

SEACOAST SCHOOL OF TECHNOLOGY

Mission Statement

To Empower Students with the Skills to
Succeed in Satisfying Careers,
Contribute to their Communities, and
Pursue Personal Fulfillment
Through High-Quality Career and Technical Education Experiences.

Advisory Committees

Effective Career and Technical Education programs must be an integral part of the community in which they exist and they should reflect the day-to-day occupational life of the community. If this reflection is to be accurate, close cooperation between the schools and local business and industry is essential. Therefore, each program at the Seacoast School of Technology has an Advisory Committee made up of representatives from business and industry that are interested in Technology Education and the career field represented by the program area. The committee identifies skill needs, provides information for keeping instructional content meaningful and current, and assists in job placement of graduates, obtaining equipment and building respect and prestige for the school's programs. The Seacoast School of Technology Governing Board oversees the work of the individual Advisory Committees and serves as the communication link with all the regional school boards.

SST GOVERNING BOARD

Valerie McKenney: Superintendent, SAU #14
Dr. David Ryan: Superintendent, SAU #16
Dr. Susan Givens: Superintendent, SAU #31
Tina McCoy: Superintendent, SAU #33
Thomas Ambrose, SAU #17
Dr. William Lupini SAU #21

Dave Mylott: School Board, Epping
Bob Hall: School Board, ERCSD
Elizabeth McKinney: School Board, Newmarket
Janice Arsenault: School Board, Raymond
Peter Broderick: School Board, Sanborn
Leslie Lafond: School Board, Winnacunnet

SAU #16/Seacoast School of Technology Title VI, VII and IX Compliance

SAU #16/Seacoast School of Technology does not discriminate in the administration of its admissions and educational programs, activities or employment practice on the basis of race, color, religion, national origin, age, sex, handicap, sexual orientation or marital status. This statement is a reflection of the mission of SAU #16 and refers to, but is not limited to, the provisions of the following laws: Title VI & VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1975; NH Law Against Discrimination (RSA 354-A) and State Rule: Ed. 303.01 (i), (j), (k). Inquiries regarding discrimination may be directed to Ellen Riiska, Student Services Coordinator, SAU #16, 30 Linden Street, Exeter, NH 03833 – Telephone: 603-775-8426.

TABLE OF CONTENTS

SST CALENDAR.....	3
STAFF DIRECTORY	4
DAILY SST SCHEDULE	5
EARLY ARRIVALS	5
DELAYED OPENINGS.....	5
EARLY RELEASE	5
EARLY DISMISSAL	5
EMERGENCY PROCEDURES.....	5
PARENT RESPONSE TO A CRITICAL INCIDENT	6
LOCKDOWNS.....	6
FIRE DRILLS	6
ID BADGES	6
ENTRANCE.....	6
DROPPING OFF ITEMS FOR YOUR STUDENT	6
ATTENDANCE POLICY	6
TARDIES	8
TRANSPORTATION.....	8
MISSED THE BUS	8
ONE-DAY DRIVING PRIVILEGES	8
BUS TRANSPORTATION	8
TRANSPORTATION DURING SST CLASS SESSION OR RELATED TRIPS	9
DRIVING POLICY/PRIVILEGES	9
STUDENT SERVICES.....	10
SUPPORT STAFF.....	10
COURSE CHANGES	10
WITHDRAWALS	10
PARENT PORTAL/POWERSCHOOL.....	10
COMPETENCY PROFILES.....	10
GRADE REPORTS	10
STUDENTS APPLYING FOR SECOND-YEAR.....	11
COLLEGE CREDIT	11
NATIONAL TECHNICAL HONOR SOCIETY	11
PORTFOLIO EXPECTATIONS.....	12
Portfolio Contents – 2019-2020	12
2020 APPLICATION PROCESS FOR SCHOLARSHIPS	13
STUDENT CONDUCT AND DISCIPLINE	13
GENERAL EXPECTATIONS.....	13
DRESS CODE POLICY	14
PHOTOGRAPHS/VIDEOS	14
TEXTBOOKS	14
FEES	14
LOCKERS AND PERSONAL PROPERTY	15
VALUABLES	15
TOOLS	15
ELECTRONIC EQUIPMENT	15
FIELD TRIPS	15
CAREER AND TECHNICAL STUDENT ORGANIZATIONS	15
FUNDRAISING/SALES	16
PAYMENTS.....	16
STUDENT VISITORS	16
HEALTH & SAFETY GUIDELINES	16
DISCIPLINE STANDARDS AND PROCEDURES	17
SUSPENSION POLICY	17
STUDENT'S RIGHTS AND DUE PROCESS	17
SCHOOL POLICY - DISCIPLINE STANDARDS	17
EXETER REGION COOPERATIVE SCHOOL DISTRICT POLICIES	17

SST CALENDAR

SST CALENDAR 2019-2020

Approved
11/19/18

2019

JULY							Days
S	M	T	W	T	F	S	Student
	1	2	3	4	5	6	0
7	8	9	10	11	12	13	Staff
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST							Days
S	M	T	W	T	F	S	Student
				1	2	3	4
4	5	6	7	8	9	10	Staff
11	12	13	14	15	16	17	6 or 7
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

SEPTEMBER							Days
S	M	T	W	T	F	S	Student
1	2	3	4	5	6	7	20
8	9	10	11	12	13	14	Staff
15	16	17	18	19	20	21	20
22	23	24	25	26	27	28	
29	30						

OCTOBER							Days
S	M	T	W	T	F	S	Student
				1	2	3	22
6	7	8	9	10	11	12	Staff
13	14	15	<16>	17	18	19	22
20	21	22	23	24	25	26	
27	28	29	30	31			

NOVEMBER							Days
S	M	T	W	T	F	S	Student
					1	2	16
							Staff
3	4	5	6	7	8	9	17
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

DECEMBER							Days
S	M	T	W	T	F	S	Student
			<4>	5	6	7	15
8	9	10	11	12	13	14	Staff
15	16	17	18	19	20	21	15
22	23	24	25	26	27	28	
29	30	31					

Symbol Key

- = No School / Holiday / Vacation
- [] = Teacher In-Service (No School)
- < > = SAU Early Release

2020

JANUARY							Days
S	M	T	W	T	F	S	Student
			1	2	3	4	21
5	6	7	8	9	10	11	Staff
12	13	14	15	16	17	18	21
19	20	21	22	23	24	25	
26	27	28	29	30	31		

FEBRUARY							Days
S	M	T	W	T	F	S	Student
						1	15
2	3	4	5	6	7	8	Staff
9	10	<11>	12	13	14	15	15
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

MARCH							Days
S	M	T	W	T	F	S	Student
1	2	3	4	5	6	7	21
8	9	10	11	12	13	14	Staff
15	16	17	18	19	20	21	20
22	23	24	25	26	27	28	
29	30	31					

