the severity of the incident.

Dress Code

The Franklin School Board believes that school performance and future success are enhanced by appropriate dress and grooming. Parents are urged to work closely with the school district to ensure their student’s adherence to the high standards of dress and grooming expected by the Franklin School District. Any type of wearing apparel or personal grooming which is considered to be distracting and/or interferes with the learning process of the student body will not be allowed. Failure to follow the dress code will result in a response by administration which will include the consequences depending on the severity of the violation.

Guidelines: Examples of unacceptable clothing include, but are not limited to:

1. Clothing/jewelry with inappropriate logos or statements that are offensive or inflammatory (i.e. - alcohol, sex, tobacco, drugs, overt-covert sexual reference, gang identification, any advocating of prejudice or harassment of religion, race, ethnicity, gender, sexual orientation or disability, etc.)
2. Pants/shorts/skirts with words across the posterior
3. Half shirts, muscle shirts, see through fabrics, halter-tops, tube tops, strapless tops and shirts that expose midriffs and/or inappropriate necklines
4. Clothing that immodestly exposes the chest, back, midriff, genital area or buttocks is prohibited

5. Clothing shall be sufficient to conceal all undergarments at all times. Undergarments are not to be worn as outer garments.
6. Hats may be worn in the building but, for safety and security reasons, hoods are not allowed to be up at any time. Handkerchiefs/bandanas and other similar head coverings are not to be worn or displayed on school grounds or school sponsored events. Identifiable symbols of religious observance will be excluded.
7. Skirts and shorts must not be shorter than 6 inches from the middle of the kneecap to the hem of the clothing.
8. Clothing must be relatively clean and not excessively worn, ripped or tattered; even if purchased as such or worn over other clothes.
9. Pajama wear (including slippers) may not be worn as outer garments except for days/activities specifically approved. Items considered lingerie are not acceptable at any time.
10. Chains, dog collars or any garment with spikes may not be worn.
11. Sunglasses may not be worn over the eyes inside the school building.
12. Shoes with closed toes must be worn for certain classes such as: Industrial Arts, Foods, Chemistry and all classes with labs.

School administration will make the final determination of acceptable and appropriate clothing.

Drugs and Alcohol

The possession, sale and/or use of drugs (mood altering substances) or alcohol is strictly prohibited; as is the possession, sale or distribution of drug paraphernalia. Students found to be under the influence of drugs and/or alcohol are also in violation of this policy. The consequences for this behavior are outlined in the section on behavioral standards. Violation of this policy will result in the notification of the Franklin Police Department and the Superintendent of Schools for SAU 18. Appropriate consequences will be assigned depending on the severity of the incident.

E-Cigarette/Vapor Pens

Per School Board policy JECIG, it shall be a violation for any student or minor visitors to possess, consume, display or sell any tobacco products, tobacco related devices, electronic inhalant devices, or 'e-cigarettes' at any time on school property or at off-campus school sponsored events. Visit www.sau18.org for full policy. Appropriate consequences will be assigned.

Failure to Comply

Failure to comply occurs when a student refuses, either verbally or nonverbally, to follow a reasonable request of a staff member. Disciplinary action will be taken and appropriate consequences, including ISS and OSS, will be assigned depending on the severity of the incident. Severe incidents may be referred to the Franklin Police Department.

Fighting

Fighting (mutual combat) occurs when students are engaged in fighting, no matter who may have 'started' the fight. This is not to be confused with an "assault" which is differentiated as the actions of one person, whether provoked or not. Appropriate consequences will be assigned depending on the severity of the incident, and the Franklin Police Department will be notified.

Forgery

Forgery is the process of imitating a document or signature in order to deceive others. Disciplinary action will be taken when students commit forgery and appropriate consequences will be assigned. In the case of legal documents, the Franklin Police will be notified.

Inappropriate Behavior

Inappropriate behavior is when a student acts in a manner that is not proper or suitable at that time and place. Appropriate consequences will be assigned depending on the severity of the incident.

Incendiary Devices

Incendiary devices are items that are used to start fires and they are strictly prohibited on school grounds. Disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident. A safe school report may be filed with the Franklin School Department.

Inciting Others to Violence

Inciting others to violence is when students encourage other students to engage in fighting or physical violence. Disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident.

Leaving Assigned Area/Leaving Class without Permission

Students are not allowed to leave class or their assigned area, including the school building without permission and may receive disciplinary action when they do so. Appropriate consequences will be assigned depending on the severity and frequency of the incident.

Leaving School Grounds

Leaving school grounds is when a student leaves school property without permission from school staff. Appropriate consequences will be assigned for leaving school grounds depending on the severity of the incident, and a student's parents/guardians will be notified.

Loitering

Students are expected to stay in their assigned locations during the school day. Loitering in the restrooms or any other unsupervised area within the building or on school grounds is not allowed. Unauthorized entry to areas off limits to students is strictly prohibited.

Loitering in the school building after school hours will not be allowed. Students should have a purpose for staying after school and they are expected to stay in the location related to that purpose. Students waiting for rides should do so in the cafeteria or by an exit. Students found loitering in the school building will be asked to leave and will be reported to the office for possible disciplinary action.

