Name: ________________________________
CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Our mission is to prepare and empower each student to shape his or her future with knowledge, attitudes and skills necessary to thrive in a changing world.

We provide a caring culture of rigorous and relevant learning experiences. We model and promote the ethical ideals of respect, responsibility, integrity, compassion and moral courage.

We succeed when our students are:
- Lifelong learners,
- Empathetic,
- Active,
- Responsible,
- Innovate,
- Empowered, and
- Respectful
- Stewards.

We Believe

Lifelong Learners:
- are active citizens of local, national and global communities.
- possess unique learning styles, personalities, capacities and talents.
- respect and honor themselves as well as others and their differences.
- embrace a healthy lifestyle.

Learning:
- fosters a sense of achievement.
- encompasses creativity, critical thinking and collaboration.
- builds upon knowledge and experience.
- promotes growth for all learners.

Educators and Community:
- collaborate to create safe environments.
- foster a sense of spirit, pride and belonging.
- use diverse technologies as creative learning tools.
- encourage wise and ethical communication.
- forge relationships with all learners and find “the hook” for each student.
- value traditions while embracing the future.

Expectations for Student Learning

Academic Expectations
- Each student will develop a core body of content, concepts, and skills needed as a foundation for learning.
- Each student will demonstrate creativity and proficiency in the cross-cutting competencies:
  - Decision making and problem solving, self-management, communication skills, collaboration, and technology/information use.

Social and Civic Expectations
- Students will model and promote the five ideals of the Moultonborough Community Charter:
  - Respect, Responsibility, Integrity, Compassion, and Moral Courage.
COMMUNITY CHARTER PERFORMANCE STANDARD

RESPECT and RESPONSIBILITY

We, the Community of Moultonborough School District, affirm the existence of the following ethical ideals and encourage all members of our community to embrace, practice, promote and uphold these ideals as adopted in the Moultonborough Community Charter.

RESPECT - means to hold yourself, others, the community, and the environment in such high regard that thoughts words and deeds promote the health, strength, and highest quality of existence for all.

The Moultonborough Schools are respectful communities, evident by members of the community:

- Maintaining the facilities in such ways as picking up after oneself and caring for buildings, grounds and the property of others.
- Greeting one another and make eye contact.
- Practicing manners and common courtesies such as opening doors, saying please and thank you, and using proper forms of introductions. Communication is appropriate and polite.
- Avoiding language that is demeaning to oneself or others.
- Abstaining from sarcasm.
- Welcoming and recognizing new people into the community and making an effort to get to know all.
- Communicating in a manner that maintains an individual’s dignity.
- Caring for the well-being of others.
- Being intolerant of bullying and harassment.
- Recognizing and valuing diversity.
- Listening to each other and working together towards resolutions of differences.

RESPONSIBILITY - means to distinguish between right and wrong, to be morally, legally, and mentally accountable and to understand there are consequences for all choices.

The Moultonborough Schools are responsible communities evident by members of the community:

- Meeting their obligations in a timely manner.
- Taking action and leadership initiative.
- Engaging cooperatively and collaboratively in problem identification and in the process of problem solving.
- Understanding and accepting that choices have both personal and global consequences.
- Using education as a means to change inappropriate behaviors.
- Working towards logical and effective consequences.
- Advocating for change and systemic solutions to chronic problems.
- Modeling behaviors reflecting the values of the Community Charter.
- Striving for personal excellence.
COMMUNITY CHARTER PERFORMANCE STANDARD

INTEGRITY and COMPASSION and MORAL COURAGE

INTEGRITY - means to be honest, truthful, trustworthy, sincere, fair and honorable.

The Moultonborough Schools show integrity, evident by members of the community:

- Admitting when he/she makes a mistake.
- Keeping personal and school property safe and secure.
- Telling the truth.
- Being dependable and reliable.
- Treating all with respect.
- Adhering to ethical, professional and academic standards.

COMPASSION - means to recognize the distress of others and to have the desire to make a difference by providing relief and help.

The Moultonborough Schools are compassionate communities, evident by members of the community:

- Showing interest in the lives of others, showing acts of kindness, and assisting others in need.
- Recognizing distress in individuals and in the community, and offering assistance as needed.
- Being aware that others have different experiences in their lives and being thoughtful about how those might affect them.
- Recognizing that self worth is necessary for compassion.
- Accepting and including people with diverse interests, backgrounds and experiences.
- Volunteering for organizational efforts such as food drives, toy drives, meals on wheels, soup kitchens etc.

MORAL COURAGE - means deliberate and practical reasoning and action in circumstances of difficulty, intolerance or trouble.

The Moultonborough Schools are communities with moral courage, evident by members of the community:

- Reporting on injustices and violations of the values of the Community Charter.
- Showing no tolerance for prejudice.
- Acting to stop bullying or harassment.
- Standing up for what is right and what one believes.
- Taking thoughtful reasoned actions when injustice has been found.
- Recognizing that safety supersedes confidentiality.
- Acting in the interests of the greater good despite personal risks.
# Moultonborough Academy Schedules

## 2013-2014 Class Meeting/Assembly Schedule

### Class Advisors/Meeting Place
- **Grade 09**: TBD (Music Room)
- **Grade 10**: Bliznik/Greene (Dining Hall)
- **Grade 11**: Markey/Price (D110)
- **Grade 12**: Bruneau/Provencher (Audi)

### Class Meeting Dates
- September 6 – Friday
- November 20 – Wednesday
- February 5 – Wednesday
- March 26 – Wednesday
- May 21 – Wednesday

*Middle School Basecamps meet during Class Meeting times – locations TBD.*

## 2013-2014 Early Release Days

- September 26 – Thursday
- January 22 – Wednesday
- March 4 – Tuesday
- May 7 – Wednesday
### Moultonborough Academy Staff

**2013-14**

<table>
<thead>
<tr>
<th>STAFF</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Noyes</td>
<td>Superintendent of Schools</td>
</tr>
<tr>
<td>Andrew Coppinger</td>
<td>Principal</td>
</tr>
<tr>
<td>Nicole Elliott</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Roger Anderson</td>
<td>Custodian</td>
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<tr>
<td>Jody Baker</td>
<td>School Resource Officer</td>
</tr>
<tr>
<td>Sue Berry</td>
<td>Special Education Assistant</td>
</tr>
<tr>
<td>Jamee Bessecker</td>
<td>High School Science</td>
</tr>
<tr>
<td>Lindsay Bliznik</td>
<td>MS/HS Spanish</td>
</tr>
<tr>
<td>Julianne Bruneau</td>
<td>High School English</td>
</tr>
<tr>
<td>Dave Butler</td>
<td>Custodian</td>
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<tr>
<td>Laurie Caldwell</td>
<td>Spec. Educ. Administrator’s Secretary</td>
</tr>
<tr>
<td>Diane Calzada</td>
<td>Special Education Assistant</td>
</tr>
<tr>
<td>Chris Canfield</td>
<td>HS English/Social Studies</td>
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<tr>
<td>Dana Carlson</td>
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<tr>
<td>Dick Carrier</td>
<td>Facility/Building Coordinator</td>
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<tr>
<td>Terri Carrier</td>
<td>Special Education Assistant</td>
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<tr>
<td>Jennifer Chapman</td>
<td>Guidance (Grades 10-12)</td>
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<tr>
<td>Todd Clifford</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>Shelby Comstock</td>
<td>Special Education Assistant</td>
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<tr>
<td>MaryEllen Connell</td>
<td>Drama</td>
</tr>
<tr>
<td>Donna Conway</td>
<td>Band/Instrumental/General Music</td>
</tr>
<tr>
<td>Terrence Dempsey</td>
<td>Middle School Art</td>
</tr>
<tr>
<td>Lisa Diener</td>
<td>HS English &amp; Social Studies</td>
</tr>
<tr>
<td>Michele DuBois</td>
<td>Mentor Coordinator</td>
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<tr>
<td>Kelsie Eckert</td>
<td>High School Social Studies</td>
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<tr>
<td>Elaine Fabian</td>
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<td>Kevin Feeley</td>
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<td>Amy Flanders</td>
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<tr>
<td>Kendra Greene</td>
<td>Reading Specialist</td>
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<td>Shawn Haskins</td>
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<tr>
<td>Brian Hoeg</td>
<td>MS &amp; HS Art</td>
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<td>James Hogan</td>
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<tr>
<td>Christine Howard</td>
<td>Food Service Director</td>
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<tr>
<td>Jeff Husmann</td>
<td>Middle School English</td>
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<tr>
<td>Matthew Katzenes</td>
<td>MS/HS Latin</td>
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<td>Judith Kimball</td>
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<tr>
<td>Joanne Lau</td>
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<tr>
<td>Dawn Law</td>
<td>Middle School Mathematics</td>
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<tr>
<td>Ann Libby</td>
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<tr>
<td>Harmony Markey</td>
<td>Choral Director/General Music</td>
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<tr>
<td>Laura Maroon</td>
<td>Technology Coordinator</td>
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<tr>
<td>Ryan Marsh</td>
<td>Special Education Administrator</td>
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<tr>
<td>Jean Meloney</td>
<td>High School Art/Computer Literacy</td>
</tr>
<tr>
<td>Marilyn Menken</td>
<td>Special Education Assistant</td>
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<tr>
<td>Ania Mikelinich</td>
<td>Special Education Assistant</td>
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<tr>
<td>Amy Morse</td>
<td>MS/HS Family &amp; Consumer Sciences</td>
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<tr>
<td>Becky Morgan</td>
<td>Special Education Assistant</td>
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<tr>
<td>Carolyn Nelson</td>
<td>School Nurse</td>
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<tr>
<td>Ken Nilson</td>
<td>Special Education Assistant</td>
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<tr>
<td>Daniel “Chip” Nyhan</td>
<td>MS/HS ILC, Options &amp; HS Soc. Studies</td>
</tr>
<tr>
<td>Pam Perkins</td>
<td>School Secretary/Receptionist</td>
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<tr>
<td>Judy Perry</td>
<td>Middle School Social Studies</td>
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<tr>
<td>Kirsten Pickel</td>
<td>Library Media Assistant</td>
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<tr>
<td>Tina Price</td>
<td>High School Mathematics</td>
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<tr>
<td>Nila Proko</td>
<td>Special Education Assistant</td>
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<tr>
<td>Claudia Provencher</td>
<td>MS/HS French</td>
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<tr>
<td>Brendan Quinn</td>
<td>MS/HS Technology Education</td>
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<tr>
<td>Eugene Reed</td>
<td>Custodian</td>
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<tr>
<td>Lois Reuter</td>
<td>Principal’s Secretary</td>
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<tr>
<td>Cheri Robar</td>
<td>Special Education Assistant</td>
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<tr>
<td>James Rollins</td>
<td>Guidance (grades 7-9)</td>
</tr>
<tr>
<td>Jeanne Rudzinski</td>
<td>Special Education</td>
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<tr>
<td>David Severance</td>
<td>High School Science</td>
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<tr>
<td>Kerry Smith</td>
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<tr>
<td>Shaw Smith</td>
<td>High School Science</td>
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<tr>
<td>Rit Swain</td>
<td>MS/HS ILC Assistant</td>
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<tr>
<td>Matthew Swedberg</td>
<td>Athletic Director/PE</td>
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<tr>
<td>Jordan Tankard</td>
<td>Auditorium Technician</td>
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<tr>
<td>Jackie Taylor</td>
<td>Library Media Assistant</td>
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<td>Mary Ellen Thompson</td>
<td>Special Education Assistant</td>
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<tr>
<td>Cindi Tolman</td>
<td>MS/HS Mathematics</td>
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<tr>
<td>Christina Touphey</td>
<td>Media Specialist</td>
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<tr>
<td>Etienne Vienneau</td>
<td>Middle School Science</td>
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<tr>
<td>Peter Whelley</td>
<td>School Psychologist</td>
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<td>Paula White</td>
<td>Special Education Assistant</td>
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<td>Allison Whitton</td>
<td>MS/HS Spanish</td>
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<tr>
<td>Christine Woodland</td>
<td>MS/HS Health &amp; MS PE</td>
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<tr>
<td>Joanne Woodward</td>
<td>Guidance Secretary</td>
</tr>
<tr>
<td>Martin Zarli</td>
<td>MS/HS PE</td>
</tr>
</tbody>
</table>
**ABSENCE (JH, JHB, JHBB, JEA, JHC)**

