

# Exeter High School Faculty/Staff Handbook 2016-2017

## Exeter High School Core Values, Beliefs, and Learning Expectations

(Draft Approved by EHS Faculty on 4/21/15)

### **Core Values**

*Exeter High School students proudly endeavor to be:*

- Respectful and responsible citizens
- Engaged members of the greater community
- Active learners who strive for their highest academic and social potential through critical thinking, creativity, and effective communication

### **Beliefs about Learning**

*Because effective learning in the 21st Century demands self-direction with community-wide collaboration, Exeter High School students will:*

- Engage in meaningful and challenging educational experiences that inspire lifelong learning through a rich and rigorous academic foundation
- Analyze and synthesize content through multiple experiences and opportunities in order to better access higher level thinking skills
- Cooperate with faculty to express knowledge and ideas while building mutual understanding
- Demonstrate self-advocacy and personal growth, and model responsible, respectful behavior towards themselves, each other, and the larger community through family and community partnerships

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

#### **Academic**

- Work both independently and collaboratively
- Listen, read, and write effectively and critically
- Identify and utilize a variety of resources to obtain and deliver information
- Employ multiple strategies in critical thinking, problem solving, and performance
- Apply learned skills and create with integrity and originality

#### **Social**

- Develop and maintain the skills, competencies, and qualities to succeed personally, interpersonally, and professionally
- Take an active role in their own learning and personal development
- Recognize and respect the needs, differences, opinions, and personal spaces of others

#### **Civic**

- Demonstrate appropriate active citizenship in the greater community
- Strengthen school and community partnerships through effective service
- Accept responsibility and understand the impact of their own actions

# Blue Hawk Pride

## Classroom

### COURTESY

Be attentive  
Raise your hand  
Cooperate with others

### RESPONSIBILITY

Be on time / Come prepared  
Dress appropriately  
Complete your homework  
& assignments

### RESPECT

Be honest / Be tolerant  
Allow the thoughts  
& ideas of others  
Use appropriate language

## School Campus

### COURTESY

Use proper language  
Practice manners  
Stay with the traffic flow

### RESPONSIBILITY

Act age appropriate  
Manage your time  
Proper trash disposal

### RESPECT

Respect public and private property  
Respect all members of the school

## Cafeteria

### COURTESY

Use proper language  
Respect the lunch staff  
Respect people and property

### RESPONSIBILITY

Clean up after yourself  
Carry your ID card  
Pay for your items

### RESPECT

Talk in a reasonable voice  
Wait your turn  
Be polite

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## **Important Dates and Information**

**Please visit the EHS Website at**

**<http://ehs.sau16.org>**

**To access the following items:**

- Faculty Opening of School Information
- Faculty Meeting Dates
- Changes in Staff
- Staff Directory
- Bell Schedule
- EHS School Calendar
- Important Dates
- School Closing and Delayed Opening Media Information

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## School Messenger

The School Messenger system will be used to cover stormy weather affecting the High School, as well as any other emergency or crisis situations, which might arise. It is through this medium that information will be disseminated to staff members during an emergency situation **Please contact Debbie Harrison, (Ext. 2555) in the Main Office to make sure your School Messenger telephone number is up to date and is the correct number you want to use for such calls.**

## Early Morning Duty Responsibilities

*Teachers scheduled for early morning duty should be on duty from 7:05 AM-7:25 AM.*

**Cafeteria:** Teachers will monitor the students in the cafeteria.

**Front Entrance:** Teachers will position themselves on the walkway outside the front entrance of the building and monitor students as they enter the building.

**Commons:** Teachers will monitor students in the common's locker areas.

**Foyer:** Teachers should position themselves in the hallway adjacent to the cafeteria on the first floor.

## Supervisory Assignments

Supervisory Assignments will be done on a rotating basis to allow each staff member to have a duty free week (when possible). If you are scheduled to attend an IEP Meeting during your duty free week it is expected that you will attend this meeting. The Exeter High School administration reserves the right to ask you to cover a class or another duty during your duty free week should we need you.

**STUDY HALLS:** Students are allowed to leave study halls only with a pass from a teacher (to go to the Library, Computer lab or meet with a Teacher). Teachers assigned to this duty should circulate throughout the cafeteria to monitor student's behavior.