APRIL							Days
S	M	T	W	T	F	S	Student
				1	2	3	18
5	6	7	8	9	10	11	Staff
12	13	14	15	16	17	18	18
19	20	21	22	23	24	25	
26	27	28	29	30			

MAY							Days
S	M	T	W	T	F	S	Student
					1	2	19
3	4	5	<6>	7	8	9	Staff
10	11	12	13	14	15	16	19
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JUNE							Days
S	M	T	W	T	F	S	Student
						6	9
7	8	9	10	11**	12	13	Staff
14	15	16	17	18	19	20	9 or 10
21	22	23	24	25	26	27	
28	29	30					Totals
							Student
							180
							Staff
							185

****June 12, 15, 16, 17 & 18
are snow make-up
days if needed**

Important Dates

2019	NS = No School	
August		
Teacher In-Service	NS	Aug 22-23
School Opens - All Students		Aug 26
Friday before Labor Day	NS	30-Aug
September		
Labor Day	NS	Sept 2
Last Day to add/drop		Sept 6
All Advisory		Sept 16
Parent Open House		Sept 25
October		
Columbus Day	NS	Oct 14
Early Release		Oct 16
College & Career Fair		Oct 18
Quarter 1 Closes		Oct 25
November		
Teacher In-Service	NS	Nov 5
Veterans' Day	NS	Nov 11
Thanksgiving Recess	NS	Nov 27-29
December		
Early Release		Dec 4
Holiday Break	NS	Dec 23-27; 30-31
2020		
January		
Holiday Break	NS	Jan 1
Senior Scholarship Meeting		Jan 10
SST Application Deadline Year II		Jan 10
Quarter 2/Semester 1 Closes		Jan 17
MLK, Jr. Day	NS	Jan 20
Sneak Peek Days		Jan 27, 28, 30
Sneak Peek Snow Days		Jan 29, 31
SST Application Deadline Year I		Jan 31
February		
Early Release		Feb 11
Winter Vacation	NS	Feb 24-28
March		
NTHS Application Deadline		Mar 6
Teacher In-Service	NS	Mar 10
SST Scholarship Apps Due		Mar 31
April		
Small Business Showcase		Apr 1
Quarter 3 Closes		Apr 3
National Tech. Honor Society		Apr 3
Open House-New Students		Apr 8
Spring Vacation	NS	Apr 27-30
May		
Spring Vacation (con't)	NS	May 1
Early Release		May 6
Senior Class Meeting		May 8
Memorial Day	NS	May 25
Tentative Cert. Ceremony		May 28
June		
Tentative Cert. Ceremony		June 4
Last Day for Students		June 11**
Teacher In-Service	NS	June 12

**Graduation - to be announced after
February vacation**

7/8/2019

STAFF DIRECTORY

Principal	Sharon M. Wilson	775-8958
Assistant Principal	Pamela Carr	775-8590
Recruitment & Retention Specialist	Samantha Tukey	775-8464
Teacher Resource Counselor	Patricia Brinkley	775-8467
Technology Coordinator	Wayne Demers	775-8518
Equity Counselor	Sharon Spooner	775-8620
Nurse	Lisa Chamberlain	775-8684
Administrative Assistants	Laurie Eldridge	775-8462
	Brenda Schrempf	775-8461
Animal & Plant Science	Anne DeMarco	775-8519
Automotive Technologies	Matt Lobdell	775-8593
	Paul Yergeau	775-8524
Biomedical Science & Technology	Dr. Michael Murphy	775-8580
Building Construction Technologies	James Klingensmith	775-8465
Computer Science	Norm Messa	775-8623
Culinary Arts	Margaret Foret	775-8473
Digital Media Arts	Kristine Groleau	775-8498
Careers in Education	Dawn Russell	775-8474
Health Science Technologies	Anne Pfannkoch	775-8516
Marketing Technologies	Sandra Flannigan	775-8468
Pre-Engineering		775-8603
Welding Technologies	Jonathan Theberge	775-8736
Wright Start Preschool	Janel Holmes	775-8469
	Stacey Jordan	775-8469

FOR STAFF E-MAILS, PLEASE VISIT SEACOASTTECH.COM

REGIONAL HIGH SCHOOL PRINCIPALS

Epping High School	Brian Ernest, Principal
Exeter High School	Michael Monahan, Principal
Newmarket High School	Christopher Mazzone, Principal
Raymond High School	Steven Woodward, Principal
Sanborn Regional High School	Brian Stack, Principal
Winnacunnet High School	William McGowan, Principal

DAILY SST SCHEDULE

7:37 am	Labs Open
7:42 am	AM Session begins – Level I
9:12 am	AM Session ends
9:25 am	Labs Open
9:30 am	Mid Session begins – Level I
11:00 am	Mid Session ends

12:15 pm	Labs Open
12:20 pm	PM Session begins – Level II
1:50 pm	PM Session ends

EARLY ARRIVALS

Prior to the first bell, students must remain in the SST lobby – unless they have a pass from the teacher they are going to see.

DELAYED OPENINGS

When school has a delayed opening due to inclement weather, the AM session is cancelled.

EARLY RELEASE

There will be four (4) early release afternoons for teacher professional development. They are: 10/16, 12/4, 2/11, and 5/6. On those days, the PM session will be cancelled.

EARLY DISMISSAL

Students who need to be dismissed while they are at SST must bring a note from home to the SST main office at the beginning of the session. **Students cannot be dismissed from SST without parent/guardian approval in writing. Students being dismissed early must sign out in the SST office.**

EMERGENCY PROCEDURES

- ◆ Parents should not come to SST – WAIT FOR INFORMATION from Alert Solutions system, watch Channel 9, WMUR or check the SAU 16 Website, www.sau16.org.
- ◆ Parents are asked not to call SST during an emergency.
- ◆ Students will be sent back to the sending schools on buses as soon as arrangements can be made.
- ◆ In the event of all emergencies at SST including lockdowns, active shooter, fire, etc., during the school day, the sending schools will be notified as quickly as possible.
- ◆ Should reunification at Exeter High School be necessary, students will be cared for until a parent arrives.

PARENT RESPONSE TO A CRITICAL INCIDENT

It's important to remember that during a critical incident teachers and administrators are dealing WITH the crisis and trying to keep everyone safe. Therefore, they are not able to respond to phone calls and messages.

Do not go to the school or try to call the school as these actions have the potential to cause additional problems for the school in terms of escalating a situation. You WILL be in the way as emergency workers are moving about and will hinder their operation. As part of the communication strategy, all parents will be informed as soon as possible through the SAU 16 Alert Solutions system. Messaging will be in the form of a phone call and an email from the Superintendent's Office. It's far better to get up-to-date, accurate information from the source. Our school has a clear parent-child reunification plan that is located on the school website. This plan designates Exeter High School as the site where you can go to pick up your child. The best way to help schools deal with a crisis situation is to stay tuned for official information from the school district. If you have any further questions please contact your building administrator.