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education, which underlies and gives purpose to the requirement of compulsory school in this and every other state.

**State Law on Attendance**

"Every child between six and eighteen years of age shall attend the public school within the district or a public school outside the school district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable."

"Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session." RSA: 193:1

**Verification of Absence**

Absences will be monitored daily by calls home.

**ACADEMIC PREPARATION (IKB)**

Study hall is for studying. Each student is expected to bring sufficient work to keep busy for the entire period. A study hall is not a social period nor is it a time set aside for a student to rest.

Homework that is assigned daily in all academic subjects has several functions:

1) To reinforce skills learned in the classroom.
2) To expose knowledge of a particular subject.
3) To review and summarize material learned.
4) To prepare for quizzes and tests.
5) To complete long-term assignments.

Time in study hall is available for some of this work but such time is not sufficient to do it all. It is recommended that each student study at least two (2) additional hours every day outside of school in order to maintain a satisfactory academic standing.

**ACADEMIC PROBATION**

1) Academic probation begins and ends at 12:00 noon the Friday after grades close. Students are placed on academic probation for the succeeding quarter if they receive one or more grades of “F” or two or more grades of “D” during the preceding quarter. This applies to all quarters, including the fourth quarter (7th graders are exempt for the 1st quarter). In an effort to keep students and parents informed, the faculty issues Interim Reports at the mid-point of each academic quarter. All students receive interims. Teachers may also issue individual subject warnings at any time if warranted.

2) Any student on academic probation may NOT participate in athletic practices or competitions, musical productions or other cocurricular activities. Field trips are
permissible only if they are part of a class assignment. Any student on academic probation may lose their parking privileges.

3) After one week, a student may participate fully, for the following week, if maintaining a 70% or better average (7th grade students are allowed one grade between 65% and 70%) in ALL courses as documented by grades in PowerSchool as of noon on Friday. Student eligibility will be determined weekly for the duration of the quarter that a student is on academic probation.

4) If a student, parent, or teacher reports that a grading error was made on a given Friday inappropriately resulting in a student being placed on academic probation, then the principal or assistant principal will immediately review the student’s grades and if an error is confirmed, reinstate the student’s privileges until the next review date.

Reminder: students must also meet the NHIAA minimum requirement of passing 4 units of work in the preceding quarter in order to participate in any co-curricular activity.

ACCEPTABLE USE POLICY (AUP) Electronic Information Resource Agreement

BY OCTOBER 1st, all students are required to sign and have a parent sign the Moultonborough School District Acceptable Use Policy (AUP). The terms of the contract are outlined in that document, however the guiding principle is that Moultonborough Academy’s technology is for education related use only and any other activity is a violation.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>1st Infraction</td>
<td>Removal from the district network for 5 school days.</td>
</tr>
<tr>
<td>2nd Infraction</td>
<td>Removal from the district network for 10 school days.</td>
</tr>
<tr>
<td>3rd Infraction</td>
<td>Removal from the district network for 30 school days.</td>
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</table>

ACTIVITIES

1. School activities have preference over activities sponsored by outside organizations.
2. Dates and events must be coordinated through the main office and placed on the activities calendar. Participation rosters will be finalized two days prior to the activity.
3. All student organizations sponsoring activities must complete a student activity form at least one full week prior to the event. Forms are available in the main office. The organization and the people involved will be held responsible for the clean up and any damages to facilities.
4. Students must attend school a minimum of five (5) periods the day of an event (the day before for weekend events) in order to attend the event, unless excused in advance by the administration.

INTERSCHOLASTIC ATHLETICS SEASONAL BREAKDOWN

<table>
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<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td>M.S. SOCCER</td>
<td>ICE HOCKEY</td>
<td>M.S. SOFTBALL</td>
</tr>
<tr>
<td>J.V. SOCCER</td>
<td>M.S. BASKETBALL</td>
<td>J.V. SOFTBALL</td>
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<tr>
<td>VARSITY SOCCER</td>
<td>J.V. BASKETBALL</td>
<td>V. SOFTBALL</td>
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<tr>
<td>M.S. VOLLEYBALL</td>
<td>V. BASKETBALL</td>
<td>M.S. BASEBALL</td>
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<tr>
<td>J.V. VOLLEYBALL</td>
<td>ALPINE SKIING</td>
<td>J.V. BASEBALL</td>
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<td>V. VOLLEYBALL</td>
<td>NORDIC SKIING</td>
<td>V. BASEBALL</td>
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<tr>
<td>CROSS COUNTRY</td>
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<td>TRACK &amp; FIELD</td>
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<td>GOLF</td>
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<td>TENNIS</td>
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AGE OF MAJORITY (JID)
Every student 18 years of age, or older, shall be deemed to be an adult. Such students, like all other students, shall comply with rules and regulations established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority.

Parental release forms, permission for field trips, notes of dismissal, absence, tardy forms and other forms normally signed by the parents and/or guardians may be signed by students of legal age.

Notification of suspension/expulsion, withdrawal from school, absences, etc., normally sent to parents, shall continue to be sent to the parents and/or guardians of students of legal age unless the student, in writing, denies this information to the parents and/or guardians. Parents and/or legal guardians shall be notified by the school of the student’s action.

ASBESTOS
In accordance with EPA Regulations this school has been inspected for materials that contain asbestos. There is non-friable asbestos material contained in the counter and tabletops in the HS science labs and the art room workbenches. No work shall be performed in these areas or on these benches without the prior approval and direction of the school administration. A record of the inspection and a copy of the relevant regulations are available in the Principal's office at Moultonborough Academy.

ATTENDANCE POLICY
In order to fulfill the goals of the Moultonborough Academy philosophy and abide by NH State law, students must attend school. For each day a student has an excused absence, they will be given one day to make up missed work. Students must attend school a minimum of five (5) periods the day of a school-related function or event (the day before for weekend events) in order to attend the event, unless excused in advance by the administration. To encourage attendance, Moultonborough Academy has the following attendance policy.

Restored Absences
Students will be allowed to miss class, without penalty for any of the following reasons:

1. A health care provider's note stating the need and listing the days the student will remain out of school signed by the health care provider and received by the school within 5 days of the absence. Students who have reached their fifth absence and who, for legitimate reasons, are unable to go to a health care provider, may contact the school nurse.
2. A death in the family followed by a note from a parent/guardian and presented to the office within five school days of the absence stating the specific reason for the student's absence.
3. A family trip, limited to five (5) days per year - a note is to be presented to the office from a parent/guardian at least five school days in advance of their trip.
4. Any other out-of-the-ordinary event may be approved at the discretion of the Principal.

Administrative Failures
Students who miss five or more classes per quarter without the above stated reason(s) - written - will receive no higher than a grade of 69 for high school or 64 for middle school in all classes affected. Only those students with the above stated and approved reason(s) will be allowed to have missed classes restored for the quarter. Warning letters will be sent to parents whenever possible.
Excessive Absences
If the Principal feels that any student is absent an excessive amount of time, and without sufficient reason, he may take disciplinary action and warn the student's parents or guardian that non-attendance at school may be detrimental to the child's performance. Also, legal proceedings may be instituted against the parents or guardian under the provision of Chapter 193 of the New Hampshire Statutes.

Cutting Class/Truancy
Students cutting a class will be reported to the office by the teacher, receive a zero for the class missed, and receive an administrative detention. Subsequent "cuts" will be disciplined as necessary.

Students who have ten or more unrestored absences in a quarter will be reported to the authorities for truancy.

