



**STUDENT HANDBOOK**

**2023-2024**

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***This School Agenda belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip/Code \_\_\_\_\_

Phone # \_\_\_\_\_

Student # \_\_\_\_\_ Homeroom # \_\_\_\_\_

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## *“Advancing Student Learning”*

*Goffstown High School’s mission is to be a caring community of impassioned learners who can thrive in the 21<sup>st</sup> Century.*

**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 *impassioned learners* contribute to the school community through their active participation both within and beyond the classroom.**

**We believe that the contribution that the arts, athletics, and co-curricular activities provide is valuable, and believe that *students’ participation* in these areas better prepares them for the future.**

**We believe that to thrive in an ever-changing world, all students must be *skilled thinkers, communicators, and problem-solvers* who work collegially and collaboratively.**

### **21<sup>st</sup> Century Learning Expectations:**

- **Read** critically.
- **Write** and **speak** effectively.
- **Solve** problems analytically and creatively.
- **Gather, interpret, evaluate, organize, and communicate** information from a variety of sources and technologies.
- Work **independently** and **collaboratively** to solve problems and accomplish goals.
- Demonstrate personal **responsibility**, character, and ethical behavior.

### **GOFFSTOWN HIGH SCHOOL STUDENT HANDBOOK 2023-2024**

#### **"THE TOP FIVE"**

The following are some of the major categories of expectations for the GHS community. Be sure to read the rest of the handbook for a complete listing. Have a great year!

- 1. ATTEND SCHOOL EVERY DAY.**  
Arrive to school/classes on time.
- 2. ALWAYS DO YOUR BEST WORK.**  
Emphasis on “your” – Please no copying/cheating.
- 3. ALWAYS TELL THE TRUTH.**  
Accept the consequences.
- 4. BE RESPECTFUL.**

Respect others' feelings. Respect others' property.

**5. KEEP WHAT'S PROHIBITED OUT OF SCHOOL.**

No weapons, drugs, alcohol, cigarettes, e-cigarettes or inappropriate clothing.

**ACADEMIC HONESTY**

Students at GHS should take pride in their work. They should feel that any test, quiz, or project is representative of their own efforts. Cheating and plagiarism is dishonest, a student determined to be cheating or plagiarizing will receive an academic penalty. A first offense may result in the grade of 0% being awarded. Further incidents will be reviewed administratively and may incur both academic penalty and disciplinary action.

**ARRIVAL TO SCHOOL**

Once students have arrived, they may not leave school grounds without permission from an administrator.

**ATHLETICS, INTERSCHOLASTIC**

GHS is a member of the New Hampshire Interscholastic Athletic Association. As a member school, all students must meet NHIAA eligibility requirements.

Sports offered include:

<b>Bass Fishing</b>	<b>Field Hockey</b>	<b>Lacrosse</b>	<b>Swim</b>
<b>Basketball</b>	<b>Football</b>	<b>Ski</b>	<b>Tennis</b>
<b>Baseball</b>	<b>Golf</b>	<b>Soccer</b>	<b>Track</b>
<b>Bowling</b>	<b>Gymnastics</b>	<b>Softball</b>	<b>Volleyball</b>
<b>Cross Country</b>	<b>Ice Hockey</b>	<b>Spirit</b>	<b>Wrestling</b>

**ATHLETICS - ACADEMIC ELIGIBILITY**

All students involved in interscholastic athletics must abide by all regulations established by the NHIAA concerning eligibility. Students must have passed at least five credit courses during the most recent quarter. Incomplete grades are not to be considered passing grades for the purpose of eligibility. A student ineligible under Goffstown High School rules, but eligible under the NHIAA guidelines may apply for a waiver hearing to determine, on a case by case basis, if a student should be granted eligibility. This can only happen once in a student-athlete's high school career and is subject to approval by the Principal.

**ATHLETIC RELATED SCHOOL RULES**

NHIAA rules governing eligibility of student athletes are available from coaches or the Athletic Director. Although all eligibility rules are important, the following need special attention by all students and parents.

- **School Rules**

All school rules are in effect for activities held at all home or away venues.

- **Attendance**

To participate in interscholastic programs, students are expected to be in school by the start of the 2<sup>nd</sup> block of the day and are expected to stay in school for the remainder of the day. Students with scheduled early release and/or late arrival are expected to be in attendance for all academic classes. Scheduled documentable absences must be submitted to the Athletic Director with appropriate notes for consideration (may include but are not limited to doctor's appointment, court appearance, etc.)

- **Transportation**

Whenever transportation is required and provided to practice and/or game sites, school transportation must be used both ways. Student-athletes will not be dropped off at any point short of the high school on return from practice or a game. The only exception to this rule would be if after receiving prior written permission from the principal, a parent/guardian takes custody of a student athlete at the practice or

away game site directly from the coach. Further, students can only drive to an off-campus practice that is held immediately after school, with prior written approval of the principal.

- **Sportsmanship**

Athletes and spectators participating in our athletic program are expected to abide by the following rules of good sportsmanship:

1. Accept decisions of officials without argument or retort.
2. Refrain from using abusive or irritating remarks to officials or opposing players and spectators.
3. Treat opposing players, officials and spectators with respect and fairness before, during and after games.

Students who are suspended for the season from an activity or athletic team for violation of the behavioral code will not be entitled to any awards, letters, or participation in or at awards ceremonies for that particular activity or sport. All student-athletes using non-school district property for practices and/or games must have on file a non-liability and indemnity waiver form signed by the parent/guardian.

### **Insurance Coverage and Physicals**

Any student participating in interscholastic athletics must submit to the school written evidence of possessing accident/health insurance. Student accident insurance purchased through the school will meet this requirement. Students will not be allowed to practice or participate in any interscholastic sport without the appropriate sports physical. Evidence of the appropriate sports physical must be on file in the office.

