Goffstown High School’s mission is to be a caring community of impassioned learners who can thrive in the 21st 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.

21st 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.
PHILOSOPHY OF THE GOFFSTOWN SCHOOL DISTRICT

Education, if it is to move forward, must have a goal toward which to move, a basic philosophy that combines the best knowledge about learning, children, development, and human relations with the unique and general needs and desires of the community. Toward these ends, the following describes the philosophy for the process of education in the Goffstown School District.

The School Board believes that education should be shaped by purposes rather than by force.

Therefore, the education system of this district, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially coordinated curriculum, which allows for individual differences.

To this end, staff members will strive to aid in each student's intellectual, physical, emotional, aesthetic, and social growth so that he or she may become a useful and responsible member of home, community, and society while leading a personally rewarding life.

The School Board believes that the ultimate goal of an education in the district schools should be to prepare the student for a world of rapid change and unforeseeable demands.

GOFFSTOWN SCHOOL DISTRICT POLICIES

Goffstown School District Policies may be viewed online at http://goffstown.k12.nh.us/index.php/school-boards/goffstown-school-board under the Goffstown School Board.

GOFFSTOWN SCHOOL BOARD MEMBERS

School Board meetings are held the first and third Monday of each month in the GHS Information Center at 7:00 p.m. The general public is welcome to attend and listen to the proceedings. If you have an issue to bring to the Board's attention, submit the item for consideration two weeks prior to their meeting, through the SAU office at 497-4818.

The opportunity for public comment exists at each Board Meeting. "Public Comment" is solicited at the beginning of each Board Meeting. For a complete listing of board members and their contact information, please access the Goffstown School Board website at http://goffstown.k12.nh.us/index.php/school-boards/goffstown-school-board

GOFFSTOWN ADULT EDUCATION PROGRAM/GED

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).

"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 of rules. 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:

Bass Fishing   Field Hockey   Lacrosse   Swim
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 2nd 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 2nd 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 tardies 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**

- **1st offense**: A written warning (Bus Incident Report) will be issued to parent/guardian.
- **2nd offense**: A second written warning to parent/guardian will result in a bus suspension ranging from 3-5 days
- **3rd offense**: A third written warning to parent/guardian will result in a bus suspension ranging from 15-20 days.
- **4th 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
- Book 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 Ambassadors
- Student Athletic Leadership Council (SALC)
- Student Council
- Video Gaming Club
- 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.

**COMPUTER/INTERNET POLICY**

Students will not be allowed use of computers without adult supervision present. Unauthorized or inappropriate use of computers by students will result in disciplinary action. Use of computers must relate to specific school goals/objectives. The responsibilities of students regarding the use of technology have been outlined in the Goffstown School District Networks and Internet Acceptable Use Policy JICL-R.
Students are responsible for understanding the policy and signing an Access Release and Authorization Form. If the policy is violated, access privileges may be revoked and disciplinary action taken.

CREDIT REQUIREMENTS

4 English credits
4 Mathematics credits (In accordance with NH HB 533)
  - 1 credit must be in Algebra
3 Science credits
  - 1 credit must be in a physical science
  - 1 credit must be in a biological science
  - ½ credit must be in earth science
  - ½ credit must be in space science
3 Social studies credits
  - 1 credit must be in U.S. history
  - ½ credit must be in economics
  - ½ credit must be in civics
  - ½ credit must be in world history
1 Physical education credit
½ Fine arts credit (from the Visual or Performing Arts)
½ Information and Communication Technology credit
½ Health education credit
7 Elective credits

- 22.5 total credits is the minimum required to graduate.
- A senior must complete all graduation requirements to participate in graduation exercises.
- Students can earn ½ credit in physical education for participating in a school sport.
- Students can earn ½ credit in fine arts for participating in one of the following at the high school: a musical theater production or a school play.