Appeal Process for Attendance Policy
Any parent/guardian or student, who does not feel that the attendance policy has been administered fairly by the school administration, may appeal the ruling to the Principal. The parent/guardian or student should write a formal letter within one week of receipt of notification stating the reason for such an appeal and present a copy to the Principal.

Any parent/guardian or student who is not satisfied with the Principal's ruling may request a hearing with the Superintendent of Schools - in writing.

Tardiness to School
Students shall be excused for up to 3 tardies per quarter without consequences to allow for such events as sleeping late, cars not starting, slow travel or other such events. Tardies will be excused for health and medical related circumstances and for family emergencies at the discretion of the administration.

Excessive unexcused tardies (more than 3 per quarter) will result in administrative detention.

Every 4th accumulated tardy will result in an additional detention. If a student continues to be chronically late to school, the Administration shall have the option of increasing the consequences for tardies including revocation of other privileges, or suspension. Tardies may be restored by the same criteria as absences.

Tardiness to Class
Consequences for being tardy to class are determined by the classroom teacher. Family emergencies, medical appointments, and other compelling reasons may be excused as determined by the teacher or the Administration.

Dismissal
Students shall not leave the school grounds from the time they arrive until the time of their departure for home. Whenever possible, students are asked to make appointments outside the school day.

Students may be dismissed from school for medical and dental appointments and other important appointments if necessary. Students who need to be dismissed must submit a signed note from a parent or guardian, requesting dismissal for the specific reason stated in the note. Notes without specific purposes cannot be honored. This note must be submitted to the office prior to the start of school and must be approved by the administration. Whenever possible, students will be dismissed between classes. Only in
the event of an emergency, may a student be excused from school by a telephone call from a parent or guardian.

Make-Up Work
Work missed because of absence from school must be made up. Students shall be given one day to make up work for each day missed. Extended absences may require extended make-up time. It is the responsibility of the student to arrange make up work with the teacher.

AUDITORIUM EXPECTATIONS
Student Expectations:
• Enter the auditorium quietly and have a seat. Classes are to sit together with their teacher. Do not climb over the backs of seats.
• Be respectful of the presenter(s) by listening quietly.
• Encourage your classmates to show respect.
• Honor the presenter(s) and thank them by clapping when appropriate.
• If being dismissed, sit near the exit and leave quietly without disrupting the presenter.
• No food or drink (including water) is permitted in the auditorium.
• All backpacks are to be left outside the auditorium.

AUTOMOBILES (JCIE, JIH)
Students must operate automobiles in a responsible manner and with concern for others at all times. The Moultonborough School District is not responsible for damage to vehicles parked on school property. Driving to school is a privilege, which may be revoked. Automobiles must be parked in the designated student parking areas, and locked. No student parking is permitted in any other location. Students, including the driver, are not allowed in vehicles during school hours, except for arrival or departure. Improper use of a motor vehicle on school grounds may result in loss of privileges, suspension from school or other disciplinary action (i.e. parking in undesignated areas, reckless driving, speeding).

Automobiles on school property are subject to search and/or removal. Students must complete an automobile parent approval form with attached verification of insurance and register their vehicle before they can drive to school. Work-study programs or other circumstances requiring the use of automobiles are to be arranged with the administration in advance. All student vehicles must display an appropriate sticker while on campus.

Abuse of driving or parking privileges will have the following consequences:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd offense</td>
<td>1 week loss of privileges</td>
</tr>
<tr>
<td>3rd offense</td>
<td>2 week loss of privileges</td>
</tr>
<tr>
<td>4th offense</td>
<td>One semester, or the remainder thereof, loss of privileges</td>
</tr>
<tr>
<td>5th offense</td>
<td>One year or the remainder thereof, loss of privileges</td>
</tr>
</tbody>
</table>

The administration reserves the right to skip one or more of the above steps.

BACKPACKS/BOOK BAGS (Middle School Only)
Backpacks and book bags are to be kept in student lockers due to their often-excessive weight. They are not allowed to be carried during passing times and/or brought to class.

BOOKS AND SCHOOL EQUIPMENT (JQ)
Students are directly responsible for all school equipment they use. Students will be held financially accountable for the replacement value of damaged or lost school equipment. This includes but is not limited to the following:
1. Textbooks (books are to be suitably covered).
2. Library books.
4. F.C.S. equipment.
5. Laboratory equipment.
7. Desks and lockers.
8. Uniforms.
9. iPads, Computers and or computer equipment and musical instruments.
10. Athletic equipment and physical education equipment.
11. Art equipment.

Students will also be held financially accountable for the repair of any school property that is damaged due to their carelessness or vandalism.

Students will not be issued final report cards or transcripts until all financial obligations are met. Report cards and transcripts will not be sent to colleges or other schools or organizations until obligations are met.

**BULLYING/CYBER-BULLYING (JICK)**

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.

**Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged act(s) immediately to the Principal or designee. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or regular school volunteer about the alleged bullying.
2. Any school employee or regular school volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible.
3. The Principal or designee may receive anonymous reports of bullying from students, parents, volunteers and visitors. Formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. Bullying reporting forms (see JICK-R) will be made available to anyone filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form.
5. Upon receipt of a report of bullying, the Principal or his designee shall commence an investigation consistent with the provisions of Section XI of this policy.
If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion.

**BUS (JICC)**  
Moultonborough School District/First Student Transportation:

The Moultonborough School District contracts with First Student for student transportation. The privilege of riding the bus is extended to all students who consistently uphold the expected standards of personal conduct on the bus. The following bus rules have been adopted by First Student and supported by their drivers and by the school district:

- Obey the driver’s direction.
- Cross the street only when the bus driver signals you to do so.
- Remain seated while the bus is moving.
- Keep aisle and exit clear.
- Do not eat or drink on the bus at any time.
- Do not throw things on the bus or out the bus windows, or at a passing bus.
- Respect the rights of others.

Students who do not cooperate and follow the above bus rules or the driver’s directions jeopardize their privileges to ride the bus. The following steps are taken in response to unsafe, rude or non-compliant behavior:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st infraction</td>
<td>Student is given a direct verbal warning by the driver. Thereafter, written bus reports will be issued and submitted to the principal.</td>
</tr>
<tr>
<td>1st bus report</td>
<td>Student receives an administrative detention.</td>
</tr>
<tr>
<td>2nd bus report</td>
<td>Student loses bus privilege for one (1) day.</td>
</tr>
<tr>
<td>3rd bus report</td>
<td>Student loses bus privilege for three (3) days.</td>
</tr>
<tr>
<td>4th bus report</td>
<td>Student loses bus privilege for five (5) days.</td>
</tr>
<tr>
<td>5th bus report</td>
<td>Student loses bus privilege for ten (10) days. Parents must meet with the student and the principal prior to the student returning to the bus.</td>
</tr>
<tr>
<td>6th bus report</td>
<td>Action as needed. Bus privilege may be suspended for the remainder of the school year.</td>
</tr>
</tbody>
</table>

In each instance, the principal or the principal’s designee will communicate with the parent/guardian. A copy of the report will be sent home. The administration may skip steps as listed above if deemed necessary.

**CELL PHONES**

Used appropriately, cell phones are important communication tools for families. However, they must not be used in a manner that disrupts the educational process, is illegal, or violates school rules. Cell phones may be used during break and lunch in the dining hall only.

1st Infraction: Phone turned into office, returned to student at end of day.

2nd Infraction (and thereafter): Phone will be returned only to a parent.

**CHEATING/PLAGIARISM**

Plagiarism is the wrongful act of taking someone else’s words or ideas and presenting them as your own, whether it is copied or bought from the Internet, another print source or from
another student. A student caught plagiarizing or cheating will receive a zero and may receive detention or suspension, as may any student who knowingly provides material for another student. The teacher will call home to explain the circumstances to the parent. Proper citations must be used when citing electronic or print information.

Examples of Plagiarism:
• Using material in its original format without modification (or with only slight modification), without referencing.
• Whole and/or partial copying, translating or paraphrasing without proper citation.
• Direct quotation of reference source without quotations marks or proper citation.
• Copying information and/or software without referencing the original author or owner.

Examples of Cheating:
• Discussing test or quiz materials with other students
• Copying answers during an exam or quiz
• Copying tests or quizzes
• Allowing another student to copy your answers
• Copying student notes or projects
• The use of the same work in more than one course without prior approval of the instructor
• Passing answers to another student on a calculator, or texting answers on a cell phone
• Using whole or partially internet-generated essays

CIVILITY POLICY (KG, KFA)
In accordance with the Moultonborough Community Charter, members of the Moultonborough School District staff will treat parents and other members of the public with respect and integrity while expecting the same in return. All persons are expected to show compassion towards the needs of others, but at the same time must have the moral courage to enforce this civility policy. It is the district’s responsibility to keep our schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Any actions by an individual or groups aimed at disrupting, interfering with, or delaying the educational process, workplace environment, or any other activity sanctioned by the district is hereby declared to be in violation of Board policy. Accordingly, the Board recognizes its responsibility to protect the districts’ employees, students and property. This policy promotes mutual respect, civility, and orderly conduct among district employees, parents and the public. It is not the intent of this policy to limit or inhibit freedom of speech. The Board recognizes that inquiry and expression are indispensable to the objectives of a school district, and are a fundamental feature of our national life. This policy, and such rules and regulations as may be required to implement it, is designed to prevent abuse, maintain public order, and assure a safe, harassment-free workplace for our students and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions. The Moultonborough School District seeks public cooperation with this endeavor.

Any individual who disrupts or threatens to disrupt school/office operations, willfully causes injury to or threatens the health and safety of students or staff, willfully causes property damage, remains in school or on school grounds without authorization, or willfully incites others to commit any of these acts, will be directed to leave school or school district property promptly by the school’s principal or any other authorized individual.
If any member of the public uses obscenities or speaks in an intimidating, loud, insulting, demeaning and/or offensive manner, the administrator or employee to whom the remarks are directed will ask the offender to communicate civilly. If the disorderly individual does not stop the behavior, the district employee will verbally notify the disorderly individual that the meeting, conference, or telephone conversation is terminated. In the case of a meeting or conference, the employee shall direct the disorderly individual to leave promptly. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.