### **ATTENDANCE**

Students who do not attend school will not be allowed to participate in or attend school activities that day, including practice sessions, school performances, or school-sponsored events unless previous arrangements for the absence were made through the office.

### **ATTENDANCE – ABSENCES, DISMISSALS, AND TARDIES**

**Parents are expected to call the school when their son/daughter is absent, being dismissed, or tardy to school.** A note from a parent/guardian should be presented to the school office upon return to school for the student records. Students 18 or older can assume responsibility for meeting the requirements of the school as they relate to signed notes, forms, progress reports, and dismissal requests, in accordance with appropriate procedures.

Unauthorized Tardies: starting with the 2<sup>nd</sup> unexcused tardy to class, the student will be referred to an administrator (see page 14). For determining counting days, four tardies equal one attendance point.

### **ATTENDANCE POLICY: “12-Points RULE”**

Students may not accumulate more than 12 attendance points per semester. These attendance points should be the result of justifiable and unavoidable absences per semester.

Absences are not to be viewed as absences which students are entitled to take, but each absence should be considered carefully and only used for personal illness, medical appointments, family emergencies, etc. Family vacations should be planned so students are not absent from school. **Parents/guardians must submit a written request to the Principal for make-up privileges at least two weeks in advance of an anticipated extended absence. While these absences may be excused, they are counting days.**

An absence that is judged to be "counting" will count against the 12-point limit per semester; an absence judged to be "non-counting" would not count against the "12-point" limit per semester. Missing a full block of a class is TWO points. Missing half a block (45 minutes) is ONE point. A tardy or dismissal constitutes .25 point and every four will accumulate to one point.

### **NON-COUNTING DAYS:**

- illness/injury of more than four (4) consecutive days and accompanied by medical doctor's note,
- religious holidays,
- chronic illness registered with school and verified by a doctor's note,
- bereavement: limited to three (3) days for death of a relative,
- school field trips and/or scheduled and approved activities,
- when subpoenaed as court witness,
- approved college visits of up to four (4) days per year for juniors and seniors
- in-school-suspension

**COUNTING DAYS:**

- illness or injury including dismissal by school nurse,
- family related emergencies,
- family vacations,
- off-campus college visits in excess of four (4) per year,
- medical/dental appointments,
- court appearances for: traffic violations, criminal charges,
- out-of-school-suspension.

At the end of each semester, a student who has exceeded the "12-point limit" in a class will be denied credit. The actual earned numerical grade will be awarded and stored in the school's student information system. Unauthorized absence from school, class, study hall or activity is considered truancy.

The decision to deny credit in any semester can be appealed by the student and/or parent/guardian.

**APPEALS PROCESS**

The student and/or parent/guardian shall complete an Appeal Request Form within two weeks of the distribution of semester report cards and submit it to the principal. Through the form, the student and/or parent/guardian shall indicate which absences they would like reviewed for "non-counting" consideration, an explanation of the absences, and appropriate documentation to support the appeal request.

The Committee will rule on the "appeals" within ten (10) school days of the form deadline. If the Committee rules that the appeal be denied, the student and/or parent/guardian may appeal to the Principal. The Principal shall notify the student and/or parent/guardian of the date and time of the hearing. If the Principal denies the appeal, the student and/or parent/guardian shall have the right of appeal to the Superintendent of Schools and the Goffstown School Board.

**DISMISSALS DURING THE SCHOOL DAY**

Parents requesting that students be dismissed during the school day must state reasons for the request in writing or in person. Students who are 18 years old can legally choose to write their own dismissal note. Students must pick up a form and have the appointment verified by the person(s) with whom the appointment is made. The form must be returned to the office upon the student's return to school if make-up is to be approved.

**BOOKS, EQUIPMENT & OTHER SCHOOL PROPERTY**

All books, equipment and materials loaned to students are the property of the School District. Students and parents are advised that they are financially responsible for the full replacement cost, regardless of the circumstances involved, in the loss or destruction of the school property. It is expected that students will honor their financial obligations to the school. Seniors who have financial obligations may not be allowed to participate in commencement exercises or receive diplomas.

**BUS TRANSPORTATION**

Goffstown Truck Center (GTC) the District's transporter hires certified drivers (commercial licensure) to

transport students. GTC provides annual staff training on topics such as hazardous driving conditions, simple first aid procedures, and methods to deal with intruders and a variety of student behaviors. If you have any questions, please call 497-3111.

### **BUS TRANSPORTATION - STUDENT CONDUCT ON SCHOOL BUSES**

The safety and well being of all students is paramount. Understanding that, and that riding the bus is a privilege, students are expected to understand and adhere to the established bus regulations. The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the terminal director and school administration in writing. The terminal manager of the transportation company will have the authority delegated by the Superintendent to suspend riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189:9a).

### **Audio and Visual Surveillance on School Buses (See Policy ECAF)**

Video cameras may be used in buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses in accordance with the provisions of RSA 570-A:2.

### **BUS REGULATIONS & STUDENT EXPECTATIONS**

The SAU 19 guidelines regarding the eligibility of students to ride the school bus; students in grade K-12 who use school bus transportation should follow these regulations:

1. No profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression will be acceptable behavior.
2. Throwing things on, out of, or at a school bus are unacceptable behaviors. Students are expected to keep their head, hands, feet, etc, inside the bus at all times.
3. Anything that would create a safety hazard for the passengers or vehicle will not be acceptable behavior.
4. Students are expected to seat themselves promptly when getting on the bus. Students are to remain in their seats until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only.
5. Once a student has boarded the bus, he/she may not get off except at his/her destination.
6. Students may ride only the bus to which they have been assigned. The bus driver has the discretion to allow other students to board a bus with prior approval from the school office and if there is capacity. The law allows and students are expected to sit three passengers per seat if necessary.
7. Students are expected to be at their bus stop 5 minutes before the bus is due; bus drivers do not have to wait.
8. Students are expected to properly identify themselves to the driver upon request.
9. Students are expected to cross the street in front of the bus.
10. Vandalism, including marking or defacing the bus is not acceptable and will be reported to appropriate authorities.
11. Eating or drinking on school buses is not allowed.
12. No smoking or use of smokeless tobacco products is allowed on any bus, including charter and athletic trips.
13. Drivers are allowed to assign seating. Drivers will keep seating charts on each bus.
14. Bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.
15. Only authorized riders will be permitted on the bus.