In accordance with NH RSA 186:8, VII, every student must be enrolled in mathematics for each year in which he or she is in high school through graduation to ensure career and college readiness. A pupil may meet this requirement either by satisfactorily completing a minimum of 4 courses in mathematics or by satisfactorily completing a minimum of 3 mathematics courses and one non-mathematics content area course in which mathematics knowledge and skills are embedded and applied. Those courses are:
  - College Physics, AP Physics
  - Chemistry, College Chemistry, AP Chemistry
  - Personal Finance, Accounting I & II
  - All IT and Computer Education Courses
  - All Art Courses
  - MST courses as designated by Manchester School District
Grade 9-11 students must be enrolled in at least 6 credit-bearing courses each semester. Seniors, with at least 16.5 credits, must enroll in at least 5 credit-bearing courses per semester. A minimum of 22.5 credits is required to graduate. **A senior must complete all requirements to participate in graduation exercises.**

Course credit is earned and awarded at the end of each semester.

**PREP (Personal Reflective Educational Planning) Period:**
Nearly every student has time in the schedule where he/she is assigned to a block that is not credit bearing. Students are expected to use these blocks in a productive way to forward their academic achievement. The first thirty minutes of these blocks is to be used exclusively for sustained silent reading. The remaining sixty minutes is to be used for academic tasks that may include reading, homework, organizing, or other forms of academic preparation. The PREP period teacher is a resource to guide students in ways to most effectively use this time.

To enter into the sophomore class a student must have 5.5 or more credits and to enter into the junior class a student must have 11 or more credits. A student must be in their fourth year and have a total of 16.5 credits in order to be eligible for senior privileges.

**GRADING SYSTEM**
Assessment of student learning is important for monitoring student progress and designing differentiated instruction. Formal and informal assessment methods are used to address a range of skills. These assessments may include curriculum-based measures, quizzes, tests, projects, presentations, reports, demonstrations, and various written and oral activities.

The interpretation of numerical grades is as follows:

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</table>

**NOTE:** All grades below 50% will be assigned a GPA of [0.0].

An incomplete will be given to students who have not finished all assignments; upon completion the grade will be instituted.

Courses assigned a numerical grade are used in determining honor roll:
- Principal's Honor Roll: No grade lower than an A-
- General Honor Roll: No grade lower than a B-

**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

SCHEDULE CHANGE PROCEDURES
- A student, teacher, counselor, or administrator may make a course change request.
- Students considering a change of schedule are to make an appointment with their counselor to discuss the change and to obtain a "Course Change Request" form, if necessary.
- Students completing a "Course Change Request" form are to write their reason for requesting the change, obtain signatures from their parents/guardians and teachers, if necessary, before returning the form to their counselor.
- When all (approval) signatures are obtained, the counselor will then make the change on the computer and issue the student a signed copy of their new schedule.
- Changes in schedules are not official until all signatures are obtained on the "Course Change Request" form and a new student schedule is printed.

COURSE DROP/ADD PROCEDURES
A change request made within five (5) school days of the start of a semester will be considered along with the following:
- Student’s original course requests
- Student course load
- Fulfillment of course prerequisites
- Class size; change must not affect class size negatively.

A formal request to add/drop a class, once initiated, must be decided upon and implemented within three (3) school days.

Requests to change a student’s schedule should meet one or more of the following criteria:
- Not enough or too many classes scheduled.
- Inappropriate placement in a class (the student has not met the prerequisite or is in the wrong level).
- Placement in a class the student did not request.
- The need to add courses to meet graduation requirements (students in grades 11 and 12).

Students cannot request a schedule change for the purpose of rearranging their schedule, accommodating a late arrival or early release, or being in the same class as a peer.

Dropping a Class with Penalty: A student must seek administrative approval to drop a course beyond the five (5) day drop/add period.

Once the first progress report for semester courses and for full year courses has been issued, any drop will be considered only with a failure and the drop with failure
shall become part of the student’s permanent record.

**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.

**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

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.