**CLASS RANK**
Class rank is weighted. It is cumulative, based on grade point average (GPA), beginning in the ninth grade.

- **Valedictorian** – will be recognized at graduation as the top ranked senior as determined by class rank at the time of 4th quarter interim grades.
- **Salutatorian** – will be recognized at graduation as the second ranked senior as determined by class rank at the time of 4th quarter interim grades.
- VLACS courses will be used for determination of class rank using the formula: 
  \[ \text{class average} \times \% \text{ complete} = \text{grade} \]
- Class rank is subject to change after graduation due to finalization of grades.

**CO-CURRICULAR JACKET POLICY**
Moultonborough Academy acknowledges that a middle and high school career is an once-in-a-lifetime experience. Thus, in recognition of the positive impact co-curricular activities have on a student's life, the administration, faculty and staff want to encourage and recognize participation in the total school environment. Therefore the Moultonborough School District endorses the following Co-curricular Jacket Policy:

> Moultonborough Academy will recognize participation in all co-curricular activities. Students will be awarded points for participation in any and all activities associated with the Academy that are deemed to add to the quality of the students' high school experiences. Points are to be assigned to each activity predicated on the amount of time committed, the value of the experience and the contribution that the activity has to the quality of Moultonborough Academy, the community, and the student. The following point system will be subject to annual review by the administration, faculty, and co-curricular advisors subject to changes when and where they are deemed to be appropriate.

When a student believes they have accumulated 80 points, he/she should speak with the athletic director to confirm they have enough points to be awarded a school jacket. Additional awards or recognition will be added by means of letters, pins, and/or patches denoting the nature of the activity.

Points awarded:
- **All Varsity Sports** 5 points per season
- **All Junior Varsity Sports** 3 points per season
- **All Middle Level Sports** 2 points per season
- **Varsity Captain** 1 point per season
- **Co-Curricular Clubs** (i.e. Art Club, Ski/Snowboard Club, World Language Club, Math Team, Quiz Bowl, Model UN, etc.) 1 point per year
- **Club Officer** 2 points per year
• Misc. Co-Curricular Performances (i.e. Mr. MA, MA’s Got Talent, etc.) 1 point
• Student Council 3 points per year
• Class Officer 3 points per year
• Honor Roll 1 point per quarter
• High Honors 2 points per quarter
• Band/Chorus/Musical/Color Guard 3 points per year
• National Honor Society 3 points upon induction
• Mentoring 3 points per year
• All State recognition (sports or music) 2 points
• All Conference recognition 1 point

All points awarded at discretion of coach or advisor. Students may accumulate points for all appropriate activities beginning in 7th grade.

In addition, points may be awarded for any other activity deemed appropriate by the administration and new activities may be added as required.

CODE OF ETHICS FOR SPECTATORS (NHIAA)
• Exemplify the highest moral character, behavior and leadership so as to be a worthy example.
• Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
• Conduct oneself in such a manner that attention is not drawn to an individual but to the participants playing the game.
• Regulate one’s actions at all times so that the individual will be a credit to the team, knowing that the school gets the praise or the blame for the individual’s conduct, since he/she represents his/her school the same as does the athlete.
• Support all reasonable moves to improve good sportsmanship.
• Treat the visiting team and spectators as guests, being courteous and fair.
• Avoid actions that will offend the individual athlete.
• Accept the judgment of the coach.
• Honor rights of visitors in a manner in which the individual would expect to be treated.
• Respect the property of the school.
• Display good sportsmanship by being modest in victory and gracious in defeat.
• Pay respect to both teams as they enter for competition.
• Appreciate the good plays by both teams.
• Show sympathy for an injured player.
• Regard officials as guests and treat them as such.
• Direct energy to encouraging the team rather than booing officials.
• Believe that the officials are fair and accept their decisions as final.
• Learn the rules of the game in order to try and be a more intelligent fan.
• Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
• Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

Failure to abide by this code of ethics may result in removal from and/or being banned from an event, regardless of the event’s location.
COMMON AREA WARNINGS
Common area warnings are issued to students who are misbehaving in common areas of the school (such as the dining hall, hallways and courtyard). Students will be told they are being issued a common area warning, and a slip will be turned in to the Administration. Students who accrue three common area warnings will be issued an administrative detention.

COURSE CHANGES
Students are expected to take a full course load, consisting of at least 4 "academic core" courses and 2 other course selections (i.e. foreign language, physical education, technical education, home economics, business, art, music, apprentice, student aides, vocational courses). Exceptions to this will be determined by the Administration and guidance with input from the student and parents.
Student Aid credits do not accumulate toward graduation, but are recorded on the transcript. This credit will not be totaled into class rank or standing. The credit will not be counted toward the twenty-three and one half required credits required for graduation, unless it is for an approved apprenticeship program.

The Board reserves the right to waive District credit requirements for extenuating circumstances at parent and/or student request.

Students may ADD courses to their programs during a 7-day period after the start of school. Thereafter, a course may be added only with the prior written permission of the teacher involved, followed by parental or guardian permission and approval of the guidance director.

If a student is carrying 7 credits, a course may be dropped after speaking with the guidance director (up to 12 days after the start of school). Thereafter, a course may be dropped only after the following procedure is followed:

1) Student obtains a "Drop" form from the guidance office.
2) The student's parent or guardian signs the written statement by the student, indicating approval.
3) The signed statement is given to the teacher for comments and signature.
4) The signed request is referred to the guidance director and Principal for a final decision.

A teacher may also initiate a drop or course transfer, which will require parental permission.

Any course dropped after three weeks of school will be recorded on the student's permanent record including the grade for the course up to the time of dropping and a notation indicating withdrawal.

DANCES
Groups sponsoring a dance must have the date approved by the Administration at least 10 school days in advance. The Facility Use Form must be completed at least 5 school days prior to the dance.

1. Students must be in school a minimum of five (5) periods the day of a dance in order to attend the dance. Exceptions may be approved by the administration in advance.
2. Dances sponsored by organizations of Moultonborough Academy are open only to members of the student body with the following exception:
   Each Moultonborough Academy student may invite one guest. The guest must be of the grade level of the group attending the dance (older guests must be approved by the administration). All guests
must be approved by the administration and registered in the main office one day prior to the dance. The behavior of a guest is the responsibility of the sponsoring Moultonborough student. Guests must be in high school or be recent high school graduates in order to attend the junior/senior prom. No guest may be over the age of 20.

3. Separate dances will be held for grades 7-9 or 9-12 except when approved in advance by the administration.
4. Students will be permitted to enter a dance only for one hour after the doors open. Exceptions may be made by the administration in advance.
5. Once students have entered the dance they must remain in the building. Students leaving a dance will not be allowed to re-enter and parents may be notified.
6. No drugs including alcoholic beverages and tobacco products are allowed on school property.
7. Failure to comply with rules, directions of chaperons, staff members, or police officers will result in removal from dance and possible suspension from school.
8. Normally, elementary students are not allowed at middle school or senior high dances. Exceptions may be made by the administration.
9. Sponsoring organizations are required to clean up after the dance.
10. Dancing must be appropriate (no grinding, no “mosh pits”).

DINING HALL
The dining hall is a place where students can enjoy their lunch or break in a calm, orderly and pleasant environment. Students are expected to pick up and clean after themselves. If students leave their dining room area messy, they will be required to come back, clean it up, and may also receive administrative detention.

Students are not permitted to have food outside of the dining hall area without specific permission from the Administration. However, they may eat outside in the courtyard.

The dining privileges are contingent upon the areas being kept neat and clean.

DIRECTORY INFORMATION (JRA)
The Moultonborough School District defines "directory information" as: name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and most recent educational institution attended.

The Moultonborough School District will release such directory information to all external agencies and institutions, including military recruiters, upon receipt of a formal request for such information.

Parents or students may refuse release of any of the above personally identifiable information by checking the appropriate box on their student emergency form, or by providing a written request to that effect to the Principal, Moultonborough Academy, Box 228, Moultonborough, NH 03254, by September 15th of the current school year.

In the interest of encouraging and facilitating communication among all families in the Moultonborough School Community, class lists, family telephone numbers and addresses and parent/guardian names will be made available to parents or guardians within the Moultonborough school community, either by classroom distribution or specific request. No information about our students or their families will be provided to individuals outside the school community except through the directory information procedure described above. (For the purposes of this policy, “school community” is defined as all enrolled students, their parents or guardians and all school faculty and staff.)
DISCIPLINE (JIC, JICD, JICDD, JKA)
Discipline as an extension of responsibility and respect is a cornerstone of any successful school. Our philosophy of discipline is based upon respect for oneself, respect for other students, respect for teachers, staff, and parents and respect for property. It is necessary for students to give and receive respect in order to provide a productive learning environment.

*Students who violate classroom and/or school rules face a progression of disciplinary consequences.*

**Disciplinary Responsibilities: The Classroom Teacher**
1. The classroom teacher has initial follow-up responsibility for correcting student conduct within their classroom and study halls.
2. Disciplinary action on the teacher’s part should include the following (all three steps may be taken on any infraction):
   a. A warning/reprimand to the student.
   b. Parent/guardian contact via phone or mail.
   c. A one-half hour or hour teacher detention with 24 hours notice to the student.
3. Teachers may make referrals to the administration on those students who have committed a major infraction of school rules or who have not responded to the disciplinary action of the teacher. Teachers sending students to the office for immediate attention by the administration should notify the office that the student has been removed from the class AND follow up with the administration by the end of the day.
4. Teachers may also refer to the administration those students who violate school rules at school-sponsored functions and on school grounds before, during and after school that may not be directly related to their supervision.