### **DISCIPLINARY ACTIONS SHALL BE AS FOLLOWS**

- **1<sup>st</sup> offense:** A written warning (Bus Incident Report) will be issued to parent/guardian.
- **2<sup>nd</sup> offense:** A second written warning to parent/guardian will result in a bus suspension ranging from



- 3-5 days
  - **3<sup>rd</sup> offense:** A third written warning to parent/guardian will result in a bus suspension ranging from 15-20 days.
  - **4<sup>th</sup> offense:** A fourth written warning to parent/guardian will result in a bus transportation suspension for the remainder of the school year.
  - **For serious infractions:** A greater consequence may be imposed immediately.
- Students shall not be put off the bus while traveling to and from school unless a dangerous situation occurs. The daily trip will be completed and then parents/guardians notified before the student can be removed from transportation service.

### **CLUBS/ORGANIZATIONS & ACTIVITIES**

Every student has a variety of opportunities to become involved with social activities of a co-curricular nature. The following is a partial listing of these clubs, organizations and activities:

Art Club  
 Culinary Club  
 Environmental Club  
 Equestrian Club  
 FIRST Robotics  
 Future Business Leaders of America (FBLA)  
 Goffstown Performing Arts  
 Junior Classical League  
 Model Congress  
 National Honor Society  
 Paw Print (Student Newspaper)  
 Peer Outreach  
 Student Council  
 Yearbook (Nisa 'Tin)  
 Youth Forum

Students participating in a co-curricular activity must meet the same academic requirements established for athletes, under Section I of Student Eligibility (pg. 3-4)

The high school encourages parents to be an integral part of their student's educational and co-curricular activity; we have several parent involvement groups. Contact the office if you would like to inquire about these groups.

### **NATIONAL HONOR SOCIETY**

The **National Honor Society** is an organization sponsored by the National Association of Secondary School Principals to recognize and promote individuals who have demonstrated excellence in the school and community. Juniors (and first semester seniors) who meet the high standards of **scholarship**, **leadership**, **service**, and **character** are eligible for induction. For more information, speak with your School Counselor.

### **NETWORK & INTERNET PROCEDURE**

Parents/guardians of students new to the district and students re-enrolling in the district will be asked to review the Goffstown School District JICL-R: Student Use of Computers, Devices and the Internet, outlining the Student Technology Responsible Use Rules. For your student to use the Goffstown School District's Network and set up an internet account, you will need to give your consent electronically using our PowerSchool Ecollect Forms submission. This electronic consent form stays in the student's PowerSchool account through grade 12. Starting in Grade 3 parents will need to review and sign the Office 365 and Google workplace for Education permission form. Additionally, parents will need to review and sign the Adobe Creative Cloud for K12 permission form beginning in grade 5. Once signed, these permissions will be valid until the student leaves the district.

### **ACADEMIC MID-QUARTER PROGRESS REPORTS**

Students will be issued mid-quarter progress reports. Teachers must issue failure warnings after mid-quarter to any student who begins to fail and who did not receive any earlier failing report. It is expected that parents/guardians will contact the school if there is any concern regarding the academic progress of their student. The school may request a parent/teacher conference.

For a complete listing of reporting dates throughout the school year, please reference the high school's announcements page at <http://goffstown.k12.nh.us/index.php/ghs-bulletin>

### **GHS PROGRAM OF STUDIES**

The GHS Program of Studies details all expectations and practices regarding graduation requirements, academic course minimums, schedule changes, promotion requirements and the grading system. This document can be accessed via the school website, hardcopies are available in the School Counseling Office, and are distributed annually to all students during the course selection process.

### **HOMEWORK POLICY**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall or at home.

The purpose of homework is to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the pupil.

### **INCOMPLETE GRADES AND MAKE-UP PROCEDURES**

- An incomplete grade must be made up by the end of the second week after the close of the quarter for credit to be granted. Only an administrator may grant an extension.
- Students with incomplete work will be notified by their teachers in writing on the first school day following the close of grades for the term. The student is required to sign this notification form.
- For one incomplete grade received in any course during the last quarter of the school year (other than failure to take the final exam), a student may earn a grade by: (1) making up incomplete work within two weeks of the close of the quarter, (2) repeating the course in summer school.
- Any student whose grade is incomplete because of failure to take the final exam at the end of a semester must take the final exam within the time allocated for approved make-up work. Failure to do so will result in a test grade of "0".
- Variations to this policy will be granted on an individual basis and only in situations involving accident, injury, or personal emergency.
- If the above requirements are not fulfilled, no credit is given.

### **MAKE-UP OF FAILED COURSES**

**Summer School:** A failed semester during the school year may be made-up by going to Summer School. Credit will be granted once the school has received notification from the summer school program of a student's successful passing grade. Offerings, enrollment procedures, etc. may be obtained through your student's school counselor. Most approved Summer School programs begin the week after regular school is completed. An Administrator must approve the course in advance and any necessary enrollment application forms must be completed and turned in on time. Contact the School Counseling Department for more credit recovery options.

### **REPORT CARDS**

Report cards will be issued to students at the end of the first three quarters. Fourth quarter report cards will be mailed. Mailings may be via the district's secure electronic delivery system.