Misrepresentation

Misrepresentation is the act of giving a false name or false or misleading account of events. Students will face disciplinary action and appropriate consequences will be assigned depending on the severity of the incident.

Out of Assigned Area

Being out of an assigned area occurs when a student is not in a classroom or area of the building where they are scheduled to be during the day. Appropriate consequences will be assigned for being out of an assigned area.

Profanity

Use of profanity is prohibited at school. Appropriate consequences will be assigned depending on the

severity of the incident.

- *Profanity Towards Staff*: There is no tolerance when students use profanity directly toward any staff member. As such, an appropriate disciplinary consequence will be assigned.

Public Display of Affection

Showing affection in an honest relationship is a personal thing and does not need to be displayed in public school. The school is not the place for continuing displays of affection. Disciplinary action may be taken if this type of behavior occurs.

Skippping Classes or Learning Lab

Students who do not attend their regularly scheduled class or who do not have permission to be in another location during that class will be considered skipping. Appropriate consequences will be assigned.

Tardiness to Class

Students are expected to be prompt and be in classes when the bell rings. If a student, through their own fault, is late to a class, they shall report to it and gain entrance by explaining the situation to the teacher. Teachers reserve the right to impose disciplinary measures when a student's reasons are unacceptable, or when a student's tardiness is chronic. The exception to this rule is the first period, which will be treated as tardiness to school after 9:30 am and handled by the administration. Students who are excessively late to class will be referred to the office for intervention.

Tardiness to School

The school day at Franklin High School is from 8:30 a.m. through 3:15 p.m. Tardiness causes interruptions in the educational programs and in the study habits of other students. All students are expected to be present and in their first period class by 8:30 a.m. on a daily basis. If a student arrives at school after 8:30 am they are to report to the main office. Students with proper documentation or an administrative waiver will be issued an excused tardy slip. Students without documentation or a waiver from administration will be issued an unexcused tardy slip.

Because school-wide attendance is taken during the first period, all students must report to their assigned classes or study halls for attendance before reporting to the library, privileges, or any other appointment.

It is understood that, on rare occasions, a student may be tardy to school due to extenuating circumstances. However, the following will be school policy in regard to excessive tardiness: During the course of each quarter, each student will be tardy to school no more than four times without a penalty. Franklin High School looks upon punctuality as a basic student responsibility; therefore, such excuses as oversleeping, missing the bus and/or not having the alarm sound will not be considered legitimate and chronic tardiness will be dealt with according to the discipline matrix.

Theft

Theft is taking another person's property without that person's permission or consent. Disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident. A safe school report will be filed with the Franklin Police Department.

Threat of Physical Violence

A threat of physical harm causes another person to perceive that they may be injured. Appropriate consequences will be assigned for threatening to physically harm another depending on the severity of the incident and a safe school report may be filed with the Franklin Police Department.

Tobacco Products

Any student caught using or in possession of any tobacco product(s) will face disciplinary consequences. Students under 18 years old will be referred to the Franklin Police Department. Using tobacco products is

prohibited on school grounds by all persons at all times. Individuals found using tobacco products on school grounds will be referred to the Franklin Police Department and appropriate consequences will be assigned.

Unauthorized Entry

Unauthorized entry is when students enter a classroom or any other area in the school without permission. Appropriate consequences will be assigned for unauthorized entry depending on the severity of the incident.

Unprivileged Physical Contact

Unprivileged physical contact is touching another person without that person's permission. Disciplinary action will be taken and appropriate consequences will be assigned depending on the severity of the incident.

Vandalism

Vandalism is an action of deliberate destruction of or damage to public or private property. Appropriate consequences will be assigned for vandalism depending on the severity of the incident. A safe school report will be filed with the Franklin Police Department.

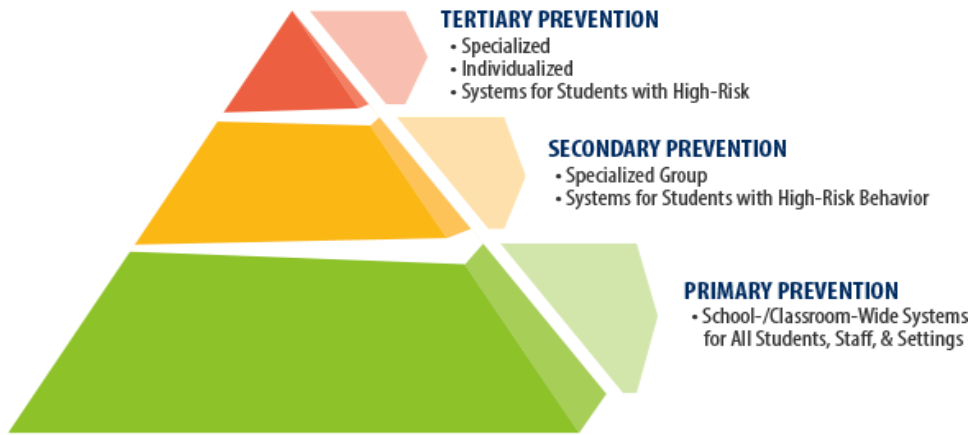
Multi-Tiered System of Support for Behavior (MTSS-B)

Franklin School District uses a tiered system of support for behaviors, similar to what we use for academics. A student might struggle with one skill but excel at another, and this approach allows us to target resources where they are most impactful. MTSSB uses data to inform decisions about interventions at all levels and is dependent on **all** adults providing a consistent approach.