**Disciplinary Responsibilities: The Administration**
1. The Administration’s actions may include one or more of the following steps:
   a. Conference with student.
   b. Conference with referring teacher (if applicable).
   c. A joint conference of student, teacher, administrator (if warranted).
   d. Contact of parent/guardian via phone or notice for any student sent to the office.
   e. Assignment of detention or other consequences fitting the infraction (with 24 hours notice for any after school consequences).
   f. Social probation (removal) from extracurricular activities.
   g. Suspension of up to ten (10) days (in school); credit will be given for attendance and assignments done.
   h. Suspension up to ten (10) days (out of school); the student is expected to make up all missed assignments and will receive credit for work completed. Out of school suspensions are considered unexcused absences.
   i. Referral to Superintendent of Schools for suspension of up to twenty (20) additional days.
   j. Referral to School Board for suspension of more than twenty (20) days or for expulsion from school.
   k. Student suspended from the Governor Wentworth Vocational Program will also be suspended from academic classes at Moultonborough Academy, and vice versa, as a reciprocal policy.
2. Students are subject to administrative detention (one or more hours) or other appropriate disciplinary action for the following offenses (this is not an exclusive list):
   a. Failure to comply with reasonable request from a teacher.
b. Disruption of school activities.

c. Littering/vandalism.

d. Failure to abide by lunch procedures.

e. Misuse of school passes.

f. Habitual tardiness to school/class.

g. Failure to report to a teacher detention.

h. Throwing objects/snowballs.

i. Cheating, lying.

j. Behavior deemed inappropriate for school environment.

k. Skipping class.

3. Students are subject to suspension from school for the following (this is not an exclusive list):

   a. Possession of a weapon, ammunition, or knife. (RSA 193-D / JICI)

   b. Possession of/under influence of drugs/alcohol. (JICH)

   c. Smoking on school grounds and use of chewing tobacco (possession of both if under 18 years of age). (JICG)

   d. Obscene language/pornographic material/sexual behavior.

   e. Vandalism.

   f. Insubordination/direct insult to teacher.

   g. False alarm/bomb scare.

   h. Truancy. (JHB)

   i. Failure to report to administrative detention.

   j. Theft/Burglary/Robbery.

   k. Repeated offenses.

   l. Fighting/assault (including sexual assault).

   m. Threatening/harassment.

   n. Gross misconduct.

   o. Refusal to conform to the reasonable rules of the school.

   p. Posing a direct threat to the safety of others.

   q. Leaving school grounds without permission.

   r. First- or second-degree assault.

   s. Simple assault.

   t. Lewd or lascivious behavior.

4. Students are subject to expulsion from school for the following (JICD-R):

   a. Homicide

   b. First or second-degree assault.

   c. Simple assault.

   d. Felonious or aggravated felonious sexual assault.

   e. Criminal mischief.

   f. Unlawful possession or sale of a dangerous weapon.

   g. Arson.

   h. Burglary.

   i. Robbery.

   j. Theft.

   k. Illegal sale or possession of a controlled drug.

   l. Bringing to school or possessing a gun without written authorization of the superintendent.

   m. Gross misconduct.

   n. Repeatedly committing acts that are grounds for suspension.

   o. Bringing to school or possessing explosive materials or devices.
DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS (JICDD)
The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if, in Principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

DISPLAYS OF STUDENT WORK
Student artwork, displays and notices should respect the spirit of the Moultonborough Community Charter. Displays that create a distraction, generate a hazard, or refer to sex, violence, discrimination or drugs (including alcohol and tobacco products) will be considered inappropriate.

DRESS CODE (JICA)
It is the philosophy of Moultonborough School District that appropriate school dress demonstrates respect for oneself, classmates, and faculty. Clean and tasteful grooming nourishes a sense of pride in the school and in the learning process. By keeping to the spirit of the dress code students display maturity and dignity.

The responsibility for the appearance of the students rests with the parents/legal guardians and the students themselves. It is the right of each individual to dress according to their personal preference provided that the execution of this right does not interfere with the rights of others, cause disruption to the educational process, damage to school property or constitute a health or safety hazard. Clothing, jewelry and accessories must be modest, must be in good taste, and cannot refer to or promote the use of drugs, alcohol, tobacco products, sex, weapons or violence, discrimination, or vulgarity.

The following regulations have been developed to assure adherence to Moultonborough Academy's dress code philosophy. These rules are not comprehensive and the administration will have the discretion to state what is and is not appropriate in keeping with the dress code philosophy should an issue arise.

- No undergarments should ever be visible.
- Hats or other head coverings are not allowed to be worn and must not be carried or otherwise visible during the school day while in the building.
• Sunglasses may not be worn in the building during the school day.
• Tops must not expose large areas of the upper body (back, chest, shoulders, midriff). Tops cannot have necklines that are lower than the straight line from the top of the underarm across to the opposite underarm. As such, muscle shirts, tube tops, strapless shirts, backless shirts, halter-tops, spaghetti straps, racer-back tops, one-shoulder tops or tops with shoulder straps less than two inches wide are not permitted.
• Pants (including yoga pants, leggings, and sweatpants) must meet the bottom of the shirt and must be worn at or above the hips. Tights, spandex and pajama pants are not considered appropriate pants for school and therefore may not be worn as pants. Logos or writing is only allowed on the legs or waist of the pants.
• Shorts & Skirts. The top of the shorts and skirts must be worn at or above the hips. Dresses, skirts, skorts, and shorts shall not be shorter than 5 inches (the length of an index card) above the knee cap at all times (while standing and sitting, without adjusting). Dresses, skirts, skorts, shorts, and pants worn over tights must continue to comply with the length and decency requirements of the dress code.
• No holes in clothes are permitted 5 inches above the knee or higher.
• Dresses must conform to the requirements articulated for both tops and shorts/skirts.
• Clothing underneath anything sheer must adhere to all aspects of the dress code.
• Jewelry – no jewelry or accessories shall be worn that could create a distraction or be considered a safety hazard. Examples include but are not limited to: long pocket chains or other heavy chains, spiked collars, spiked wristbands, etc.
• Shoes must be worn at all times.

NOTE: If you have to adjust your clothing to adhere to the dress code, then you are not following the dress code (e.g.: adjusting skirt length, keeping shirt up on your shoulders or pulling shirt up to meet line from armpit to armpit).

The above regulations apply during the regular school day (7:30 – 2:20). After school and at co-curricular functions students are still expected to adhere to the basic standards of decency and modesty, and to refrain from wearing clothing articles that refer to or promote the use of drugs, alcohol, tobacco products, sex, violence, discrimination, or vulgarity.

Violations

Any student found in violation of the dress code will be given an opportunity to correct the violation. A student may correct the violation by changing the article of dress that is in violation through one of the following options:

• Changing into appropriate clothing they have with them at school; or
• Calling someone to bring them an appropriate change of clothing; or
• Borrowing clothing from the supply in the office.

If a student chooses not to correct the violation, they will be sent to the office and will be in ISS for the remainder of the day or until the violation is corrected.

DRILLS
Drills are conducted for everyone’s protection. It is expected that all students will participate in a quiet and orderly manner and will follow directions of staff members. Exits are posted in each room. Attendance will be taken with your assigned teacher at that time. Teachers should take grade books with them if they exit the building.
**DRUGS/ALCOHOL (JICH)**

A student shall not knowingly possess, use, transmit, be in the presence of, or be under the influence of any alcohol, controlled drugs, drug paraphernalia, alcoholic beverage containers or their facsimile on the school campus or at any school-sponsored activity on or off school premises.

All over the counter and prescription drugs must be given to the school nurse.

Any student found in possession or under the influence of alcohol or any controlled drug or its paraphernalia as described above, anywhere on the school property or at any school sponsored activity, shall be liable to suspension or expulsion following the completion of investigation and consultation with a parent or legal guardian. If a student immediately, without interaction, walks away from the presence of those items above they are not considered to be “in the presence of.”

In cases of drug or alcohol violation, the administration shall take corrective action as appropriate to each case. Action may include the following:

1. Notification of parent, police, School Board and Superintendent of Schools.
2. Referral to Student Assistance Person (SAP).
3. Suspension - out of school for up to 10 days.

The School District reserves the right to conduct searches of all school property and the property of students brought onto the school premises (see also Interrogation and Personal Search).

At the discretion of the Administration violators of this policy may be required to submit to a drug and alcohol evaluation conducted by the district’s student assistance person (SAP), or attend a meeting of the School Board with their parent or legal guardian for action by the Board.

Students unable to stay alert or awake in class will be sent to the nurse and then home. Repeated incidents may result in the parent being advised to take the student to a health care provider.

**EARLY GRADUATION (IKFA)**

The Board has adopted procedures pertaining to early graduation for individual students. Students should see their guidance counselor or the principal for a copy of these procedures. Such procedures shall require parental involvement for students under the age of 18. Consistent with local policy, the High School Principal shall recommend such requests if he/she determines that all state and local graduation requirements shall be met and that early graduation shall be related to career and / or educational plans of the student making said request.

Students who graduate under this policy are considered third year high school students. They are not members of the senior class and do not have benefits given to seniors (e.g. senior privileges, senior class trip, senior photo in yearbook). Students who graduate under this policy will be allowed to attend the Senior/Parent Banquet and participate in the Senior Class Graduation Ceremony.

**ELECTRONIC DEVICES (JICJ)**

Handheld video games, iPods and other similar devices may be used in the dining hall during lunch, break and after school, as well as in study halls. At teacher discretion, students may use these devices in the classroom. They are to be put away and out of sight in all areas beyond the dining hall unless given teacher permission in the classroom. If it is distracting to another student or teacher, the privilege will be taken away from that
student. Parents may choose not to allow students to bring them to school. Pagers, beepers, laser pointers and similar devices are not permitted without the approval of the administration.