**CAFETERIA:** Teachers should monitor students (seniors with privileges) in the Cafeteria and the outside area. During lunches assigned teachers should move around the Cafeteria to monitor student behavior.

**COMMONS:** Teachers should monitor the commons content labs to provide a suitable academic environment for students. Teachers may work with students at their discretion.

**OUTSIDE AREA:** Teachers should monitor students in the outside brick area. Students are only allowed on the brick walkway. They are not allowed on the landscaped areas or on the tarred sidewalks. Teachers assigned to this duty should circulate throughout the outside area to monitor student behavior.

**ARTS/PE AREA:** Teachers should monitor the hallways in and around the Arts/PE areas.

**FOYER:** Teachers should position themselves in the hallway near the cafeteria (1st Floor).

## As a Staff Member

- Should arrive at school prior to 7:10 AM each morning (Persons scheduled for early morning duty should be on duty at 7:05 AM). A staff member must be in their classroom or their assigned duty by 7:30 AM each morning.
- Any faculty member who has a planning period at the start or end of each day is expected to arrive at school on time and remain in school until 2:45 PM. In the event that you should need to arrive late

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please call your administrator. If you should need to leave school prior to 2:45 PM please sign out on the clipboard in the faculty mailroom and notify your administrator.

- It is mandatory that all adult members employed by the district, at Exeter High School, wear a school-issued identification badge, either with a lanyard or clip visibly displaying the badge at all times.
- Be positive, upbeat!! Show your students that you care about them!
- Praise the high school at every opportunity! Take ownership in your school.
- Support school policies at every opportunity.
- Whenever you encounter a student(s) engaged in an activity in and around school, which is unacceptable, according to our student handbook, correct the student(s) or report the incident(s) and the student(s) name to an administrator, ASAP.
- Be available to help students who wish to stay after school for extra help or make-up work. Decide what afternoons you will be available and post your schedule for students to observe.
- Please submit proposed personal day requests to the principal in advance. If the request is for a Monday or Friday, please indicate a brief reason to avoid any delays in processing.
- Make students aware of fire exit, fire drill procedures and lock-down procedures.
- Shut off all lights, close and lock all windows and doors, when leaving your room for the day.
- Whenever you leave your classroom be sure to lock your door.
- Provide students with handwritten passes for destinations (except bathrooms).
- Help with corridor supervision between classes.
- Building use forms, staff development forms, etc., are available in the mailroom.
- Our schools main office is open each day from 7:00 AM to 5:00 PM. All other offices are open from 7:00 AM to 3:30 PM to assist you in any way, allowing you to perform your tasks more effectively and efficiently.

## **As a Homeroom Teacher**

- Homeroom will be held only on an as needed basis. A bell schedule will be put out prior to each homeroom.
- Make sure that your students are seated and quiet so that you can perform the required task.
- Do not allow students to leave until the purpose for the homeroom has been satisfied.

## **As a Classroom Teacher**

- Make sure you are in your classroom before the class arrives.
- Take your own classroom attendance.
- Start your class on time. Always be well prepared.
- Expect students to arrive to class on time with appropriate books, notebooks, pencils, etc.
- State your classroom standards, grading procedures, and expectations clearly to your students. Reinforce this by providing a written statement for each student. Do this at the beginning of each academic quarter.
- Do not admit students who have been absent to class without a proper admission slip.
- Do not leave your classroom unsupervised! Classroom supervision is your individual responsibility.
- Prepare your lessons to engage your students for the entire 50-minute period on a non-block day and 100-minute period on a block day.

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- Do not dismiss your class before the required 50 or 100 minutes unless you receive permission from an administrator.
- Students should not wear hats in the classroom and corridors.

## The Effective Teacher

- Exhibits positive expectations for all students.
- Establishes good classroom management techniques.
  - Designs lessons for student mastery.
- Effective teachers look at the resources available to them and then reorganize those resources to work toward a goal.
- Effective teachers are problem solvers. “I teach myself how to think,” they tell themselves. “I analyze, synthesize, and create materials to help students learn.”
- Effective, problem-solving teachers do it all day long: rearrange resources and information to help students reach the goals of the class.