LOCKDOWNS

Lockdown drills will be conducted frequently throughout the school year. In the event of a Lockdown, a blue beacon will be illuminated on the side of the Automotive Technologies building, as well as, on the corner of the Seacoast School of Technology main building near the main entrance. This is a signal for all vehicles and pedestrians to stay away from the building.

FIRE DRILLS

State law requires all public schools to have fire drills. Teachers will explain instructions regarding evacuation of the building. If the fire warning sounds when students are not in a class area, they should go outside immediately and rejoin the closest class at designated areas.

ID BADGES

All SST students will be issued ID badges. Students must wear their SST badges at all times while at SST. A \$5.00 fee will be charged to replace lost ID badges.

ENTRANCE

The Seacoast School of Technology has one entrance for students and visitors. Students and visitors will be buzzed in, if appropriate, through the main entrance. All parents and visitors should be prepared to show ID in order to be buzzed in.

DROPPING OFF ITEMS FOR YOUR STUDENT

Parents will not be allowed in the school building when delivering items forgotten at home. When dropping off items for your student make sure the student's name is clearly marked and attached to the item. Leave the item on the shelf inside the main entrance and notify the main office staff via the intercom system.

ATTENDANCE POLICY

Attendance Policy

The intent of the Attendance Policy is to promote a positive attitude toward attendance, to prepare students for all aspects of careers in industry, to fulfill Career and Technical Education (CTE) course expectations leading to successful program completion, and to provide a valid learning experience. Frequent absences disrupt the continuity of learning, and there is no substitute for classroom instruction/discussion and hands-on/lab experience. Consistent attendance is expected.

School attendance is essential to success at SST. SST will closely monitor the amount of school time missed by students. When absences are excessive, the likelihood of satisfactory completion of academic requirements is in question.

SST will recognize two types of absences:

Excused absence – an absence that has a specific purpose for a specific time. Please see list below. All documentation for the following absences must be presented within two (2) days of returning to school after the absence.

- College visits (3 days per year) – dated and signed verification from admissions office
- Religious holidays – parent/guardian note
- Medical/dental appointments – doctor's note
- Long term/chronic illnesses (more than 3 days) – doctor's note
- Hospitalization – doctor's note
- Bereavement – parent/guardian note
- Court appearances – court documentation
- Required military training – military verification/note
- Scheduled Driving Test at DMV – parent/guardian note
- Your school will provide documentation for the following excused absences:
 - All school-sponsored activities – roster from school, teacher or coach
 - School/State testing – official/school verification

Unexcused absence – an absence that occurs for any reason other than an excused absence.

1. An Attendance Failure (AF) and a numerical grade of 55 or a student's academic average earned in class, whichever is lower, will be assigned to students who exceed five (5) unexcused absences per quarter.
2. Being more than 30 minutes late to class will count as an unexcused absence.
3. Please note that family vacations outside of school vacation time are unexcused and will count towards the 5-day limit per quarter.
4. After three (3) unexcused absences, the following may occur:
 - a. A letter of concern will be sent home.
 - b. A letter of concern will be sent to the student's sending school.
 - c. A meeting with the student, parent/guardian and a representative from the sending school.
5. A letter notifying attendance failure will be sent home and to student's sending school on the 6th unexcused absence.
6. Students applying for membership to the National Technical Honor Society should pay special attention to the attendance policy, which is more stringent. Please look under National Technical Honor Society in this handbook.
7. It is the student's responsibility to notify his or her SST teacher about a planned absence at least two (2) days prior to the absence.
8. Students are responsible for all material missed during ANY and all absences. Students will have the same number of days to make up work as they were absent. For instance, a student who was absent two days will have two days to complete the make-up work. HOWEVER, given the nature of CTE classes, students may miss an authentic, hands-on lab experience that cannot be replicated. In that instance, an alternative assignment will be the replacement for the hands-on lab experience.
9. Students enrolled in Dual Enrollment college courses need to verify the attendance policy with the college offering the credit (it may be more stringent than SST's policy).
10. Attendance may impact the student's eligibility for Year II of an SST program.
11. Attendance may be monitored by parents and students through the PowerSchool website, which is available 24 hours, 7 days a week. Contact the main office at 775-8461 if you are having difficulties logging into PowerSchool.

Attendance Failure Appeals Procedure

A student who has received an Attendance Failure will have the right to appeal to administration.

1. The student will complete the necessary paperwork for the class for which he or she is appealing his or her absences.
2. The student will submit the completed paperwork to the main office no later than 5 school days after the end of the quarter.
3. A student must have all documentation and records pertaining to absences complete before appealing to administration.
4. A student can only file an appeal for a class in which he or she is currently earning a passing grade.
5. Any student who cuts a class or is truant will lose his or her right to appeal the Attendance Failure.
6. A decision will be given no later than 10 school days after the appeal has been filed.

SEACOAST SCHOOL OF TECHNOLOGY ABSENCE APPEAL FORM

Name of student _____	Date _____
Class appealing _____	
Current grade in class _____	
SST Main Office verification of absences (initials) _____	
Date(s) of absence _____	Reason (attach documentation to this form)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Submission of this form does not guarantee that the Attendance Failure will be overturned.

Administrative Decision:

Date _____ Approved/Denied

TARDIES

Any student who is tardy more than three times in a quarter will have a disciplinary action which may include detention, in-school suspension, or loss of parking privileges.

TRANSPORTATION

MISSED THE BUS

If a student misses the bus to SST for a legitimate reason, the student must get approval from a sending school administrator and a parent to use alternate means of transportation. The student must then call SST for approval from the Principal. If a parent wants to bring a student directly from home, the parent should call SST and the sending school office to inform them.

ONE-DAY DRIVING PRIVILEGES

Students are permitted to bring vehicles to SST for one day only for attendance at an approved SST activity that requires a private vehicle. The student must complete and have approved a Vehicle Permission Form **two days in advance**.

The student must follow all rules as stated in the Seacoast School of Technology Driving Policy below.

BUS TRANSPORTATION

The Exeter Region Cooperative School District values safety as the most important aspect of the student transportation program. In support of this priority, camera equipment (video and audio) may be installed on the

school bus to monitor student behavior and assure safety for all students. A notice will be posted on all buses that reads, "This bus uses video and audio equipment to monitor student behavior."

Bus transportation will be provided to all students by their sending school to and from the Seacoast School of Technology. Students are expected to be responsible and cooperative with the bus driver. Students should not create any condition on the bus that will distract the driver. Because the driver is responsible for the bus, students must obey the driver's instructions. Students will remain in their seats when the bus is in motion. Conduct on buses will be governed by the rules of the sending school. Bus drivers will report any infraction of the rules for disciplinary action. Bus privileges may be revoked in the interest of safety.