<table>
<thead>
<tr>
<th>Student Offense</th>
<th>Possible Consequences</th>
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</thead>
<tbody>
<tr>
<td>Classroom Disturbance</td>
<td>Verbal Reprimand Redirection</td>
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<tr>
<td>Improper behavior in public areas such as hallways, library, or cafeteria</td>
<td>Special Assignment</td>
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<tr>
<td>Class Tardiness</td>
<td>Withdrawal of Privileges</td>
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<tr>
<td>Violation of the dress code</td>
<td>Teacher Detention</td>
</tr>
<tr>
<td>Disrespectful language/behavior</td>
<td>Parent Contact</td>
</tr>
<tr>
<td>Out of assigned area</td>
<td>Behavior Contract</td>
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<tr>
<td>Lying</td>
<td>Apology</td>
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<td></td>
<td>In-School Suspension</td>
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<td>Conference with Student</td>
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</table>

**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.
<table>
<thead>
<tr>
<th>Student Offense</th>
<th>Possible Consequences</th>
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</thead>
<tbody>
<tr>
<td>Continuation of Level I misbehaviors</td>
<td>Administrative Detention</td>
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<tr>
<td>Classroom Disruption</td>
<td>Special Assignment</td>
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<tr>
<td>Cheating/Plagiarism</td>
<td>Community Service</td>
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<tr>
<td>Forgery</td>
<td>School Counselor Consultation</td>
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<tr>
<td>Truancy or absence from one’s assigned area (cutting class)</td>
<td>Schedule Change</td>
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<tr>
<td>Improper/misuse of electronic devices (cellphone, camera, etc)</td>
<td>In-School Suspension</td>
</tr>
<tr>
<td>Inappropriate display of affection</td>
<td>Suspension (1-10 days)</td>
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<tr>
<td>Technology Violation (violation of acceptable use policy)</td>
<td>In addition to the above stated consequences, consequences listed in Level I may also be applied</td>
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<tr>
<td>Verbal or symbolic harassment that infringes on students’ rights to non-</td>
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<tr>
<td>threatening environment</td>
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<tr>
<td>Insubordination</td>
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<td>Gambling</td>
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<tr>
<td>Intentional pushing/shoving of others</td>
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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.
## Student Offense
- Continuation of Level II behaviors
- Bullying/Cyberbullying
- Harassment/Sexual Harassment
- Theft
- Vandalism
- Fighting
- Knowingly in the presence of drugs/alcohol or tobacco
- Repeated cutting of class or absence from one’s assigned area
- Threat to others
- Repeated truancy
- Gross Misconduct
- Possession or use of pornographic or violent material

## Possible Consequences
- Temporary removal from class
- School Counselor Consultation
- In-School Suspension
- Suspension (1-10 days)
- Long term SAU suspension (at the discretion of the Superintendent)
- Contact of law enforcement officials (as deemed necessary by school personnel)
- Restoration/restitution made by student
- Any of the preceding disciplinary options under prior levels

### 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.
<table>
<thead>
<tr>
<th>Student Offense</th>
<th>Possible Consequences</th>
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</thead>
<tbody>
<tr>
<td>Continuation of Level III behaviors</td>
<td>Suspension (1-10 days)</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Long-term SAU suspension (greater than 10 days at the discretion of the Superintendent)</td>
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<tr>
<td>Assault/battery (on a peer or staff member)</td>
<td>Long term suspension (in excess of 20 days at the discretion of the School Board)</td>
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<tr>
<td>Sale of stolen property</td>
<td>Suspension from co-curricular activities</td>
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<tr>
<td>Arson</td>
<td>Expulsion</td>
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<tr>
<td>Extortion</td>
<td>Other School Board action which may result in appropriate placement</td>
</tr>
<tr>
<td>Bullying/Cyberbullying</td>
<td>Imposition of conditions for readmission</td>
</tr>
<tr>
<td>Harassment/Sexual Harassment</td>
<td>Any of the preceding disciplinary options under prior levels</td>
</tr>
<tr>
<td>Possession of alcohol, drugs, tobacco or drug paraphernalia</td>
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<tr>
<td>Under the influence of drugs or alcoholic beverages on school property or at a school sponsored event</td>
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<tr>
<td>Possession of a gun, knife or other weapon</td>
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**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 Student Services 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 Meal Magic 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 https://payments.efundsfor schools.com/v3/districts/55673. 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.