### **SEMESTER EXAMS**

Exams given at the close of each semester provide an opportunity to assess student achievement. Preparing

for an exam allows students and teachers to synthesize/analyze the semester's learning. Preparing for and taking exams helps students refine study/test-taking skills. Exams count for 10% of the semester grade. Semester average calculation:

Quarter grade: 45%  
Quarter grade: 45%  
Exam grade: 10%

**Second semester seniors** can be exempt from final exams if they meet the following:

- Semester average no lower than an A-
- No discipline referrals

### **GOFFSTOWN ADULT EDUCATION PROGRAM/HiSET**

SAU #19 is committed to lifelong learning. The primary goal for the Goffstown Adult Education Program (GAP) is to facilitate adult students' completion of their high school education by providing a flexible and supportive environment where the foundation is laid for success in either post-secondary education or the job market. HiSET exam preparation, as well as courses for credit toward a GHS or an Adult Diploma, is offered each semester. The GAP also offers non-credit courses in areas of interest to community members. For more information, contact the Adult Education Office at GHS (497-4841 ext. 5302).

### **AFTER SCHOOL ACTIVITIES**

Rules presented here for after school activities (dances, athletic events, school performances, etc.) apply to students and guests.

- In order to be admitted to an event, the student must have been in attendance at school that day.
- Students who have entered the building for an activity may not return once they have left.
- Suspended students may not attend an activity during the suspension.

A GHS student may bring a guest to the Semi-Formal Dance and/or the Prom with prior administrative approval. All guests are subject to all GHS rules. It is the responsibility of the GHS host to ensure that guests are familiar with the GHS Student Handbook.

### **CO-CURRICULAR ACTIVITIES**

#### **Requirements and Eligibility**

We acknowledge the importance and value of a well-rounded high school experience, including a balance between academic pursuits, service to others, and activities that enrich the moral and physical development of our students. We strive to offer a full program of opportunities, addressing each of these areas. However, the life and extension of the mind remains our primary mission as a school. In keeping with that primary mission, we require that participation and/or membership in any activity involving "consistent continuing commitment" is subject to our eligibility policy.

The following student/parent/advisor agreement has been designed to achieve an understanding between the school and the family regarding participation in these co-curricular activities. The student, parent, and advisor acknowledge a common awareness of the demands and expectations of co-curricular activities and accept the primacy of academic performance as a prerequisite to co-curricular participation.

#### **Behavior Expectation**

Willful violation of any of the following standards will result in actions ranging from suspension from activities to dismissal from the club or activity for the remainder of the school year.

1. Students will:
  - Refrain from drinking/possessing alcoholic beverages and illicit drugs during any school sponsored activity.
  - Not participate or condone acts of violence, vandalism, or theft while engaged in a school-sponsored event.

2. No one participating in a co-curricular activity will engage in gambling on the outcome of school sponsored events.
3. Good sportsmanship and citizenship will be demonstrated with officials, advisors, classmates and opponents.

All the above expectations apply to all student participants, anywhere, at any time for the duration of this agreement. Violation of the contract will be investigated by the advisor(s). Upon verification of a violation, either from witnesses or by admission of guilt, the advisor will discuss the infraction with an administrator before any action is taken. (Actions may range from verbal warnings to dismissal from the club.)

**Inappropriate Behavior at Co-Curricular Activities**

All school rules and consequences apply to all co-curricular activities. In addition, students removed from co-curricular activity will not be allowed to attend any activity for a period of 20 school days. Second offense, the student will not be allowed to attend any co-curricular activity for 90 school days.

**Attendance at Meetings and Performances**

- All members of a co-curricular group are expected to participate in all official meetings and performances of that group. Authorized absences include those for illness, school functions and medical appointments; the advisor will handle other absences on a case-by-case basis.
- Co-curricular club members will not be permitted to participate or perform on a day when they are absent from school for illness, an unauthorized reason (truancy), or suspension from school. All participants must attend all of their academic classes in order to take part in co-curricular activities. An administrator must give prior approval for an exception to this rule.

**CODE OF CONDUCT**

GHS wants to provide every student the opportunity to receive the best possible education. Our community's existence depends on the willingness of every member to follow certain rules. To that end, we expect that each student will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond positively to requests from any member of the faculty/staff (including teachers, administrative assistants, substitutes, educational assistants, custodians, food service personnel and bus drivers) in a polite, respectful manner.

The following rules are presented in the belief that students know what appropriate behavior is and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept those consequences. **If individual student behaviors continue or escalate, the administration will increase the severity of the punishment as appropriate in an effort to not only curb the behavior which is negatively impacting the school environment, but to insure the safety of all students.**

Any behaviors/actions that legally are governed under the New Hampshire Safe School Zones Act (S.S.A.) will be reported to the Student Resource Officer of the Goffstown Police Department.

**Level I**

Level one offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These minor infractions can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

<u>Student Offense</u>	<u>Possible Consequences</u>
Classroom Disturbance	Verbal Reprimand Redirection
Improper behavior in public areas such	Special Assignment

as hallways, library, or cafeteria	Withdrawal of Privileges
Class Tardiness	Teacher Detention
Violation of the dress code	Parent Contact
Disrespectful language/behavior	Behavior Contract
Out of assigned area	Apology
Lying	In-School Suspension
	Conference with Student

**Level II**

Level II offenses are behaviors whose frequency or seriousness tends to disrupt the learning climate of the school community. The infractions generally require an intervention on the administrative level. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of an administrator.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level I misbehaviors	Administrative Detention
Classroom Disruption	Special Assignment
Cheating/Plagiarism	Community Service
Forgery	School Counselor Consultation
Truancy or absence from one's assigned area (cutting class)	Schedule Change
Improper/misuse of electronic devices (cellphone, camera, etc)	In-School Suspension
Inappropriate display of affection	Suspension (1-10 days)
Technology Violation (violation of acceptable use policy)	In addition to the above stated consequences, consequences listed in Level I may also be applied
Verbal or symbolic harassment that infringes on students' rights to non-threatening environment	
Insubordination	
Gambling	

Intentional pushing/shoving of others	
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**Level III**