TRANSPORTATION DURING SST CLASS SESSION OR RELATED TRIPS

Conduct on buses (used as part of SST classes) will be governed by the Exeter Region Cooperative School District Policies. Infractions of rules will result in disciplinary action. Students are responsible for any damage done to the bus.

DRIVING POLICY/PRIVILEGES

Driving Policy

All sending school districts provide bus transportation for their students to the Seacoast School of Technology.

Students are permitted to bring private vehicles to SST under the following circumstances:

1. The student and parent must sign a Vehicle Consent and Release Form.¹
2. The student must be in good standing in the areas of attendance and classroom performance.
3. The student must obtain an SST parking permit.
4. The student must provide verification of a valid driver's license from the State of New Hampshire appropriate for the vehicle to be used.
5. The vehicle to be used must be equipped with a current New Hampshire motor vehicle registration and vehicle inspection sticker.
6. All vehicles must have insurance and fulfill the NH S.R. Financial Responsibility Law.
7. **The student cannot transport other passengers in the vehicle, unless it is a sibling.**
8. The student must travel directly to and from SST and the sending school.
9. **The student must park the vehicle in student parking areas only and display the SST parking permit on the lower passenger side window. Vehicles improperly parked will be towed at the student/parent's expense.**
10. Vehicles are subject to search by school authorities.
11. The student must give pedestrians and buses the right of way.
12. The student must wear a seat belt.
13. All state laws and town ordinances apply when students are driving on the school campus, which includes the former Annex property. State law prohibits passing a school bus with flashing red lights on or off school property. The student must at all times comply with all traffic regulations.
14. The campus speed limit is 10 miles per hour. The student shall not drive in a careless or reckless manner.
15. The student is responsible for any damage or injury caused by the student. SST assumes no responsibility for any damage to or theft of a student vehicle or any belongings therein. The student, parent and owner of the vehicle

acknowledge that if the student is involved in an accident, the liability insurance policy for the vehicle provides the primary insurance coverage on the vehicle and its occupants.

16. The student must report to the SST principal any suspensions of the student's license or change in insurance status which occur.
17. All students who have an SST driving/parking permit must be in class on time. When a student driver reaches his/her 4th tardy, he/she will lose their permit for two weeks. Upon the 5th tardy, he/she will lose their permit for the remainder of the semester. Upon the 6th tardy, their permit will be revoked for the remainder of the year.
18. Should a student lose his/her parking privileges due to disciplinary actions, the student must remove the SST parking permit from his/her windshield and turn it in to the SST front office on the day of the offense. With permission, he/she may resubmit an application for a parking permit. The student will be required to pay for a new permit after the specified revocation time period has been served.
19. **Any student who violates this Policy will be subject to discipline which includes, but is not limited to, revocation of parking privileges, suspension or expulsion from school.**

STUDENT SERVICES

SUPPORT STAFF

The Principal, Assistant Principal, Equity Counselor and office staff are available to assist students with the following: enrollment, counseling services, career information, internships and other work experiences.

The Teacher Resource Counselor, Equity Counselor and Support Services staff are available to assist students who are having learning difficulties in their programs. Tutorial assistance provided through teachers and teaching assistants can be short or long term, depending on the student's needs. Students and their parents who have questions or who need more information about these services should contact the Teacher Resource Counselor.

COURSE CHANGES

The SST program is a full year (2 semesters) commitment (exception: Computer Science, Digital Media Arts and Pre-Engineering). Students have until Friday, September 6, 2019 to add/drop a program. Students should see the Recruitment & Retention Specialist to discuss their options.

WITHDRAWALS

When a student withdraws from SST, the decision is final. If the student wishes to return to SST, they must go through the application process.

PARENT PORTAL/POWERSCHOOL

PowerSchool is a web-based, cross-platform student information system used by SAU 16. This system is accessible by parents and students through the Parent Portal, PowerSchool's external interface, which gives parents and students access to real-time information, like grades and attendance information, and provides a secure way to communicate with teachers from home. SST will provide parents and students with user names and passwords, along with user instructions, prior to the start of each school year.

COMPETENCY PROFILES

Teachers will evaluate students in every technical program according to competencies, aligned with national industry standards and the NH Frameworks.

GRADE REPORTS

Grades are issued four times a year. These quarterly grades will be recorded on the student's sending school report card.

A student's final grade in an SST technical course will be the average of the four quarter grades.

SST awards credit on a yearly basis to students who have a final average of 60 or better. Credit for courses taken at SST will be computed by sending schools according to their methods. Credit is

awarded to students who transfer to another program outside of the SST region or complete early graduation requirements.

Grading Scale

100 - 98	A+	79 - 77	C+
97 - 93	A	76 - 73	C
92 - 90	A-	72 - 70	C-
89 - 87	B+	69 - 67	D+
86 - 83	B	66 - 63	D
82 - 80	B-	62 - 60	D-
		59 - 0	F

STUDENTS APPLYING FOR SECOND-YEAR

There are half as many seats available in Year II programs as in Year I programs. Admission to the second year of each program is competitive, performance-based, and not guaranteed. Each student who would like to attend Year II of a program will complete an application by January 10, 2020 and each application will be evaluated. The following categories are included in the evaluation:

- Career interest and postsecondary plans.
- SST Core Competencies; decision making and problem solving, self-management, communication skills, ability to work with others, information use – research, analysis, and technology, safety, career development, employability skills, ethical and legal responsibilities.
- SST semester one grade average.
- SST attendance semester one – unexcused absences.

COLLEGE CREDIT

Some technical programs are aligned and articulated with college programs to enable advanced standing in college. Students enrolled in approved courses have the opportunity to earn college credits through the Community College System of New Hampshire's Running Start Program, Southern New Hampshire University, New Hampshire Technical Institute or Central Maine Community College. Credits can be applied to those institutions or transferred to other institutions by requesting an official college transcript from Great Bay Community College at 427-7635, Manchester Community College at 206-8016, Lakes Region Community College at 524-3207, New Hampshire Technical Institute at 271-7142, Southern New Hampshire University at 629-4675 or Central Maine Community College at 207-755-5292.

ATTENTION STUDENTS AND PARENTS

Please be advised that Community College System of New Hampshire courses taught at the Seacoast School of Technology through the Running Start Program and Central Maine Community College courses and Southern New Hampshire University include the same curriculum and standards as those taught on the college campus. These college-level courses go into greater depth and often take more time and work than the high school courses. Students accept these challenges when they register for the college course and parents should understand that their sons and daughters will experience appropriately stringent college grading standards. Students who do not meet the standards will not receive college credit, nor will refunds be granted.