*Source: “How to be an Effective Teacher: The First Days of School” by Harry K. Wong & Rosemary T. Wong*

## Dress and Decorum

The SAU #16 Joint School Board believes that all employees while on duty should dress professionally and appropriately for their job duties and responsibilities. Employees are expected to dress in appropriate professional attire, and to follow basic rules of good personal hygiene, thus setting an example for what is acceptable attire in a school setting

## Maintaining Professional Boundaries

Staff is expected to maintain a professional relationship with students. Personal disclosures, emotional dependence, unsupervised one on one time in school, gifts, and physical displays of affection are not the hallmarks of a professional. As an adult in the building, it is unethical to use your position to develop relationships with students for personal disclosures, intimacy, and emotional commitment. It is the ethical responsibility of all to be aware of “Boundary Crossings”, and to report known incidents to administrators. Drummond, Woodsum and MacMahon provides the following warning signs:

- Spending considerably more time with one student than all others;
- Long talks with a particular student;
- Encouraging a student to confide about personal problems, family problems, relationships with boyfriends or girlfriends;
- Unnecessary physical contact with students, such as:
  - Touching
  - Hugs
  - Affectionate or “playful” contact;
- Driving students home or to other location;
- Arranging to meet students outside of school for activities;
- Confiding in a student about personal or family issues;
- Deriving emotional or personal support from a student;
- Discussing colleagues or administrators with students;



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- Allowing students to call at home (except for questions about school work);
- Inviting students to visit the employee's home; allowing students to visit the employee's home;
- Lacking adult relationships outside the school;
- Giving gifts to an individual student;
- Accepting personal gifts from an individual student;
- Giving cards, notes, etc. to an individual student;
- Developing an ongoing correspondence, by e-mail or otherwise, with a student;
- Allowing particular students to call the employees by first name or nickname;
- Sexual behavior, allusions or innuendo with students;
- Becoming dependent on the attention or interests of a student or students.

## Procedures for Staff Absenteeism

Whenever a staff member is going to be absent from school they should call Donna Griswold at 775-8407 and their LAL/Administrator by 6:00 AM. It is imperative that class lists are available and lesson plans are sufficient to fill the class period or block period and are made available to the Instructional Aide that will be covering your classes. Lesson plans should be appropriate to be implemented by any staff member and **should not rely upon technology**.

When leaving a message, please remember to speak clearly, and to leave only your name, department, and reason for absences (i.e. Sick day, personal day etc.). When requesting a personal day or a professional day (to include district meetings), the appropriate form must be filled out with the main office, and it is your responsibility to notify Donna Griswold ahead of time that you will be out.

## Student Attendance Policy and Procedures

### *Attendance .....ERCSD Policy JH*

Attendance to class/school is essential to the learning process. It is also an important life skill for students to learn. We urge students and parents to strive for excellent attendance since it is our belief that this is a critical way to ensure scholastic success.

Exeter High School will recognize three (3) types of absences:

Excused absence – an absence that has a specific purpose for a specific time i.e. brief illness, medical/dental appointments, or college visits for seniors.

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

Exempted absences - all those listed below in paragraph 3.

1. All students who exceed ten (10) absences per semester will meet with their assistant principal and be informed of the Administrative Failure (AF). Students who receive an AF will be assigned a numerical grade of fifty (50) or their academic average earned in class, whichever is lower. This administrative failure will apply to the quarter it was earned. Any student who exceeds the limit of absences will be encouraged to remain in the course to earn a passing grade. No additional absences will be allowed in the course that semester. Should additional absences occur, an administrator would assign a weekend detention for each absence beyond the maximum of ten (10). If the student has parking privileges, their pass will be revoked for the remainder of the semester. A student can only be withdrawn from the course and assigned to a study hall if they have more than five (5) classes. Students may appeal the Administrative Failure to the Attendance

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Appeal Board. In the case of graduating seniors, the appeal documentation may be submitted directly to the principal. All documentation (doctor's notes, etc.) must be provided at this time. **Note: Any student who cuts a class or is truant, will lose his or her right to appeal the AF.**

2. Missing more than 25 minutes of a class (tardy or dismissals) will count as an absence.
3. The following absences **will not** count towards the Attendance Policy limits.