Level III offenses are acts that are directed against persons or property that warrant immediate intervention. These acts might be considered criminal, but more frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend of the extent of the school's resources for remediating the situation in the best interests of all students. In some cases, police or other outside agency assistance is utilized.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level II behaviors	Temporary removal from class
Bullying/Cyberbullying	School Counselor Consultation
Harassment/Sexual Harassment	In-School Suspension
Theft	Suspension (1-10 days)
Vandalism	Long term SAU suspension (at the discretion of the Superintendent)
Fighting	Contact of law enforcement officials (as deemed necessary by school personnel)
Knowingly in the presence of drugs/alcohol or tobacco	Restoration/restitution made by student
Repeated cutting of class or absence from one's assigned area	Any of the preceding disciplinary options under prior levels
Threat to others	
Repeated truancy	
Gross Misconduct	
Possession or use of pornographic or violent material	

**Level IV**

Level IV offenses are acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Goffstown School Board. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

<u>Student Offense</u>	<u>Possible Consequences</u>
Continuation of Level III behaviors	Suspension (1-10 days)
Bomb Threat	Long-term SAU suspension (greater than 10 days at the discretion of the

Assault/battery (on a peer or staff member)	Superintendent)
Sale of stolen property	Long term suspension (in excess of 20 days at the discretion of the School Board)
Arson	Suspension from co-curricular activities
Extortion	Expulsion
Bullying/Cyberbullying	Other School Board action which may result in appropriate placement
Harassment/Sexual Harassment	Imposition of conditions for readmission
Possession of alcohol, drugs , tobacco or drug paraphernalia	Any of the preceding disciplinary options under prior levels
Under the influence of drugs or alcoholic beverages on school property or at a school sponsored event	
Possession of a gun, knife or other weapon	

### **CODE OF CONDUCT-DETENTIONS**

- A. Teacher/Office Detention – The issuing teacher determines time for the detention. These detentions can be served during break, before or after school. Twenty-four hour notice will be given since transportation is not provided. If a student chooses to disregard this detention, it will result in additional detentions/suspensions from school.
- B. Saturday Detention – These detentions are issued by an administrator. A student can receive a two-hour or four-hour Saturday detention. Four-hour Saturday detention hours run from 8:00 a.m.–12 p.m. Two-hour Saturday detentions run from 8:00–10:00 a.m. Staff supervises this program. Parents are notified by a letter or phone call prior to the detention.

### **CODE OF CONDUCT-SUSPENSIONS**

Suspension is issued by administration. This consequence for serious misbehavior includes exclusion from classes and all school sponsored events. Students who are suspended must report to the Alternative to External Suspension Program (if available) and complete all requirements of the program prior to their re-entry. Any other form of misbehavior, which has not been anticipated or listed in this handbook, will be dealt with individually.

Suspensions can be for 1-10 days as designated by an administrator. Suspension is a serious penalty and implies serious misbehavior. Students assigned suspension may be referred to the Superintendent of Schools, where further disciplinary action may be taken that can involve additional suspension time (up to 20 days) and/or referral to the Goffstown School Board.

- A student assigned a suspension will forfeit participation in all school co-curricular activities (day/evening) throughout the suspension. The school does not assume financial responsibility for any monies lost as a result of the denial of co-curricular participation due to inappropriate conduct.
- Seniors who violate school rules on the class trip and/or who seriously violate school rules during the two weeks prior to graduation will risk losing participation in commencement week activities, including graduation exercises. The senior class trip is considered a counting school day.
- Dangerous weapons (including, but not limited to: knives, guns, firecrackers, brass knuckles, explosive devices, smoke bombs) are not permitted on school property. Students in possession will have

weapons confiscated, parents notified and appropriate disciplinary action taken. This is a violation of state law and in compliance with the Safe Schools Act will be reported to the police. Federal law specifies that students who come to school with a dangerous weapon receive up to a one-year suspension from school.

**Tobacco Ban:** Possession and use of cigarettes and other tobacco products are not allowed on school grounds, in the school, on school buses, or at any school function. Violation of this rule will result in out-of-school suspension and referred to police for those students under the age of 18. Students over 18 can legally possess tobacco, however, not on school grounds.

**Legal Drugs:** Legal drugs, prescribed by a medical doctor or dentist, are to be held and dispensed by the school nurse and/or as directed by the principal as required by NH State law. Students are forbidden from possessing, using, being under the influence or selling controlled drugs, prescription drugs/medications or over-the-counter medicines unless as dispensed and supervised by the appropriate school official while in attendance at school, at activities sponsored by the school, or on school property.

**Illegal Drugs/Alcohol:** Controlled drugs are those drugs and chemicals which contain any quantity of a substance which has been designated as a depressant or stimulant drug pursuant to federal drug and food laws, or which has been by regulation, after investigation and hearing designated by the division of Public Health Services as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and having a potential for abuse, or physiological and psychological dependence or both.

Alcohol and other drugs (legal, illegal, controlled, prescription or over the counter) are not to be possessed or used on school grounds, on school buses or at any school function. For the purposes of determining appropriate consequences, prescription and over the counter medications (legal drugs) will be regarded as the equivalent of controlled drugs (illegal drugs), unless all procedures relative to their use and/or possession are followed as outlined on pages 19-20. Medical use forms are distributed to students at the beginning of the school year and are available through the Health Office.

Students involved in co-curricular activities, including athletics, will incur the same penalties. The first offense will be suspension from the team and/or activity for a period of 20 school days. In the case of athletics, the student-athlete will be suspended from the team for twenty school days. If the number of days is greater than the remainder of the season, the days will be added onto the next season or activity in which the student participates. If the student-athlete seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor (LADC) or a licensed mental health counselor (LMHC) approved by the Wellness Team, the suspension can be reduced to seven school days. The student-athlete and parents must sign a release of information form for the student's Wellness Team\*. A written report, including the LADC's or LMHC's recommendations, must be sent to the Wellness Team. Recommendations included in the report must be followed for one calendar year. If any part of the agreement is violated, an additional thirteen days of suspension will result.