Students enrolled in Community College System of New Hampshire courses through Running Start, Central Maine Community College or Southern New Hampshire University have all the rights and responsibilities of college students enrolled in courses on the college campus. All students and parents are responsible for the contents in the Student/Parent Handbook on the CCSNH, CMCC and SNHU websites. Please read it carefully to avoid misunderstandings.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society of the Seacoast School of Technology is an organization for outstanding, second-year Career & Technical students.

The academic standard of a 93% average and fewer than 7 absences after three semesters at the Seacoast School of Technology makes a student eligible to be considered for membership.

Criteria for membership in the National Technical Honor Society are based on qualities of knowledge, skill, honesty, service, responsibility, scholarship, citizenship and leadership. Students eligible to apply will be notified by letter, in February, and will be apprised of further requirements and deadlines. Eligible students who complete the necessary application materials will be notified in writing regarding selection results. A formal induction ceremony will be held on Friday, April 3, 2020 at 12:30 p.m. in the Talbot Gymnasium.

PORTFOLIO EXPECTATIONS

Portfolios completed as listed below and on the Portfolio Contents page are required of all students

2019/2020 School Year

It is recommended that the following be completed in the first year:

The following items are required:

1. Cover Page
2. Table of Contents
3. Business Letters/Cover Letters of Introduction
4. Resume
5. References
6. Goal Statements
7. Awards/Activities
8. Community Service
9. Exemplary Work

Senior year/2nd year:

Portfolios are required for completion of SST program. Students applying for SST scholarships present portfolios to Brenda Schrempf by Tuesday, March 31, 2020.

Portfolio Contents – 2019-2020

I. Cover Page

Student's Name and Program (no student photograph) on the outside cover of the binder and student's Name and Program on the spine of the program.

II. Letter of application for SST Scholarship (ONLY if applying for SST Scholarships)

III. Table of Contents

IV. Contents of Portfolio: Sections to be denoted by tabs.

A. Business Letters/Letters of Introduction/Cover Letters*

ONE PAGE Letter to college to request an interview, letter of application for a job or internship, thank you letter for an interview – These are personal letters, NO "To Whom It May Concern".

B. Resume* ONE PAGE – References on separate page.

C. References*

THREE references – must include name, title, business, address and phone number. Start with the same student information heading used in resume.

D. Goal Statements* THREE goals – one personal, one educational, one professional

E. List of Awards/Activities - include certificates**

Teacher should remind students about opportunities for awards at SST.

F. Community Service**

List of community service with activity and dates – include any certificates and/or evidence if application.

G. Exemplary Work/Pictures

This should include samples/pictures with descriptions.

*Completed in the junior year. Electronic copies of these items should be available and accessible to teachers.
**III, E, and G are mandatory items for students applying for SST Scholarships. They are optional items for all others.

2020 APPLICATION PROCESS FOR SCHOLARSHIPS

The Seacoast School of Technology is offering its 21st annual awards to deserving SST students to assist with the costs of further education. The Committee's decision is based upon the following combination of factors: description of financial need with specific costs and how scholarship money will be used; evidence of other efforts student has made to obtain funding; student's effort, attitude, grades and portfolio at SST; and the career and technical teacher recommendation. The Committee will accept applications for scholarships until **12:15 p.m. on Tuesday, March 31, 2020**. The application and review process will consist of four major components:

1. **Letter of application for support from the student.** The student is required to use the SST formal business letter format to apply for a scholarship. The letter should contain: a short history of the student at SST (including activities to better the student and school); college attending, career goals, and the intended use of the money; other efforts the student has made to obtain funding.
2. **Copy of student's portfolio.** The Committee requires the submission of the student's portfolio (to substantiate the student's work) in addition to the letter of application.
3. **A letter of recommendation from the student's career and technical instructor.** A short letter (no more than one page) should contain the teacher's assessment of the attitude, effort displayed by the student, career plans, and any notable achievements of the student. This letter is also due by **March 31, 2020**.
4. **Review of SST records and sending school records.** Individual office files, including attendance, grades, and discipline record of each applicant, will be reviewed by school personnel and reported to the scholarship review committee. Records will be provided by the SST office after application has been submitted.

NOTE: It is the individual student's responsibility to see that all materials are submitted on time (including teacher recommendations).

NO LATE APPLICATIONS WILL BE ACCEPTED.

STUDENT CONDUCT AND DISCIPLINE

The cultivation of habits of good conduct, regular attendance and punctuality by every student is essential. These traits are sought by all employers, who often regard them to be of greater importance than technical skills.

Students are expected to function as an effective unit, as in business and industry, so that the maximum amount of productivity and learning can take place. Conduct on the part of one student which is a hindrance or safety hazard to the work and education of other members of the group will not be tolerated.

The curriculum at SST incorporates safety as a major aspect of instruction. Safety must be utmost in the minds of students and faculty alike at SST. Implementation of the school safety policy and regulations will ensure safety conscious attitudes and provide safe working conditions and provide protection for everyone from unsafe work habits, accidents or injury. As in the workplace, harassment or bullying of another student is considered a serious offense and hindrance to a safe working environment. Violation of the policy will be dealt with severely. See Bullying/Harassment Policy on pages 16 and 22-28.

GENERAL EXPECTATIONS

1. Students are expected to attend school every day.
2. Students are responsible for knowing all SST procedures and expectations.
3. Students are required to be in their classroom on time (7:42 a.m.-AM session; 9:30 a.m.-MID session; 12:20 p.m.-PM session). Students arriving after those times must report directly to the office.
4. Students are expected to demonstrate respect to all peers and adults in school.
5. Students will dress appropriately for school.
6. Students may not drive to SST without a SST parking permit or a one-day vehicle permission form.
7. Students will not show inappropriate displays of affection in school.
8. Students may not use electronic devices in classes at SST unless directed by their teacher.
9. Students may eat or drink in classrooms only with explicit permission by teachers.

10. Students who leave class must have a pass from the teacher, or report to the SST office directly.
11. Students may not leave the SST building when school is in session without permission.
12. Students are required to identify themselves when approached by staff members.
13. Students may not congregate or loiter in the parking lot at any time.
14. Students may not be in, loiter in or hang out in another student's vehicle in the parking lot.
15. Students are not allowed to park off-campus.
16. Students are not allowed to ride in another student's vehicle at any time.
17. **Students are not allowed to carry or use electronic cigarettes, vaporizers (vapes), or Juul devices.**

DRESS CODE POLICY

Health and Safety - Students are expected to practice good personal hygiene. Wearing apparel, including oversized pants or shorts:

1. which is inherently dangerous or poses a threat to the student or others shall not be allowed.
2. which could threaten the safety of the student or others in the performance of labs and other school work or activities shall not be allowed.
3. which through words or designs refers to or in any way promotes the use or consumption of drugs, alcohol, tobacco or is sexually suggestive or suggests violence or hatred shall not be allowed.