<u>Reason</u>	<u>Required Documentation</u>
Long term/chronic illnesses (more than 3 days)	Doctor's note
Hospitalization	Doctor's note
Court appearances	Court documentation
Religious holidays	Parent/guardian note
School testing	Testing official verification
Bereavement	Parent/guardian note
All school sponsored activities	Coach/teacher will provide roster
Out-of-school suspensions	Assistant principal verification
College visits (5 days per year)**	Admissions documentation
Military appointments	Military verification/note

All documentation must be presented within two (2) days of returning to school after the absence.

\*\*Seniors only.

4. Please note that extended family vacations outside of school vacation time **will count** towards the ten-day limit.
5. Planned absence forms may be obtained from your commons office. This form should be completed with signatures from all the student's teachers and a parent/guardian and then submitted to the assistant principal who will make the final determination as to whether or not the absence(s) will be excused.
6. Notification will be sent home when a student has accumulated five (5) and ten (10) absences.
7. Students should not be in school prior to 7:00 AM. Only seniors with privileges may leave school grounds once they have arrived at school. All underclassmen must be properly dismissed in order to leave school. All students must be in their first period class by 7:30 AM. Students arriving after this time will be considered tardy and must sign in at the Attendance Office to obtain a blue admit slip.
8. All dismissals will only be approved by a note signed by a parent or guardian. The note must be submitted to the commons office prior to the dismissal no later than 8:15 AM. No retroactive dismissals will be approved. Phone/email dismissals will only be permitted in an emergency situation with the approval of the administration. (A parent who wants to dismiss a student personally may do so at the main office.) The student will not be called from class until a parent or guardian signs the student out. Students who are ill must be dismissed through the nurses' office. Students will not be allowed to go home during the day to obtain forgotten materials.
9. Students who cut classes or are truant from school will lose their rights to appeal all absences from that class.
10. A zero (0) may be assigned for all work missed due to a cut or truancy absence. It is the student's responsibility to contact the teacher on the day he or she returns. The timeframe for making up missed work is set by the individual teacher(s).
11. Students enrolled in Running Start courses need to check the attendance policy with the college offering the credit.

## Student Tardy To School

Consequences for tardiness to school are as follows: Students may receive an administrative detention for each tardy beyond the third (3) tardy each quarter. Any student who accumulates seven (7) tardies may be assigned a Friday or Saturday detention for every day they are tardy for the remainder of the quarter. In addition, they may lose their parking privileges for an extended period of time.

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## Student Tardy To Class

The individual teacher involved will handle the tardiness to class. It is expected that teachers will take a minimum of two attempts to remediate tardies to their classes.

- 1<sup>st</sup> Tardy to Class:** The teacher should take the student aside and inform them that any further tardies will result in a detention with the teacher (warning).
- 2<sup>nd</sup> Tardy to Class:** The teacher should retain the student after school and discuss the problem (detention). **A call should be place to the parents!**
- 3<sup>rd</sup> & Subsequent Tardies to Class:** The student should be referred to his/her commons administrator indicating that the teacher has followed the above-mentioned procedure and the problem still persists. The student will be warned that following this tardy, they will receive a detention.

*Students late to study hall without a pass should not be admitted. They should be sent to their commons area assistant principal for an admission slip. As well, students who are late to their first period class in the morning should be allowed into the classroom up until 7:45 AM. You must still mark them tardy to class.*

## Student Absence From Class

Attendance must be taken in all classes. You may be asked to verify student's absences in the event that they challenge an Administrative Failure. Be sure to keep up-to-date seating plans. Students who have been absent from your class must present with an admission slip stamped by the student's common's office in order to be admitted to your class following an absence. The admission slip (blue slip) will be stamped showing whether the student will be allowed to make up the work for credit. If a student is absent from your class for any other reason, the student may be admitted only with a pass from the principal or an assistant principal.

## Student Attendance Appeal Procedure

A student who has received an Administrative Failure (AF) will have the right to appeal to administration.

**Note: Any student who cuts a class or is truant will lose his or her right to appeal the AF.**

- The student will complete the necessary paperwork for each class for which he or she is appealing his or her absences
- The student will then submit this paperwork to their commons office
- A student must have all documentation and records pertaining to absences complete before appealing to their administration
- A student can only file an appeal for a class in which he or she is currently earning a passing grade
- Any absence due to truancy will result in a student losing the right to appeal and an Administrative Failure (AF) grade will be issued

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## Student Absence Appeal Form

Name of student \_\_\_\_\_ Date \_\_\_\_\_

Class appealing \_\_\_\_\_

Current grade in class \_\_\_\_\_

Teacher verification of absences (initials) \_\_\_\_\_

Date(s) of absence	Reason(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Administration Decision \_\_\_\_\_

Date \_\_\_\_\_ Approved/Denied

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Student Passes/Identification Badges

### Student Failure to Sign IN/OUT

Students who do not sign in (tardies/dismissal) or out (dismissed) may be subject to disciplinary action.