**ELIGIBILITY (JJIB)**

Basic eligibility for interscholastic athletics and other co-curricular activities will be as follows:

- The student must pass four units of work during the previous quarter in order to represent the school in any NHIAA contest or co-curricular activity during any part of the following quarter. In addition, participants will also fall under the guidelines of academic probation.
- The student must adhere to all school rules and regulations. Any student receiving a written discipline referral that results in an administrative detention or suspension will lose eligibility to participate in the next scheduled co-curricular or athletic event.
- The student must follow all school, town, state and federal laws and/or regulations concerning the consumption of alcohol, chemical and organic substances, and shall not smoke during an athletic season.
- The student shall show respect, and be courteous to officials, teammates, opponents and coaches.
- The student must follow coaching directions, and attend all practices, unless excused by the coaching staff or activity director.
- The student will maintain a clean and neat appearance on all road trips (dress code to be determined by each coach).
- The student must follow all conference, state and national rules and regulations.
- The student must be in attendance at school before the beginning of period 3 (C-block) and remain for a minimum of five (5) periods in order to participate in any co-curricular event, activity or practice on that day (or the day before weekend events) unless a parent/guardian contacts the Administration prior to the start of school. The Principal may waive the attendance requirement. Requests should be made at least one day prior to the absence.
- Students must ride the team bus to and from each event. An exception may be granted for the return trip if a parent drives or picks up a student and has so informed the coach.
- Students participating on athletic teams must have an annual physical examination.

Failure to comply with the above may result in ineligibility, suspension from the team, or other action as determined by the coach, the Athletic Director, advisor, or administration.

**EMERGENCY CLOSING OF SCHOOL AND OR DELAYED OPENINGS**

School closings or delayed openings for emergency reasons will be broadcast on the district’s Connect 5 system, as well as the following radio stations: WASR-Wolfeboro, WLNH & WLKZ-Laconia and WNNH (99 F.M.), WSCY-Moultonborough, WMUR TV Channel 9, Manchester, and WCSH TV Channel 6, Portland, Maine. If school is closed because of weather conditions all school activities including town recreation and adult education are cancelled.

**EMERGENCY RESPONSES (JLCE)**

The following responsibilities of staff have been identified by the Moultonborough School District for the protection of your student in case of emergency:

1) Administer first aid as necessary.
2) Summon medical assistance (may include calling 911).
3) Notify administration.
4) Notify parents.
5) Complete and submit accident reports.
When placing a 911 call: give your name, location, and phone number at the location, describe injury to the best of your ability, give age and gender of injured person, stay on the line until responder hangs up.

EXAMINATIONS
- There will be no formal schedule of mid-year exams. Classes will run as usual during the last week of the second quarter. Teachers may administer exams at the end of that quarter according to teacher discretion.
- The final exam grade will be computed not to exceed 20% of the student's final grade.
- The final exam score will be recorded on the student's transcript.

FIELD STUDIES (IJOA)
Transportation to all school sponsored events will be arranged by the school district. Parent permission forms should be completed for all events requiring transportation except athletics. Students may not drive themselves to extra curricular events or field trips. The administration may approve driving to an in-town event or waive this section due to extenuating circumstances. Such exceptions must be approved in writing by the Principal. The bus company must be called if the advisor discovers that the bus will be overloaded. Students not picked up from school within thirty minutes of returning from a field trip will not be permitted to attend the next field studies trip.

FUNDRAISING GUIDELINES (JJE)
I) No fundraising activity may be initiated without prior approval.
   - Fundraisers requiring solicitations must be approved by the administration and the School Board. The process for such approval is outlined in No. III.
   - Fundraisers that are service oriented must be approved by the appropriate building principal. These will not require School Board approval.
   (Notwithstanding this provision, the Board must approve all overnight trips.)

II) Definition of terms
   A Solicitation means any form of fundraising in which fundraisers actively sell or promote products, tickets, ads, magazines, or services by seeking out prospective purchasers. Examples may include and must be limited to:
   - The sale of any kind of tickets where these are actively promoted to individual purchasers. (Please note that this provision does not limit tickets which are sold at a "gate" where prospective purchasers choose to come in order to make such a purchase.)
   - The sale of advertisements/boosters, etc. to businesses or individuals.
   - The request of donated goods when fundraisers go directly to prospective donors for whatever products may be sought. Exempt from this provision is the solicitation of up to a total of $25.00 worth of goods that might be contributed by a business to support a fundraising event. Examples of this type of exemption might include the donation of flour and pancake syrup for breakfast, and the donation of car wash detergent to support car washes.

   B Service Oriented Fundraisers means those in which no solicitation occurs (as defined above) and in which a legitimate service or product is offered for sale at the prospective purchaser's initiation. Examples of these types of fundraisers include, but are not limited to:
   - Car washes.
   - Food events where no solicitation of donations or tickets takes place.
   - Sale of goods when no solicitation is involved.
III) The following fundraisers are prohibited:

- The sale of advertisements/boosters to businesses or individuals. Exempted from this provision are solicitations done by the school’s Yearbook.
- Fundraising done by an individual on his/her own behalf, whether or not it is for participation in a school supported event or activity.
- Pledges of money for activities, which do not result in a value received for the contributor, are considered to be solicitations. These solicitations are allowable only under the provisions of IV. In all other instances, such pledges shall be prohibited.

IV) Approval of solicitations: By October 1 of each school year, school groups interested in solicitations will submit requests to their building Principal. These requests will include:

- An explanation of the activity the solicitation will be supporting (e.g. Service Learning Trip, Foreign Language Trips).
- An estimate of the amount of money to be raised.
- Listing of types of solicitations, which are proposed.
- Listing of fundraising activities and their approximate dates.
- After an administrative review of all such requests, a meeting will be held of all those submitting proposals. At this meeting, the administration will review all requests and attempt to reach consensus regarding a recommendation to the Board. Whether or not consensus is reached, the administration is responsible for making a recommendation to the Board that includes the following:

1. A listing of all proposed solicitations and the activities these would support.
2. From the total list (#1 above), a list of those solicitations being recommended by the administration, and the activities these will support.
3. The total dollar amount of solicitations to be allowed for all solicitations recommended.
4. The approximate dates when fundraising activities will take place.

For the regular October Board business meeting, Board members will receive all of the above as backup information with their agenda, and may request more information about the purposes for which fundraising might take place, prior to the meeting, so that this information is available at the time of the meeting. The Board will make a determination of allowable solicitations at its October meeting.

V) Subsequent to the October Board meeting, solicitations will not be considered for approval until the following October Board meeting except under extraordinary and extenuating circumstances. Such exceptions must be recommended by the administration and approved by the School Board.

GRADING (IKA)
Definitions of grades:
90 -100  Mastery of the subject matter. Meets all course objectives, reflecting outstanding achievement and understanding. Demonstrates ability to manipulate and apply subject matter without supervision.

80 - 89  Mastery of nearly all subject matter and course objectives, reflecting above average achievement and understanding. Ability to manipulate and apply subject matter with minimal direction, carrying out independent study with minor support and assistance.
Mastery of majority of subject matter and course objectives. Requires regular support and direction in order to meet objectives.

0 – 69 (HS) Student has failed to meet the minimum expectations of the class.

65 - 69 (MS) Meets minimum standards of the class, reflecting limited achievement in course objectives. Basic understanding necessary for progress in the subject is negligible.

0 - 64 (MS) Student has failed to meet the minimum expectations of the class.

I Incomplete
W Withdrawn from course
M Medical Excuse (Physical Education only)

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High school courses are competency-based courses. These classes have well-defined course competencies; in order to receive course credit, students must 1.) Pass each summative assessment with a 70% or better and 2.) Have a 70% or better class average. Students who re-take a summative assessment will receive no higher than a 70%. Summative assessments more than 2 weeks late will receive a grade no higher than 70%.

Under the Federal Law, the Freedom of Information Act, Students may at any time have access to a written copy of any and all grades. Student effort, attitude and work habits will be reported as indicated on the report card.

Incompletes

1) Incomplete grades due to failed summative assessments should be made up as soon as possible while material is still fresh in the student’s mind.

2) Incomplete grades not made up by the start of the succeeding school year will be converted to a failing grade (69%).

GRADUATION REQUIREMENTS (IKF)

Twenty-three and one-half credits are required for graduation from Moultonborough Academy.

1) 4 English credits
2) 4 Social Studies credits (Must include: Early US/NH, World Studies, US History, and Government/Economics)
3) 3 Math credits (must include algebraic concepts)
4) 3 Science credits (Must include: 1 Biology, 1 Physical Science, and 1 choice)
5) 1 Physical Education credit
6) 1 Health credit  
7) ½ ICT credit  
8) 1 Arts Education credit (Art, Music, Humanities)  
9) 3 Restricted elective credits from Art, Foreign Language, or Practical Arts  
10) 3 Open elective credits  

*Students are expected to take 6 full credits per year to be considered a full-time student.

**HARASSMENT/BULLYING (JICBB, JICDD)**  
(Also see “Bullying” on page 12.)  
Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Incidents of bullying or harassment should be reported to the school administration for further investigation and appropriate disciplinary action.

**HAZING (JICFA)**  
NH State Law (RSA: 631:7) makes it a class B misdemeanor to knowingly participate in, submit to, or be present at an act of hazing. Hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

**HEALTH SERVICES (JLC, JLCA, JLCB, JLCC)**  
Our school nurse is a registered nurse and provides health service on a daily basis. The nurse's office is for student illness or emergencies that occur during the school day. Generally, arrangements will be made to take students home if they need to be in the nurse's office for more than one period.  
Health records are maintained and updated on a yearly basis. Parents are asked to comply with State and District as follows:  

1) New or entering students must provide documentation of their having had a physical examination during the previous twelve months within 30 days of enrollment.  
2) Basic immunization requirements must be met prior to attendance.  
3) Religious or medical exemptions must be documented through the Superintendent of Schools.  
4) Students may be screened in the areas of height, weight, vision, hearing, blood pressure, scoliosis and peticulosis.  
5) If a student is absent due to a fever of 100 degrees or above, they should remain home until fever-free for 24 hours without the help of antipyretics such as acetaminophen or ibuprofen.