In instances where the school is concerned about the habitual and/or excessive use of alcohol and other illegal drugs, continuing in or being readmitted to school may be dependent upon professional counseling and a statement from a physician or psychologist to school authorities.

In instances where parents/guardians cannot be reached and there is a need for immediate medical attention for students under the influence of alcohol and/or other drugs, the school will make arrangements to transport the student to the nearest hospital emergency facility. The Goffstown School District will not be responsible for any costs incurred by such action.

### **ALCOHOL/DRUG TESTING**

**Drug and Alcohol Use/Abuse:** When there is a reasonable suspicion of alcohol/drug use, during school



hours or on school grounds, the student will be assessed by the school nurse and a member of administration. A drug/alcohol counselor or a member of the GPD may also be present. The student will be assessed as to the possibility of such use. If the alcohol/drug use is still suspected, the school will provide an opportunity for the student/parent to pursue timely drug/alcohol screening. The collection of urine and/or blood specimen should be done within two hours of parental notification. Refusal to submit to this screening during this critical time will result in carrying out the normal penalties outlined in the discipline code for substance abuse. Drug screens will be at student/parent expense and results of the screen test, which is timed and dated to match the incident, must be submitted to the school administration before re-admittance. The cost of negative test results will be reimbursed by the school district.

Any student possessing alcohol/drugs/paraphernalia, including cigarette paper, can expect confiscation, suspension and legal action as per the discipline code.

### **ASSEMBLY BEHAVIOR**

While at an assembly, it is expected that all students demonstrate the same level of respect toward peers and adults that they would in the classroom. Should a student be removed from an assembly for language and/or behaviors, that student may not be allowed to attend further assemblies throughout that academic year.

### **“COUPLE” BEHAVIOR**

All students are expected to behave appropriately at all times. Inappropriate displays of affection/closeness are embarrassing for both students and faculty/staff, as well as being a distraction from the educational process. Faculty and administrators will remind students concerning the inappropriate behavior. Those who continue to ignore this expectation will be referred to the administration and parents will be consulted. Such behavior will not be tolerated. The administration retains the ultimate responsibility to be the arbiter of good taste.

### **DRESS**

As a community, we take pride in personal appearance. Your dress reflects the quality of our school. Students are to dress neatly, cleanly, and appropriately, including footwear, while in attendance at classes or school activities.

If a student's dress or grooming disrupts the education process or climate, is unclean or unsafe, the student will be removed from class and asked to change.

### **EARLY GRADUATION**

Information regarding early graduation requirements and process can be obtained through the high school's School Counseling Office. Please speak directly with your school counselor to answer any questions you may have.

### **EATING AND DRINKING IN THE CLASSROOM**

While eating and drinking in classrooms is not prohibited, it is at the discretion of individual teachers. Students are expected to respect the decision of teachers based on either the interference of the learning process or health/safety concerns. Students whose teachers do allow eating and/or drinking in the classroom are also expected to be respectful of their environment and to clean up after themselves or this privilege may be revoked. Individual teachers will inform students of their classroom policy.

### **ELECTRONIC DEVICES**

- **Cell phones:** While students are not prohibited from having cell phones, there is an expected policy for use. With teacher permission, a student may use a cell phone to make a call. Phones should not be on or visible during academic class time. Phones should be off while students are in class and students should not be receiving calls. For student privacy, cell phones are not to be in use in the Health Office.
- **Headphones:** Headphones are allowed in school. They may be used during lunch and any

other times as approved by teachers or staff.

### **EMERGENCY SCHOOL CLOSING PROCEDURES**

The Goffstown School District uses a district wide alert notification system. This system allows more effective communication with parents should an emergency issue or need to communicate arise. Notifications may include school cancelations, school delays or early dismissals due to inclement weather or building emergencies such as loss of heat, water pressure or electricity. Every means of communication will be used to notify parents and guardians. In addition to the alert notification system, any school closing or delay because of weather conditions will continue to be announced on WMUR-TV. Please refrain from calling the school. ***Please note that breakfast will not be served when there is a delayed opening.***

### **FIELD TRIPS**

Students who wish to participate in school-sponsored field trips must provide the school with a permission slip signed by a parent/guardian. All school rules apply on a field trip. Students, who miss regularly scheduled classes because of a field trip or other school-sponsored activity, are expected to make up all class work. It is the responsibility of the student to find out the nature of the work to be made up before the field trip and to have it completed upon his/her return.

### **FIRE DRILLS AND EMERGENCY EVACUATIONS**

Directions are posted in each classroom/area for leaving the building in emergency situations. Students are to follow these posted directions for exiting the building. Students must not go to or stop at their lockers before exiting the building. Each student is responsible for moving quickly, quietly, and in an orderly manner through the assigned exit to the evacuation area. Students must remain quiet, orderly and with their group. No one may go to automobiles or leave school grounds. There must be no interference with fire apparatus/emergency vehicles. No student or staff member is allowed to remain in the building during an evacuation and no one may re-enter the building until the "all clear" has been given.

### **FOOD SERVICE**

Welcome back to school! The Grizzly Café Culinary Creators are thrilled to be serving students breakfast and lunch this year. We offer a wide variety of choices within five food groups: fruits, vegetables, breads/grains, lean meats and low fat or skim milk. Students choose 3 to 5 of the food groups including a fruit or a vegetable to make a complete meal. Students are also allowed to purchase any of our variety of healthy snack items to supplement their meal. Menus are planned following the US Department of Agriculture's (USDA) meal patterns. Menus include current pricing and are located on each school's website.

The Food Service program uses the prepay [www.linqconnect](http://www.linqconnect.com) computer program to track purchases and payments. All students are issued an identification number that is used to access his/her account when making any purchase. Payments can be made by sending cash or checks to the school cafeteria or online at Linq Connect ([www.linqconnect.com](http://www.linqconnect.com)). Checks are to be made payable to Goffstown Food Service. Please send payments in an envelope clearly marked with the student's first and last name.