School-Wide MTSS-B models include:

- Common purpose & approach to discipline
- Clear set of positive expectations & behaviors
- Procedures for teaching expected behavior school- and class-wide
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior
- Procedures for on-going monitoring & evaluation

Our MTSS-B model allows us to target resources where they are most needed, as 80% of students will respond to universal systems in place. Approximately 15% will need more targeted interventions, and about 5% will need individualized services, often through our community partners.



A violation of these expectations may result in the following consequences:

Behavioral Consequences Description

Teacher Detention

After school detentions may be assigned by a classroom teacher. Students will be given 24-hour notice of the detention. These detentions may be up to 90 minutes in duration. Skipping a teacher detention is considered a separate incident and will result in a referral to the administration for further disciplinary action.

Removal from Class

If a student is removed from a class for disciplinary reasons, the student will report immediately to the Student Support Room.

Student Support Room

FHS Student Support Room, or SSR, is the place students will report to if they are removed from class. The SSR will be staffed by a teacher or a paraprofessional. The SSR program involves three steps for the student. Step 1 is a calming down period. This may not be necessary for all students but is an important step for students who are angry or anxious. Step 2 has the student complete a form that requires the student to process the events that led up to him/her being removed from class. The student is asked to examine why he/she was removed from class, what events led up to the removal and what the student could have done differently in the situation. Step 3 involves the student returning to the classroom. In some cases, it may be determined that it is best for the student not to return to class. The SSR teacher will help the student in completing all three steps. While students are in the SSR they are still expected to complete all assignments from the class periods missed.

If a student refuses to go to SSR, and the SSR staff needs to remove the student, the student will be assigned the minimum of an ISS. If school administration or SRO are needed to remove a student from a classroom, the student will receive an OSS.

Administrative Detention

After school detentions may be assigned by the administration, and may be assigned as a result of a referral by a staff member. Students will be given at least 24-hour notice of the detention, which must be served when students are present in school. These detentions may be up to 90 minutes in duration and there will be no use of cell phones. While serving an administrative detention students will be expected to work on school assignments and all school rules will be in effect. Skipping an administrative detention will result in further disciplinary action up to and including In School Suspension (ISS).

Behavioral Intervention System

The entire school community must assume responsibility for teaching and modeling proper behavior at all times. Except in cases of more serious or frequent violations that need immediate referral to the office, teachers will individually address behavior incidents and violations. If the student does not respond to teacher expectations and consequences, this will be considered a Failure to Comply, which will result in immediate referral to the office. A record of discipline referrals will also be available to parents and students through the SWIS,

Students whose behavior resulted in a referral to the Superintendent of Schools may receive further disciplinary action, such as additional days of out-of-school suspension and/or a referral to the School Board. Referral to the School Board may result in a School Board hearing and further consequences such as a long term suspension or expulsion from school.

ISS (In-School Suspension)

ISS is an alternative to out-of-school suspension and is designed to provide a consequence and at the same time allowing students to continue to progress in their studies. Students are assigned ISS at the discretion of administration. Students will report to the ISS room at their assigned time and be dismissed at the end of the school day. In some cases a partial day ISS may be assigned. Students will be expected to complete any school work assigned by classroom teachers and cell phones will be placed on the teacher's desk. Students who do not follow ISS expectations may be sent home and be assigned Out-of-School Suspension (OSS) and administration may assign an ISS for the following day. Students may only accumulate 10 days of ISS per semester; further behaviors calling for an ISS will be assigned an OSS. Students who are absent for a scheduled day of ISS will serve the ISS upon their return to school. There may be additional consequences imposed for students who are truant or refuse to serve ISS when assigned.

OSS (Out-of-School Suspension)

Students assigned OSS are not to be on campus or at school events. Suspensions begin when they are assigned and remain in effect until 8:30 am of the return day. OSS is the most severe consequence that can be assigned to a student. Infractions that constitute safe school violations will be automatic out-of-school suspension. For more detailed information please see RSA 193:13 Suspension and Expulsion of Pupils.

Cumulative Suspensions (ISS and OSS)

Students who accumulate more than 10 days of suspension in the school year may be referred to the Principal for a parent meeting before the student may return to school. Students who accumulate more than 20 days of suspension will be referred to the Superintendent of Schools before the student may return to school.

Appealing of Disciplinary Consequences.

Students or parents who wish to appeal disciplinary decisions should do so in the following manner: disciplinary action taken by the Assistant Principal must be appealed to the Principal. Action taken by the Principal must be appealed to the Superintendent of Schools. Decisions made by the Superintendent of Schools must be appealed to the Franklin School Board. Levels of appeal may not be skipped and a notice of an appeal will not suspend consequences. For the full text of student due process rights see ED 317.04 Due Process & Disciplinary Procedures.