**HIV/AIDS (JLCCA)**  
The MSD policies and procedures governing students with HIV/Aids are outlined in policy JLCCA. Copies of this policy may be requested from the Principal's office.

**HOMEWORK (IKB)**  
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 home.  
The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the pupil.
Homework shall be counted toward determining the quarter grade. Each teacher shall inform the student at the beginning of each course of study of the relationship between homework assignments and the final quarter grade.

**HONOR ROLL**
It is the philosophy of the school district that the honor roll recognizes individual student achievement and effort. It does not reflect class ranking.

- **High Honors:** Based on a student having all As (90 or above).
- **Honors:** Based on a student having all Bs or better (80 or above).

For the purpose of the Honor Roll criteria only, Advanced Placement classes will be weighted as follows: 83 or above qualifies as an A.

**INCOMPLETE GRADES**
Students who receive an incomplete as a grade for a course will have two weeks from the last day of the marking period to complete necessary work. It is the responsibility of the student to contact the involved teacher concerning incomplete work, assignments or examinations. If work is not completed after two weeks, the student will receive a grade based on work completed through that date. Exceptions will be made for a student absent for prolonged periods of time with documented reasons. Exceptions will be determined by the teacher involved, the guidance director and the administration. Incompletes will be issued only after final approval of the Principal.

**INSURANCE (JLA, JLCA)**
Students may avail themselves of group insurance. Information concerning the insurance plan will be made available the first few weeks of school.

In order for students to participate in any interscholastic sport they must carry health and accident insurance. A copy of the insurance certificate or policy must be kept on file with the athletic director. School health and accident insurance is one option. If this presents a financial burden, students should see the athletic director to make arrangements. A student may not participate in practices or events until this policy is met.

**INTERVIEWS AND INTERROGATION (JIHD)**
In situations where a student is suspected of violating Board policies or school rules, the principal or designee may question potential student victims, witnesses and the student in question without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student’s family, no contact with the student’s family will be made. If the student accused of the violation denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. An interrogation must be done in private, if possible. School district officials must make a reasonable effort to notify the parents giving them an opportunity to come to the school for the interrogation.

Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students’ class time. The principal and principal’s designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement officials.

enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

**LATE BUS**

In order to provide transportation to students who participate in after school activities, extra help, disciplinary action, athletics, band, and drama, the Moultonborough School Board provides an additional school bus, which departs after the conclusion of after school activities. This bus, called the "late bus," serves an important purpose. It allows students who have no independent means of transportation to participate in after school activities. It also eliminates the need for parents to spend considerable time transporting their children from after school activities. However, use of the late bus by a student also means that the student will not be arriving home until much later than if the student had taken the regular bus.

Students are not permitted to leave school grounds and return to board the late bus unless as part of a supervised activity or with permission of the after-school coordinator. Only students who have signed up with the after school program will be permitted to ride the late bus. The after school coordinator(s) will provide a daily roster to each bus driver, listing those students who have been approved to ride the bus.

The late bus leaves the Academy at 4:00 p.m., on Monday, Tuesday, and Thursday, but does not follow the regular bus routes. It goes down the Neck, Route 109 and Bean Road, and as a result, students may not be dropped off directly at home.

**LIBRARY MEDIA PROGRAM**

Students in the Media Center will maintain an atmosphere of quiet study. Anyone who is not using his or her time productively will not be allowed to return during study hall later that same day.

1. Assignments and projects that do not require the use of library resources should be done in class or study hall.
2. Students needing library resources such as computers or Library seating during their study hall must have a green assignment pass from a classroom teacher, and must first report to their study hall for the S.H. teacher’s signature.
3. Students coming to the library should immediately present their pass to the library staff. When leaving, students should request a hall pass. Seniors sign in and out on the senior list.
4. There is no limit to the number of books a student may check out. The library may limit the number on any one topic. Books circulate for 2 weeks. Students may bring the item in for renewal.
5. No food or non-water beverages are allowed in the library. Students may bring clear water only to the table area of the library but not near the computers.
6. A student violating rules will lose privileges for a week on the first infraction, two weeks for a second infraction, and a month for a third infraction. Further infractions may incur more serious penalties.
7. Students may use the online catalog from any school or home computer. If they log in they can view their own circulation information and create resource lists.
8. Students are encouraged to use the library website as a portal for research and for access to our subscription research databases. Ask the library staff for database passwords for use at home.
9. In case of fire alarm, students in the library on a pass or senior sign-in should follow library staff to the appointed location outside where attendance will be taken.
LIBRARY USER RECORDS (CONFIDENTIALITY)
The Library Media Center complies with the New Hampshire Library Records Confidentiality Law (HB36), passed on July 21, 1989. This act protects the confidentiality of library user records, including information system and archival records related to the circulation and use of library materials and services. All such records are confidential and shall not be disclosed without the consent of the user or pursuant to subpoena or court order.

LOCKERS (JIH)
Students are responsible for appearances and neatness of lockers. Lockers should not be defaced nor should materials be attached or posted to the outside of lockers with anything other than tape or magnets. The school is not responsible for stolen or lost property. The school will make available locks for student lockers. Students using their own locks must notify the office, supply a key or combination for the lock and remove the lock at the end of the year. Lockers are the property of the school district, and students should expect that lockers will be searched. Searches may take place using canines or any other means chosen by the Administration. Willful defacing or damaging of lockers will result in financial reimbursement to the school for repairs. Students may put in space saver shelves etc. to help save space as long as these are not permanent.

If space allows, students may store gym bags or backpacks on the ramp shelves or behind the railing. NO ITEMS ARE ALLOWED IN FRONT OF THE RAILING ON THE RAMP.

LOST AND FOUND
Lost and found items are kept in the red bin in the gym. These items are removed from the school at the start of each vacation. Students and parents should be sure to check regularly for missing items.

MEDICATION (JLCD)
All medication must be clearly labeled and left in the nurse's office along with written permission from a physician and/or a parent to administer the medication. Prescription medication requires a physician’s written note. Medication includes all prescription and non-prescription over the counter drugs. The distribution of medication is done by the school nurse, or in her absence by a person designated by the Principal. Students must not have prescriptions or over the counter medication on their person or in their lockers.

NATIONAL HONOR SOCIETY
The National Honor Society chapter of Moultonborough Academy is a duly chartered and affiliated chapter for this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Students for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 11th or 12th grades are eligible for membership. For the scholarship criterion, a student must have maintained a scholastic average of 87% or better after at least 8 marking periods. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate’s character, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council
is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Membership in the NHS carries high expectations for continuing excellence and Scholarship, Leadership, Character, and Service. If the faculty council feels a concern about a given member has merit, then a letter of warning placing the student on Probation will be issued by the advisor.

Definitions:
**Leadership** - The student who exercises leadership:
- Is resourceful in proposing new problems, supplying principles and making suggestions.
- Demonstrates leadership in promoting school activities. Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding.
- Demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

**Service** - The student who serves:
- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any required service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does community and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

**Character** - The student of character:
- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
• Has powers of concentration and sustained attention as shown by perseverance and application to students.
• Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
• Actively helps to rid the school of bad influences or environment.

Appeals in cases of non-selection
Students who are not selected may seek feedback from the Honor Society Advisor. If they're not satisfied they may appeal in writing to the Principal within five school days of notification of non-selection. If the Principal feels a technical or procedural mistake has been made, he may reconvene the Faculty Council. Disagreement with the decision of the Faculty Council is not, in and of itself, grounds for appeal. Appeals beyond the Principal should follow the school's standard appeals process.

NON-DISCRIMINATION POLICY/TITLE IX (ACE, IHBA)
Procedural Safeguards – Nondiscrimination on the basis of Handicap/Disability
The District provides the following Notice of Procedural Safeguards to parents/guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Special Education Administrator is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

Grievance Procedure: As the parent/guardian of a handicapped student or as a handicapped person, you have the right to notify the above designated employee with your complaint.

The designated employee will make an initial response to the complainant within ten (10) days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably informally. A written record of the resolution of the complaint should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If that effort fails, the parent/guardian may request a meeting with the Superintendent with a copy to the Special Education Administrator. If the complainant is dissatisfied with the Superintendent’s decision, then he/she may request a meeting with the School Board.

The parent/guardian may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above steps, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Section D Procedural Safeguards: As required by Section 104.36, as the parent/guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.

**PARENTAL OBJECTION TO SPECIFIC COURSE MATERIAL (IGE)**
The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, she/he shall notify the building principal in writing of the specific material to which they object and request that the student receive alternative course material. The alternative must be sufficient to enable the child to meet state minimum standards for education in the particular subject area and must be agreed to by the parent/guardian and the building principal or designee. The parent/guardian shall not be required to provide a reason for objecting to the materials. Any cost associated with the alternative course materials shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

**PARENT/GUARDIAN TEACHER CONFERENCES**
Teachers are available for parent/guardian conferences during the school year by appointment. Parents/guardians are encouraged to take advantage of this opportunity to discuss their student's progress.

**PASSES**
Students must have a hall pass when not in class. Passing time is an exception. Passing time is three minutes.

**PAWS (Panther Academic Work Session)**
PAWS is a designated advisory block (E-Block) in the existing MA schedule when most students and faculty will be available to work with each other. It takes the place of one study hall that most students have had in their schedule. PAWS provides time when teachers are available during the school day for remediation, competency recovery and enrichment opportunities.

**PROMOTION / RETENTION (IKE, IKF)**
Promotion from grade seven to eight and eight to nine will result if the following requirements are met:
- Passing grades in at least three major subjects (Language Arts, Math, Science, Social Studies).
- Promotion may be granted by the Principal for extenuating circumstances. At the secondary level, students must earn a given number of credits in order to advance to the next higher grade.
  - To grade ten – minimum five credits.
  - To grade eleven – minimum eleven credits.
  - To grade twelve – minimum seventeen credits.
  - To graduate – minimum 23.5 credits.
PUBLICATIONS (JICE)
All student publications must be approved by the Principal prior to publication. Any publication not approved by the Principal will not be considered a school publication and shall not be distributed on school property.