If a paper check or online check is returned to the district, the amount of the payment plus any fees will be deducted directly from your student's account.

Please refer to the school board regulation (EF-R) at the school board website for information on account policies.

The Food Service program also provides parents access to the free and reduced price meal program. Applications can be found on the food service website, school offices, school kitchens and the food service office. Families can also apply online at Linq Connect ([www.linqconnect.com](http://www.linqconnect.com)). All information is kept confidential in accordance with USDA regulations. Families can apply for this program at anytime during the school year. Please note that only breakfast and lunch qualify for the reduced and free pricing.

**If your child has an allergy or other food needs please contact the Food Service Office at 660-5311 for assistance. Please do not have your child purchase lunch or breakfast until you have discussed**

**your child's needs with the Food Service Director.**

Additionally, the school district has a Wellness Policy which is school board policy JLCF District Wellness. This policy provides guidance on nutrition and physical activity goals throughout the district. If you have further questions, please contact the Food Service Office at 660-5311.

As always, we welcome any concerns or ideas you or your student may have to improve our services to you. We look forward to serving your student this year!

**HARASSMENT/BULLYING**

The school is committed to providing all students with an environment that is free of harassment and bullying.

Harassment is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law. It is intimidating, offensive, and rude conduct that has a negative impact on class performance and that makes people feel angry, powerless and fearful.

Further information can be found within the district's Pupil Safety And Violence Prevention – Bullying practices (See Policy JICK)

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

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

- 2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
- 3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- 4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- 5. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.
- 6. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

**HEALTH SERVICES**

The Health Office is staffed by Registered Nurses who are available for students during regular school hours. The Health Office will assist all students in maintaining good health practices, manage chronic conditions, treat minor ailments and injuries, and work to prevent the spread of communicable diseases. Screenings for vision and hearing may be performed routinely depending on the age of students or by

special request.

NH state law requires that all new students entering SAU 19 provide documentation of a physical examination and immunization record dated within one year of enrollment. Any information made available regarding allergies, physical disabilities or other health conditions or concerns will become part of the student's health record. Parents should complete the yearly Health Information Form at the start of each school year and parents whose students have specific health concerns should contact the school nurse directly. Documentation of medical exemption is required to exempt a student from participation in the academic physical education program.

(MVMS/ GHS ONLY) Physical exams are required to participate in school sports programs; parents/guardians are responsible for arranging physical exams with their student's health care provider. Parents are then responsible to provide the school with documented evidence of the required physical.

### **IMMUNIZATIONS**

Proof of immunizations are required by the New Hampshire Department of Education before your student is enrolled in our schools and at recommended intervals as determined by NH Department of Health and Human Services (NH DHHS). Please visit the NH DHHS website at <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/imm-req-schools22-23.pdf> for a full list of required immunizations. Please contact your student's school nurse with any questions.

Requirements for immunizations may be waived for medical reasons if documentation is provided from your student's health care provider that immunizations will be detrimental to the student's health. A waiver may also be granted for religious reasons. Completion and submission of a Religious Exemption Form is required to waive immunizations for religious reasons. Please visit the NH DHHS website at <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children> for more information regarding exemptions. Please contact your student's school nurse with any questions.

### **ILLNESS**

In the interest of the general health and well-being of all students and staff, no student who is ill should attend school. A student having a fever, sore throat, cough, severe congestion, vomiting or diarrhea, rash of unknown origin, untreated impetigo, should not attend school. Students must be fever free for 24 hours off medication and have no episodes of vomiting/ diarrhea for 24 hours prior to returning to school. Students who are deemed too ill to attend classes/ activities may be dismissed from school. If you are unsure if/ when your child should return to school, please contact the school nurse for assistance prior to sending your student to school. Parents must ensure all emergency contact phone information is up to date in the event that the school must dismiss your student due to an emergency or illness.

### **MEDICATION**

Medications can be dispensed by the school nurse, principal, or the principal's designee. The Health Office stocks certain over the counter medication which may be dispensed, with parental permission. The Over-the-Counter Medication Form must be completed and signed by parents yearly, verbal permission is not allowable for medication administration per NH Department of Education. Any additional medication that

needs to be given during the school day must be brought to the Health Office by an adult. Outside medication must be in its original container, over the counter medication requires written consent from

parents to dispense, prescription medication requires the written consent of both the parent/guardian and the physician. Students with asthma and/or life-threatening allergies may self-carry their inhalers and/or Epi-Pens with written permission from their parents/guardians and the physician. All students who have asthma and/ or a life-threatening allergy must have a completed asthma action plan and/ or allergic reaction plan on file with the school nurse, this form must be updated yearly.

### **HOME TUTORING**

Home tutoring is designed to help students keep up with class work in the event of an extended illness or accident that prevents a student from attending school. A health care provider's written statement verifying the student's inability to attend school may be required for any home tutoring service. Please contact the School Counseling Coordinator at 497-4841 for additional information.

### **INFORMATION CENTER**

The Information Center provides a wide variety of materials and tools to support student learning and is staffed from 7AM until 4PM.

Printed books are available in the library and viewable through the library catalogue. Ebooks and audiobooks are also available for checkout through this catalogue. Electronic databases are available to students through Schoology, accessed with users' district-assigned username and password.

Students are welcome to use the library during school hours with permission from their assigned teacher. Students must sign in using one of the kiosk computers upon arrival. Late arrival and early release students are not required to have a pass during times, as they are not expected in a class, but must sign in at the main office AND on one of the library kiosk computers to use the facilities. For safety reasons, ALL students must sign out of the library with a librarian if they leave the room during normal school hours. More information pertaining to the library space can be found in the GHS Student Resources Schoology group.