Preservation of School Property - Wearing apparel, which through normal use is destructive to school property, shall not be allowed. No "wheelies" (shoes) are allowed in the building or on SST's campus at any time.

Community Standards

1. All clothing and jewelry must demonstrate student's respect of self and others.
2. Skirts, dresses and shorts should be at least fingertip length. Dresses and blouse tops must have at least a two-inch strap.
3. All your outerwear must cover your underwear.
4. Tops must not be too low and must cover the midriff area and cover cleavage, shoulders and back. No tank, spaghetti straps, tube or halter tops. No halter, spaghetti straps or strapless dresses. No T back tops.
5. All students participating in labs/shops are expected to wear boots and **long** pants. Welding Technologies students must wear steel-toed boots. Animal & Plant Science, Building Construction Technologies and Automotive Technologies students must wear leather boots.
6. No open-toed shoes, flip flops or sandals may be worn in the dining room, kitchen or labs/shops.
7. Safety glasses must be worn at all times in labs/shops.
8. Hats may not be worn in the classrooms or halls at SST; industry appropriate hats may be worn in labs/shops as directed by teacher.
9. Dress may be required to reflect industry standards (e.g. no piercings in Careers in Education, no visible tattoos, no gauge earrings in Health Sciences).
10. Ensure proper representation of SST on field trips. CTSO field trips may require more formal dress requirements. Students may be asked to pay for part of this dress code requirement.

Learning Environment - Wearing apparel which is so distracting to students and teachers that students cannot learn or teachers cannot teach shall not be allowed. ("Distracting" shall not be interpreted as simply "different" or out of the norm.)

PHOTOGRAPHS/VIDEOS

Students are not allowed to take photographs or videos of other students unless directed to do so by their teacher. Furthermore, students are not allowed to post images of themselves or other students (including Wright Start Preschool students) anywhere on the internet including Facebook, Instagram or any other such sites which may be created.

TEXTBOOKS

Students are issued textbooks and tools appropriate for their programs. The student is solely responsible for the return or replacement of any items missing or damaged.

FEES

Lab fees may be charged for materials which are beyond the minimum requirements for that course. Extra projects, tools, safety glasses, uniforms and supplemental materials may be included in lab fees.

LOCKERS AND PERSONAL PROPERTY

Lockers that are assigned to students should be locked at all times. The combination to lockers should be kept private. **Any personal belongings brought to or left at school will be the student's responsibility.** This includes items of clothing, tools, or equipment. The staff at SST is not responsible for finding, repairing or replacing any personal items. Students should secure all belongings in locked lockers. Lockers are the property of the Exeter Region Cooperative School District and their contents may be examined at any time.

VALUABLES

Money or other valuables, such as iPhones, iPads or iPods, should not be brought to SST. **The school does NOT assume responsibility for the loss of any student's property or valuables.**

TOOLS

Many tools used in programs at SST are not permitted on school grounds beyond the classroom in which they are used. Students are not permitted to transport knives or other tools that could be used as weapons to and from school.

Students wishing to use their own tools or knives as part of their SST program must have a parent transport these items from home to SST. Failure to comply will result in disciplinary action as stated in the school policy prohibiting weapons (attached).

At the end of the year, students must arrange for tools or knives to be transported by a parent, from SST to home no later than the last day of classes.

ELECTRONIC EQUIPMENT

Electronic devices are not to be used in classrooms or labs unless directed by the teacher. Should a student use these devices without direction or permission of the teacher, the device will be confiscated by the teacher and given to the Principal. The Principal will return the device to the student and notify the parents. The second offense will result in the student losing the device for the remainder of the school year. When in public areas including the parking lot, sidewalks, hallways and lobby, students should use no more than one ear bud so that they can readily hear and converse with others.

FIELD TRIPS

Participation in field trips is a privilege. Students may be excluded if they have excessive absences, are doing poorly in SST or sending school classes, have been involved in disciplinary matters, have failed to make up work at SST or sending school or other reasons deemed appropriate by the Principal.

All SST policies remain in effect while students are engaged in field trip activities. This includes SST activities and trips after the regular school day. In deciding to attend a field trip, the student accepts full responsibility for his or her actions while on the trip. Students who violate school policies may be sent home from the trip early, at the expense of the student and will be subject to disciplinary action.

Before participating in an SST field trip, a student must complete a "Student Field Trip Permission Form." This form must be signed by a parent/guardian, as well as, the student's sending school administration. **Students are responsible for all material covered, homework and assessments in classes missed at their sending schools.**

Students' apparel and/or luggage may be examined for illegal or inappropriate items/substances before or during any activity or trip. Students found in possession of these items/substances will not be allowed to participate and will forfeit funds paid for the trip and will face disciplinary action.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Students are encouraged to become involved in the student association closely related with their career and technical programs.

Organizations include:

- DECA – Association of Marketing Technologies Students
- Educators Rising
- FBLA – Future Business Leaders of America
- FFA – The National FFA Organization
- HOSA – Health Occupations Students of America/Future Health Professionals
- SkillsUSA – An Association of Career & Technical Education Students

FUNDRAISING/SALES

- ◆ All fundraising or sales activities must be approved by the Principal.
- ◆ Monies raised will be used to benefit the program, CTSO or a charity. At no time will money raised be returned to a student.
- ◆ Sending school and town fundraising guidelines must be checked before promoting these activities.
- ◆ No unauthorized sales activity may take place at SST.

PAYMENTS

When making a payment for dues, field trips, fundraisers, etc., please make checks payable to: Seacoast School of Technology, unless otherwise specified by the teacher. Any returned checks need to be paid in cash to replace the returned check. If a check is returned, the Seacoast School of Technology is not responsible for any fees incurred.

STUDENT VISITORS

Student visitors are always welcome. However, **permission must be obtained from your SST teacher and Principal at least one day in advance** before a guest may be brought to school. If the guest will be riding a school bus, sending school permission must be obtained.

Student visitors must register in the office and obtain a visitor's pass. A student must accompany his or her guest throughout the session and is responsible for explaining SST rules and procedures to the guest. Persons wishing to meet with a teacher shall do so only at a time when it does not interrupt the normal school program.

HEALTH & SAFETY GUIDELINES

At SST, programs are operated under conditions similar to those found in the work place. As on job sites, safety is stressed in all programs. Since the technology programs are so varied, safety rules are different for each program.

Teachers will outline safety rules consistent with state policies for each course during the first few days of the school year and will continually be alert to see that they are followed. **Students must learn and follow these rules.** Failure to follow safety rules could result in removal from class, suspension or expulsion from school. A safety test will be given in all programs. Students must achieve 100% on the safety test prior to being permitted to work in the lab.