Students are allowed to charge the value of 1 lunch. Students will receive a sun butter and jelly sandwich as their entrée with all the sides until the account is paid. Families are emailed balance information Sunday thru Thursday to assist with keeping the accounts up to date. Please refer to the school board regulation (EF-R) at the school board website for further information.

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 www.lunchapp.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.

**Pupil Safety And Violence Prevention – Bullying (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**

GHS has a registered nurse on duty to serve the students and faculty. When there is a change in health status, emergency information or when a student is absent for three or more consecutive days because of injury/illness, a call to the school nurse would be appreciated.

**HEALTH SERVICES - ADMINISTERING OF MEDICATIONS DURING SCHOOL**

The administration of over-the-counter or non-prescription medication during school is provided to enable students to remain in school. These will be given only with parent/guardian written request and permission that includes the dates, amounts, purpose and expiration date (i.e. acetaminophen 325 mg, 2 tablets as needed for headache until end of current school year). It is required that each student provide (in the original container) the medication to be administered to insure availability.
Prescribed medication should not be taken during school hours if it is possible to achieve the necessary medical regime during non-school hours. When necessary, prescribed medications can be administered by the school nurse only when accompanied by the following:

- Physician's orders that specify in writing the duration of the order, name of drug, dosage and frequency/time needed. This order must be updated with each new academic year and/or any change in the medication regime.
- Medication should be delivered directly to nurse or school representative by parent/guardian when possible. Written permission, signed by the parent/guardian, designating medication must be on file. Parental permission must be requested yearly.
- The medication must be in the original container with prescription indicating student's name intact.
- Inhalers, glucometer/insulin, EPI-PEN, or other emergency treatments may be carried by students only if they have a prescription from a physician and a signed parent/guardian permission slip on file, updated each academic year.

Over-the-counter and prescription medication that remains at the end of the school year will be disposed of by the school nurse, unless picked up at school by a parent/guardian.

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. Electronic databases are available to students at all times through Moodle (see the Information Center page on the GHS website) or by browsing directly to http://classroom.sau19.org. Members of the school community can access databases by using their school computer login and password. Computers and printers are available for student projects during normal library hours. Learning games, crafting supplies, STEM related materials, books, and magazines are also available.

Students must be receiving passing grades in all classes to make use of the facilities during their PREP period. (The most recent grades that appear in Powerschool must be a 65 or above.) As the library is a busy place, students who require a more focused atmosphere will be asked to stay in PREP for study or to go to the SRC to use computers. All students wishing to use the library during the regular school day should report to class for attendance and ask for an individual pass, signed by their teacher, which specifies what they will be doing in the library. Students must check in on the sign in computers when they arrive in the library. Late arrival and early release students are not required to have a pass
during times they are not expected in a class, but they must sign in at the main office AND on the library sign in 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.

For more information about the Information Center see: http://goffstown.k12.nh.us/index.php/ghs-infoctr

**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 the cafeteria area 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 a pass. Only official school passes, completed by a teacher/staff member, may be used. Passes to Student Services should be obtained from a counselor. Passes to other areas such as music, information center or gym will follow the same procedure as noted for Student Services. Any area not noted on the pass is "off limits"; misuse of pass privileges will result in loss of pass privileges and/or appropriate penalties.

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 GUIDELINES FOR SAFETY INTERVENTION PROCEDURES
The safety of all students is of primary importance to the School District. The following guidelines address the assessment and crisis intervention procedures for students with safety concerns.

SAFETY ASSESSMENT
All threats to harm or kill oneself or others shall be taken seriously and reported immediately to the Principal and/or designee.

Identification of Safety Concerns
Safety concerns are addressed by these guidelines and may include:

- Any threats to harm or kill oneself or others.
- Actions or behaviors that threaten self or others with harm.
- Any expressed desire to die, whether verbally, written or in art.
- Behaviors that indicate self-harm and/or harm to others.