### **INSURANCE PROGRAM**

A school accident/health insurance plan is available to students at the beginning of the school year. This program is optional and provides reasonably priced coverage, especially for students whose families do not carry accident/health insurance.

### **LATE BUS**

A late bus runs daily at 5pm. The late run routes do not travel the same path as regular home to school routes. They were developed with the intent of having stops at major roads/intersections. There are two buses for late run for Goffstown. One travels on the Goffstown Back Road side of the river and the other travels on Mast Road toward Pinardville with the Mountain area. There is one late run to New Boston.

If you are uncertain about where your student's stop would be, please call Goffstown Truck Center at 497-3111.

### **LOCKERS**

Students, by request, may be assigned one locker for convenient storage. The student is responsible for the control, appearance and condition of the locker. **In addition, students are cautioned that failure to use the locker to store personal items does increase the risk of theft, especially within locker rooms. The school assumes no responsibility for lost or stolen items.** School administration has the obligation to insure that the locker is used properly. Proper authorities may open lockers if it is believed that the welfare, safety, or health of the student body is threatened. Students are responsible for reporting any loss or damage to the office.

### **LOST AND FOUND**

Check with the office for lost/misplaced items.

### **LUNCHES**

Students are expected to remain in administratively designated areas during this time unless they have a pass to be elsewhere. Students are not allowed to leave school grounds during this time period.

### **MANCHESTER SCHOOL OF TECHNOLOGY**

Refer to the Program of Studies or contact Student Services.

### **PASSES**

Students are not allowed out of classrooms or assigned areas without signing out of the space and faculty/staff approval. Passes will be provided to the School Counseling Office and the School Health Office. Students in areas they are not assigned, without appropriate faculty/staff approval, may face disciplinary consequences.

### **REPORTING OF ACCIDENTS**

All accidents occurring on school property are to be reported to the school health care provider and the school Principal immediately. In case of illness or accident, students attending school during the extended day or at any other time when the school health care provider is not in the building are to report to an appropriate adult immediately.

### **RESPONSE TO INTERVENTION**

The RTI process is a multi-step approach to providing services and interventions at increasing levels of intensity to students who struggle with learning. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education and special education.

### **SAFETY PLAN**

The safety of all students is of primary importance to the School District. Processes which address the assessment and crisis intervention procedures for students with safety concerns can be found in policies JLDBB and JLDB-1, and the Suicide Prevention Manual. This manual is a resource for the mental health teams of SAU19. It contains the processes and procedures of screening for risk of suicide. It presents information for identifying possible suicide risk and interventions. This manual is in line with RSA 193-J:2 that requires that districts develop a policy that guides the development and implementation of a coordinated plan that addresses: prevention, risk assessment, intervention, and response to suicide. The SAU19 Suicide Prevention and Response Plan is available on the District's and each school's respective websites. Individual school websites will be updated each year with the contact information for the building's suicide prevention liaisons.

### **EARLY RELEASE/LATE ARRIVAL**

Early release/late arrival is offered to encourage the productive use of out-of-school time. These privileges are attempts to reward and recognize responsible behavior and positive attitude. The following regulations must be met for privileges to be granted:

- Must be in good academic standing.
- Must be passing all subjects.
- Violating school rules, including attendance procedures, will result in denial, regardless of academic standing.
- Abuse of privilege will result in loss of privilege.

Students (parents/guardians) must understand the privilege can and will be revoked if it is deemed in the best

interest to do so.

### **STUDENT PARKING**

Parking on school grounds is a privilege granted to students who obey school rules, have no outstanding financial obligations, use courteous and responsible driving procedures, and obey state traffic laws when on school grounds. Students who leave campus without permission or students driving to endanger themselves, others, or property will lose parking privileges and the GPD will be notified. Licensed students who wish to obtain a parking permit must register their vehicle or a parent's vehicle with the school and must display a numbered sticker in the rear window. Students must leave their vehicles as soon as they are parked and not congregate in the parking lots.

- Due to limited space, parking will be available first to seniors.
- There are no warnings before towing.
- Early release/late arrival is no reason to park illegally.
- Seniors must park in designated areas only; there is no parking along side roads.

At the discretion of the School Board an annual parking fee may be instituted.

**SCHOOL COUNSELING OFFICE** Students who need to obtain personal transcripts or recommendations from the School Counseling Office may do so by making arrangements with department personnel; students should allow two weeks if seeking a recommendation.

### **TELEPHONE, MESSAGES AND DELIVERIES**

Students are not permitted to use the school telephones unless judged necessary by a staff member. Classes will not be interrupted for messages/deliveries during the school day. Only verified emergency messages will be delivered. The school cannot guarantee receipt of non-emergency messages, but will make reasonable attempt to deliver. Deliveries sent to students on special occasions may be picked up at the main office after school. If a student is expecting a message or a delivery, they should check with the main office.

### **TOURS/TRIPS SPONSORED BY TEACHERS**

Teachers may act on their own or in association with other organizations, sponsor tours and trips during the summer or school vacations. GHS does not sponsor such excursions, and teachers are not acting under school district's jurisdiction. Students and parents are urged to closely scrutinize all aspects of these ventures to insure the participant's safety and welfare.

### **VISITORS**

School policy is to accept only those visitors who have legitimate business at the school. Visitors and guests must register in the office immediately upon entering the building. Parents are always welcome to visit. It is advisable to call ahead for an appointment with an administrator, teacher or counselor with whom you wish to meet.

Students wishing to bring a guest to school must make the request at least two weeks in advance. Needed is a letter from the visiting student's school indicating that the school is not in session; a letter from the visiting student's parents; and a letter from the host student's parents, all giving permission for the visit to take place. The administration reserves the right to deny any visitation. Students with children are not allowed to bring them to school unless appropriate arrangements have been made.

### **WITHDRAWAL FROM SCHOOL**

The compulsory age of attendance is 18. Any student looking to withdraw must begin the process by meeting with both their school counselor and a school administrator to discuss their options and legal requirements.