Student and parent/guardian are required to sign a safety agreement on the application form.

Becoming a professional with positive work habits is a major goal for all SST students. Following proper safety guidelines is an important step in reaching this goal. Classroom standards meet all health and safety standards.

ALL ACCIDENTS or injuries, no matter how small, must be reported immediately to the instructor. The School Principal will, in turn, be notified of the incident. The student will be examined for possible injury and treatment. Students must not leave the school with an illness or injury sustained at SST without authorization from the Principal. Accident report forms must be filled out and processed through the SST office. Failure to comply with the procedure may result in nonpayment of insurance claims at a later date.

SMOKING - In accordance with State Law (1/1/97) the Seacoast School of Technology is a smoke-free environment. There is no smoking on school premises, including all school activities. This law applies to all students, teachers and visitors.

Alcohol, drugs (illegal, prescription and over-the-counter), cigarettes, vaporizers (vapes), electronic cigarettes are not permitted on school grounds.

DISCIPLINE STANDARDS AND PROCEDURES

The underlying principles of student behavior at SST are safety and respect. Students are expected to demonstrate behavior that would be acceptable in the workplace. Teachers will help SST students achieve this desired behavior through instruction and counseling. If these methods do not prove to be successful, disciplinary action may be necessary. SST has set discipline standards and procedures. Discipline actions are taken in conjunction and consultation with the schools that send students to SST.

SUSPENSION POLICY

The student, during suspension, is not allowed to be on school grounds or take part in any school function. Following any suspension from SST, a successful student-parent conference may be required before a student can be readmitted to school. A student suspended because of an infraction at his or her sending school may not attend SST during the suspension period. **A student suspended because of an infraction at SST may not attend his or her sending school during the suspension period.**

STUDENT'S RIGHTS AND DUE PROCESS

It is the right of every student to attend school. A student is entitled to full consideration under law and also entitled to its full protection. Due process stands as a protection of his or her rights. Due process requires that an individual be given notice of the violation(s) for which that person is charged and be given an opportunity to answer the charges.

Any student who has been suspended or dismissed from his or her technical program may appeal. The reasons for the appeal must be reasonable and justifiable. **The procedure begins with the Principal and then to the Superintendent of SAU 16.** The student has the right to counsel during these proceedings. The student may also furnish witnesses and evidence supporting his or her innocence if he or she so chooses.

SCHOOL POLICY - DISCIPLINE STANDARDS

The enjoyment of the right and privilege to attend public schools is conditioned by the pupil's compliance with the reasonable regulations and requirements of the school, violations of which may be punishable by suspension or expulsion. A suspension under the law is usually for a short time or until the student meets conditions established by the school authorities. Expulsion is ordinarily permanent or for a substantial period of time.

EXETER REGION COOPERATIVE SCHOOL DISTRICT POLICIES

The following policies have been included as an aid in the daily governance of the Seacoast School of Technology.

It is the responsibility of all students and their parents or guardians to be familiar with and follow the Exeter Region Cooperative School District policies. The below reference notices, procedures and policies can be viewed in their entirety on the SAU 16 Website at www.sau16.org or you may obtain complete copies of any notices, procedures and policies at your child(ren)'s school. All updates to notices, procedures and policies will be posted on the SAU 16 Website.

Bullying

On June 15, 2010, NH Governor John Lynch signed the Anti-Bully Law, House Bill 1523. This law strengthens and updates New Hampshire's existing anti-bully statute by ensuring schools have a clear anti-bully policy that for the first time addresses the act of cyber-bullying. Please refer to the SAU 16 Website (www.sau16.org) or the attached JICK *Pupil Safety and Violence Prevention* on pages 22-28.

Sexual Harassment and Sexual Violence Policy – Summarized

It is the policy of the School District to maintain learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. The School District will act to investigate all complaints of sexual harassment or sexual violence. Any student, teacher or employee who violates the Sexual Harassment and Sexual Violence Policy, files a false complaint under the Policy, or retaliates against any person for reporting, testifying, assisting or participating in the complaint process will be subject to appropriate discipline action up to and including suspension or

expulsion of the offending student or dismissal of the offending teacher or employee. A copy of the Sexual Harassment and Sexual Violence Policy is available from the SAU Office, 30 Linden Street, Exeter, NH 03833, 603.775.8653; SAU 16 Website (www.sau16.org); the building Principal; or Title IX Coordinator. Harassment cases should be reported to Pamela Carr, Assistant Principal.

Responsible Computer, Network and Internet Use – Policy EGA - *Summarized*

A student's access to the Internet is a privilege, not a right. Files stored on the server or disks are not the student's private files. A student may only use the Internet with a parent's written permission and after both the student and parent have received a copy of the Responsible Use Policy. It is a violation of the policy for a student to send or display offensive or obscene messages or pictures; harass, insult or attack others; damage computers, computer systems, or computer networks; hack or compromise any computer or network system's security; violate copyright laws; use someone else's password; trespass in someone else's folders, work or files; conduct non-education related activities; engage in illegal activities. A student who commits any of the above acts or violates the Responsible Use Policy may temporarily or permanently be banned from computer or internet use, and will be subject to discipline up to and including suspension or expulsion.

SCHOOL POLICY PROHIBITING WEAPONS

Students may not bring to school or possess at school in any form a weapon, fireworks or explosive. Violation of this rule is subject to mandatory one-year expulsion.

1. Definitions. Where used herein the following terms have the meanings specified:
"Board" means the Exeter Cooperative School Board.
"School" means each school building, adjacent grounds under the jurisdiction of the Board, every Exeter Cooperative School District sponsored or supervised activity or trip, and all Exeter Cooperative School District provided or supervised transportation including, without limitation, school buses.
"Student" means any student attending any School.
"Superintendent" means the superintendent of the Exeter Cooperative School District schools.
"Weapon" means:
 - Any type of firearm or other device which is designed to expel any type of projectile including, without limitation, a "firearm" as defined in 18 USC s.921;
 - Any type of bomb or explosive device, including, without limitation, a "destructive device" as defined in 18 USC s.921;
 - Any type of knife;
 - Any type of sling shot; and
 - Any type of metallic knuckles.
2. From and after the date of adoption of this Policy, no Student shall bring any Weapon to any School or possess any Weapon at any School.
3. Unless the suspension is modified as set forth below, any Student who brings or possesses any Weapon at any School without written authorization from the Superintendent shall be expelled from School by the Board for a period of not less than twelve months. Pending the Board's hearing on the expulsion, the Superintendent shall suspend any Student who violates this Policy for a period not to exceed ten days. The Board shall hold a hearing on the expulsion within ten days after the Student is suspended by the Superintendent. The Superintendent shall give written, advance notice of the date, time and place of the hearing to the Student and the Student's parent(s) or legal guardian. The Board's hearing shall address whether the Student violated this Policy and whether the expulsion shall be modified as set forth below. The Board shall issue to the Student and the Student's Parent(s) or legal guardian a written decision, containing a statement of the reasons for the decision.
4. The Superintendent may modify the mandatory one-year expulsion on a case-by-case basis.
5. Any expulsion under this Policy shall be subject to review by the Board if requested prior to the start of each school year. Any such request by the expelled Student or the Student's parent(s) or legal guardian shall be in writing and the Board shall hold a hearing **thereon**.
The Superintendent shall give written, advance notice of the date, time, and place of the hearing to the Student and the Student's parent(s) or legal guardian.
6. Any parent or legal guardian of a Student expelled under this Policy shall have the right to appeal any such expulsion to the State Board of Education.
7. This Policy is based, in part, on RSA 193-d:11(e), which prohibits unlawful possession of a firearm or other dangerous weapon.
8. Nothing in the Policy limits the powers of the Board, the Superintendent, or the Superintendent's representative to suspend, expel, or otherwise discipline Students.