A. Purposes of Safety Assessment:
1. To determine if a student is a danger to him/herself or others. Does a safety issue exist?
2. To determine if the student should remain in the educational environment or does he/she need to be transported home/other?
3. To determine the immediate safety needs of the student and the school.
B. Safety Assessment will include:
1. Consultation with administrators and school staff (e.g. teachers, nurse, school counselor) as needed.
2. Interview with the student.
3. Consultation with the parents.
4. Consultation with other professionals (e.g. therapists, health provider), with signed authorization from the child’s parent or legal guardian.

C. Expectations of Safety Assessment:
1. Provide information regarding safety issues. It should be noted that this information is ascertained from conversations and an interview with the student. A formal psychological assessment will not be conducted. As such, the safety assessment represents the safety of a student at the moment in time. A determination of future psychological and/or behavioral functioning cannot be made.
2. Provide parent/guardian with written information, which may include:
   a. Facts about suicide, depression, violence, etc.,
   b. Warning signals,
   c. Website links for further research,
   d. Recommended actions to be taken by parent/guardian,
   e. Hotline telephone numbers and/or resources.

CRISIS INTERVENTION PROCEDURE FOR STUDENTS WITH SAFETY CONCERNS

- A confidential record keeping procedure shall be established and located in a secure central location within each school. The record keeping procedure shall include the nature of the incident, the student’s name, and the action taken. Maintenance of this record will provide additional information as the procedures for assessment are followed by school staff.
- Annually, as part of the transition process between schools, school counselors will confer regarding student safety issues. At the beginning of each school year, school staff will be oriented to the safety issues and concerns students may demonstrate. Annually, crisis team members will be provided with a comprehensive overview of the initial assessment process. The school psychologist or designated administrator assigned to the school will provide the training.

The following guidelines provide a general sequence of steps to be taken with students who are demonstrating safety concerns.

1. When an individual receives information indicating that a student is demonstrating a safety risk to him/herself or others, he/she shall
immediately inform the Principal, Principal’s designee, or school counselor.

- The Principal and/or designee shall coordinate the crisis procedures. The appropriate crisis management team shall be alerted and one person shall be identified to coordinate the activities. An “appropriate crisis team” shall be defined as consisting of a building administrator, school counselor and person(s) with knowledge of the student and the current situation.

2. The counselor and/or building administrator shall talk to the student and other team members to discuss the following:
   
a. If the crisis management team feels the student needs an immediate assessment, the assessment process will be pursued with school district personnel.
   
b. The parent and/or guardian will be notified immediately.
   
c. If the crisis management team determines the student to be in need of an immediate assessment, a referral will be made to the school district’s school psychologist. If a school district psychologist is not available, referral for an emergency medical assessment of mental health will be made to an individual or agency designated by the school district (e.g. Mental Health Center of Greater Manchester (603)668-4111; Catholic Medical Center (603)668-3545; Elliot Hospital (603)669-5300).
   
d. The parent or guardian may choose to use his/her own counselor or health provider. If the parent designates his/her own provider, for which the parent accepts financial responsibility, the school district will ask the parent to sign a release form so that necessary information can be shared with the appropriate school personnel. The purpose for this is to provide support for the child as he/she returns to the school environment.
   
e. If a parent/guardian refuses to comply with the school’s request to seek a safety assessment, the Principal and/or designee will take further action based on authority conferred by the local school board.

   Those actions may include:
   - Contacting the local police department; and
   - Contacting the NH Division for Children, Youth and Families.
   
f. The student will not be allowed to return to school until the safety
assessment has been conducted and wherein written

g. documentation is presented stating that the child is determined “safe” to return to school.

h. After an assessment has been conducted and the child is determined “safe” to return to school, the parent/guardian will provide the school with relevant information so that the school can support the child. The child then returns to school.

If documentation has not been submitted to the school within three days of an event giving rise to a referral for a safety assessment, the appropriate school psychologist will be designated to contact the family and conduct such assessment.

SENIOR EARLY RELEASE/LATE ARRIVAL
Early release/late arrival is offered only to seniors 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.

Seniors (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
Senate Bill 18 has raised the compulsory age of attendance from 16 to 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.