The Principal or his/her designee has the right to limit or edit the contents of any school publication. There is the assumption that nothing published in student publications will be libelous, be slanderous, be obscene, advocate illegal activities, infringe on copyrighted material, or otherwise cause substantial disruption to school activities and functions.

PUBLIC COMPLAINT POLICY AND PROCEDURE (KL)
The Moultonborough School District has a formal process for handling public complaints. A copy of the full policy is available at either school or from the Superintendent's office. Essentially it is a four-step procedure:

1) Informal meeting with parent and school district employee.
2) **Step One** - Meeting with parent, employee and principal or athletic director. A written formal complaint should be made prior to the step one meeting or to proceed to Step Two.
3) **Step two** - a formal meeting with the Superintendent.
4) **Step three** - a formal meeting with the members of the School Board.

RECORDS (JRA)
The Principal of each school will be the custodian of all student records for that school.

Adult students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

Parents/legal guardians and adult students (18 years) have:
• access to student records kept (cumulative academic file, health and discipline records),
• the right to inspect and receive copies of records, upon submission of a written request,
• the right for interpretation of records,
• the right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement,
• the right to lodge a complaint with the US Department of Education if mandates are not adequately implemented.

REPORT CARDS
Report cards will be issued in November, February, April and June. Report cards need not be returned to the school.

RIGHTS & RESPONSIBILITIES (JI, JIA)
Student Rights:
The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the School Board.
3. All students have the right to expect that the school will be a safe and healthy place to gain an education.
4. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action or the offense.

6. All students have the right of due process in disciplinary matters resulting in suspension from school.

7. All students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

**Student Responsibilities**

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.

2. All students have the responsibility to assist the school staff in running a safe and healthful school.

3. All students have the responsibility to apply themselves to their schoolwork, complete assignments on time, respect school property, conduct themselves properly, and to be willing to work for self-improvement.

4. All students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves accordingly.

5. All students have the responsibility to dress and appear in a manner that is both neat and clean, and which does not create a distraction or hazard to himself/herself or to others.

6. All students have the responsibility to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.

7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

**SCHOOL BOARD POLICIES**

Copies of the Moultonborough School District's policies are available for review in the Media Center and the Principal's office.

**SENIOR PRIVILEGES**

For the purposes of senior privileges, “senior” is defined as a 4th year high school student who has earned 17 credits.

Seniors must attend all scheduled classes. They must sign out at the main office if they leave the building during regularly scheduled study hall periods. Seniors who elect to stay on campus during study hall time must be involved in quiet and constructive activities in the media center, dining hall, or study hall. Seniors may not pass through the hallways without a pass. If they report to the study hall, they must stay for the entire period and abide by study hall rules. This privilege is subject to parent approval and compliance to specific rules. Permission forms and rules are in the office. Seniors who assist underclassmen in leaving school grounds without permission will lose their privileges. Seniors who are on academic probation are not eligible for these privileges.

This privilege may be revoked by the Principal for failure to abide by these or any Academy rules. Seniors who are on academic probation are not eligible for these privileges.
SEXUAL HARASSMENT (JBAA)
I. PURPOSE
The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

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

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

The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED
Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

SMOKING / TOBACCO PRODUCTS (JICG)
There will be no smoking, using or possessing tobacco of any form (including cigarettes, chewing tobacco, cigars, pipes) allowed on school property, including outside or inside of all school buildings, on school buses or at any school-sponsored activity. Students found in possession of tobacco (including chewing tobacco) may be suspended from school.

Students under 18 years of age are subject to a $100.00 fine as per state law (RSA 126-K: 7).

It is illegal for any person to use a tobacco product (any product containing tobacco) in a public education facility or on the grounds of a public educational facility.

SOLICITING (JJE)
No soliciting of or by students will be allowed on school property, or in the community, except those activities which are carried on for the benefit of the school or student body (i.e.
SPECIAL EDUCATION (ACE, IHBA)

Some children encounter special learning needs, which require individual help in order for them to fulfill their educational potential. State and Federal laws prescribe that these children be identified, referred by their parents or teachers, evaluated and provided with an Individual Education Plan (IEP). The IEP describes what skills are to be taught and the methods and materials to be used for accomplishing educational goals. Each step in the identification and planning process requires and encourages parental involvement. Our special needs program is comprehensive and incorporates related services such as speech therapy, counseling and physical or occupational therapy. It is the responsibility and the intent of the District to provide special needs students with a “free appropriate public education in the least restrictive environment.”

If you have specific questions or concerns regarding your child, we encourage you to speak first with your child’s teacher. Ryan Marsh, our Special Education Administrator, is also available to answer questions about special programs and services.

STUDENT COMPLAINTS AND GRIEVANCES (JII)

Any student who has a complaint or grievance shall have the right to discuss it with faculty members in an informal and private conference. If this conference does not resolve the problem, the student has the right to discuss the matter with the Principal. If the problem is not resolved, the student has the right to discuss the matter with the Superintendent after submitting a statement in writing through the Principal. If the problem is not resolved, the student may request, in writing, a meeting with the School Board to discuss the problem.

STUDENT ORGANIZATIONS (JJF, JICF)

Students may form new organizations provided they are neither discriminatory nor secret in nature and are approved by the Principal.

1) All student organizations must have a faculty advisor, who must be present at all meetings and sponsored events.

2) Student activity funds shall be the responsibility of the Principal.

3) Student social events must always be chaperoned and the program for any events must have the prior approval of the Principal.

STUDENT SEARCHES (JIH) (Does not apply to child abuse investigation)

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student’s suspicious activity to the principal prior to initiating a search, except in emergency situations.

The following review of the basis for search should occur before conducting a search (to establish reasonable grounds):

A. Identify the student’s suspicious conduct, behavior, or activity, the source of the information; and the reliability of the source of information. The sources of information may remain confidential.

B. Determine that, if suspicion could be confirmed, such conduct would be a violation of the law or school rules.

C. Ask, is the student likely to possess or have concealed any item, material or substance, which is prohibited or which would be evidence of a violation of the law or school rule?

Conducting the search: If the principal, or his/her designee determines that reasonable grounds exist to search a student’s clothing, personal effects, desk, locker, assigned storage
area or automobile, the search shall be conducted by the principal or his/her designee. The principal or designees may request local law enforcement officers to conduct searches if criminal activity is suspected. If the student refuses to cooperate in a personal search, the student should be held until the students’ parent or guardian is able to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student’s consent.

**STUDY HALL GUIDELINES**

- Students are to sit at tables or desks facing the front of the study hall.
- The study hall teacher reserves the right to assign seats.
- Students are not allowed to leave their seats without permission and must SIGN OUT and have a pass before leaving.
- Use of cards is not allowed.
- Food is not allowed.
- The level of acceptable noise will be monitored and determined by the study hall monitor.
- Students must bring a pass to the study hall teacher from another teacher if they intend to leave.
- Students may use personal music players with headphones as long as they are not disturbing others.
- Sleeping is not allowed.

**SUBSTITUTES**

Students are expected to treat substitute teachers with respect and courtesy at all times.

**SUPERVISION**

**Early Morning**

The dining hall is available to students from 7:00 a.m. Students have access to the remainder of the building at 7:25 a.m. according to school policies.

**Late Afternoon**

All students must be under the direct supervision of a staff member, working in the media center, or participating in the After School Program. Dining hall behavior should be quiet and appropriate. After the buses leave, students should not be in the building unless they are under the direct supervision of a staff member. (See "Late Bus")

**SUSPENSIONS/DETENTIONS (JICD, JKB)**

Students have a right to present their case and be heard as part of their due process rights in all suspension cases.

**Detentions**

Administrative detentions are given for a variety of reasons including misbehavior, excessive tardies and skipping class. They last for 90 minutes (2:30 – 4:00) and are held on Tuesday and Thursday afternoons. Failure to attend an assigned detention will result in a day of in-school suspension. Work and/or participation in co-curricular activities do not constitute a valid reason for missing a detention.

**In-School Suspension**

When a student has been assigned in-school suspension, that student will attend school during regular school hours, stay in an assigned area and do the assignments for classes being missed. Lunch and break will be eaten alone in the assigned area. Credit will be given for attendance and assignments done.
Out of School Suspension
When a student has been given an out-of-school suspension he/she may not come on to school property for the duration of the suspension. This includes afternoon and evening activities on the day(s) of the suspension including Driver Education classes. It is expected that all assigned work will be completed, for full credit, in order not to fall behind. A short-term suspension is any suspension of 10 days or less. A long-term suspension is more than 10 days. Out-of-school suspensions are considered unexcused absences.

Any in school or out of school suspension assigned prior to 9:30a.m. and served on the same day, will be considered a full day.

TELEPHONE
Students may not use the office phone except for extreme emergency situations and with permission.

VIDEO SURVEILLANCE (EEAA)
The Board has authorized the use of video devices on District property to ensure the health, welfare and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds and equipment. Placement of the video cameras is based upon the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. Students will be responsible for any violations of school rules caught on tape by cameras.

VISITOR POLICY (KK)
Visitors shall use the main entrance, sign in and receive a visitor badge. Student visitors are not allowed without a specific, school-related reason approved by the administration.

All Visitors must have permission from the administration before visiting classroom areas.

The purpose of this policy does not apply to special events such as class plays, contests, athletic events, etc., where the public is invited to participate.

WORK PERMITS
Work permits are required by the State of New Hampshire for any student under the age of 16. Permits are available at the main office. In accordance with RSA 276A: work permits may be revoked for any student placed on Academic Probation.

YEAR-END ACTIVITY PARTICIPATION
All students who have not fulfilled disciplinary, financial or academic obligations as stated in the student/parent handbook may not be allowed the privilege of attending end of year activities (i.e. prom, senior trip, graduation).