DANGEROUS WEAPONS ON SCHOOL PROPERTY**JICI**

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in NH Law), electronic defense weapons (as defined in NH Law), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once a year.

Law Reference: RSA 193-D, RSA 193-13, and ED. 317, RSA 159:24, 159:20

Appendix Reference: JICD-R

Date Adopted: July 2, 1998

Revision Dates: February 10, 2004

Last Review Date: February 10, 2004

**RESPONSIBLE COMPUTER, NETWORK AND
INTERNET USE****EGA****Page 1 of 2**Overview

The Exeter Region Cooperative School District provides its students and staff access to a multitude of technology resources. The District believes that these resources provide incredible opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes great responsibility for students, teachers, staff and families. The District expects all community members to exercise appropriate personal responsibility in their use of these resources. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The District makes every effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Being a Digital Citizen

In the Exeter Region Cooperative School District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

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

Expectations

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

**RESPONSIBLE COMPUTER, NETWORK AND
INTERNET USE****EGA
PAGE 2 OF 2**

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette, practice safe and appropriate behavior while online, on social networking web sites, in chat rooms and to be aware of cyberbullying behavior and response. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District managed networks are the property of the School District and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff shall monitor these materials to ensure compliance with content standards.
- Access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communication is prohibited.
- Unauthorized access and other unlawful online activity is prohibited.
- Unauthorized online disclosure, use, or dissemination of personal identification information of minors is prohibited.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Law Reference: RSA 194:3-d, 47 U.S.C. Section 254, Neighborhood Children's Internet Protection Act and Protecting Children in the 21st Century Act

Date Adopted: August 14, 2001

Last Review/Revision Date: June 19, 2012

SPECIAL OBSERVANCE DAYS**ACD-R**

This list is maintained in accordance with Policy ACD. The School Board is authorized to add religious holidays to the list when presented with documentation establishing the existence of a legitimate religious holiday.

2018-19 Religious Observance Dates:

Sunday, September 9, 2018	Rosh Hashanah begins at sundown
Monday, September 10, 2018	Rosh Hashanah
Tuesday, September 11, 2018	Rosh Hashanah
Tuesday, September 18, 2018	Yom Kippur begins at sundown
Wednesday, September 19, 2018	Yom Kippur
Friday, April 19, 2019	Passover begins at sundown
Saturday, April 20, 2019	Passover first day
Sunday, April 21, 2019	Passover second day

2019-20 Religious Observance Dates:

Sunday, September 29, 2019	Rosh Hashanah begins at sundown
Monday, September 30, 2019	Rosh Hashanah
Tuesday, October 1, 2019	Rosh Hashanah
Tuesday, October 8, 2019	Yom Kippur begins at sundown
Wednesday, October 9, 2019	Yom Kippur
Wednesday, April 8, 2020	Passover begins at sundown
Thursday, April 9, 2020	Passover first day
Friday, April 10, 2020	Passover second day

Law Reference:

Appendix Reference:

Date Adopted: June 24, 2008

Last Review/Revision Date: January 9, 2018

I. Definitions (RSA 193-F:3)

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

(1) Physically harms a student or damages the student's property; (2)

Causes emotional distress to a student;

(3) Interferes with a student'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 student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

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

5. **Employees.** Employees include employees of the District and employees of companies with the District who have significant contact with students.

6. **Parents and Legal Guardians.** Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Student (RSA 193-F:4, II(a))

The Board is committed to providing all students a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District shall address bullying and, if necessary, impose discipline or other consequences ranging from behavioral intervention through expulsion for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

Bullying or cyberbullying of a student on the basis of gender, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws.

II. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from behavioral interventions through expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District shall take appropriate action against any student, employee or volunteer who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding relating to such bullying.

The consequences and appropriate remedial action for a student, employee or volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

1. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline or other consequences ranging from behavioral intervention through expulsion.
2. Any employee or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
3. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Students From Retaliation

If the alleged victim or any witness expresses to the Principal or staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Suggestions include, but are not limited to, re-arranging student class schedules to minimize contact, warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Students (RSA 193-F:4, II(c))

This policy shall apply to all students in the District regardless of their status under the law.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, and conflict resolution.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e) and 193-F:5, I(b))

Distribution

All staff, students, parents and regular volunteers will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, etc.)

Training

The Superintendent will ensure that all school employees and regular volunteers receive annual training on this policy and related District policies. The District shall provide educational programs for students and parents in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying. Such programs shall be presented in age appropriate language.

The Board/Superintendent may, from time to time, host or schedule public forums which will address the anti-bullying policy and/or discuss bullying in the schools and may consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f) (g))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

1. Any student who believes he or she has been the victim of bullying should report the incident(s) immediately to the Principal, any School District employee, or regular volunteer
2. Any school employee or regular volunteer 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 may develop a system or method for receiving anonymous reports of bullying. Independent verification of the anonymous reports shall be necessary in order for any disciplinary action to be applied.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for N.H. Department of Education Reporting Requirements (RSA 193-F:6, I)

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j) and (m))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. Initial interviews shall be conducted privately or separately.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. The Principal shall complete the investigation and notify the parents within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation and notifies the parents, the Superintendent may grant an extension. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
6. Students who are found to have violated this policy may face discipline in accordance with other applicable Board policies through expulsion. Students facing discipline will be afforded all due process required by law.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom

- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(I))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the students involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the

due process and appeal rights for students disciplined for acts of bullying.

3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

XV. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVI. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policy EEAJ.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Law Reference: RSA 193-F:3, Pupil Safety and Violence Prevention Act; RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed; NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Appendix Reference:

Date Adopted: March 27, 2001

Last Review/Revision Date: March 21, 2017