### Student Out-Of-Room Passes

#### *Bathroom Passes*

Generally speaking, very few students should leave the room to go to the bathroom during the first period or during periods immediately proceeding or following lunch. Only one person should be out of the room at any time and they should use the closest bathroom. Every student leaving the room should have a bathroom ID badge in his/her possession.

#### *Other Passes*

Any student leaving the room should be given a handwritten pass. Make a point of checking on students in the corridor. If they do not have a pass, they should be sent to the assistant principals' office.

#### *Guidance*

Please do not give passes to the GUIDANCE OFFICE; classroom teachers should not issue them. Guidance will set up appointments and issue passes for students during their unassigned periods only.

#### *Library*

Students may use the Library during their assigned study halls. Students wishing to use the library during study hall must obtain a handwritten pass from one of their current subject teachers and are required to sign in using the computers at the main desk when they arrive at the library. Students wishing to return to study hall may do so with the permission of a member of the library staff who will enter a notation in the sign in list and will sign the student's pass, indicating the time of return. Unless special circumstances arise, no return passes will be issued within the last 10 minutes of the period.

Some limitations on the number of students allowed visiting the library from 5<sup>th</sup> period study halls may occur depending on available space. Study hall teachers will be advised of any such limitations.

Freshmen, sophomores, and juniors wishing to use the library during 5th period lunches may do so as long as there are seats available. Students visiting from lunch must stay in the library for the remainder of the lunch period.

#### *Passes and Identification Cards*

A standardized pass form must be filled in and signed by the teacher allowing students to move from place to place within the school at any time. The room identification badge allows a student use of the lavatory closest to their class and **should be used only for those areas**. Each student must sign out of each room if he or she leaves during a period. Each teacher is to keep an accurate and on-going log of the date, period, room and the time that a student leaves the room.

Students who are in corridors at times other than the passing time between periods must have a pass written by a teacher or administrator. Students are required to report to an assigned class or study hall on time. If a teacher detains a student, a pass from that teacher will be necessary to present to the teacher to whom he/she is supposed to report.

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Students requesting permission to leave a study hall for any other area must present a pass from the teacher they wish to see. In other words, a student must make prior arrangements with the teacher to whom they will report. The student must have the pass in his/her possession when he/she arrives at the study hall. The study hall teacher will initial the pass.

Students who are using the library during a study hall period must have a pass issued by a classroom teacher. This pass is to be left in the media center, when the student checks in at the front desk.

**Note:** All students must have their pictures taken at the beginning of each school year during picture taking day. These pictures will be used in PowerSchool for identification as well as creating student ID's. All students must carry their student ID on them when at school or they can take a picture of their school ID from their phone along with the students scan code. Students must identify themselves upon a request from staff members.

## *Identification Passes - Work –*

Students on work experience or Co-Op will be issued identification passes. It is the responsibility of the students who qualify to obtain this pass and have the pass in their possession at all times.

## *Senior Passes –*

A Senior Pass (privilege) allows a senior student to leave campus, during unassigned periods, and the freedom to go to various destinations within the building; it does not allow the student to be in an unauthorized area either inside or outside the school nor does it allow seniors to wander the building during these times.

## Field Trip Information

Reminder to staff that all field trips for the first semester must be finalized by the end of September, and for second semester by the end of January.

***There should be no field trips scheduled during the following times: Exception to this may occur at the discretion of administration.***

1. The last week of quarter 1, and 3, and the last two weeks of quarter 2.
2. All field trips should be concluded prior to April vacation, due to testing and end of year events. The teacher must submit the FIELD TRIP FORM and the TRANSPORTATION REQUEST FORM to the principal **20 school days prior to the event**. The field trip form provides specific responsibilities for student behavior. Please monitor these responsibilities closely. The teacher must put each faculty members mailbox or email an alphabetized list of students going on the trip at least 10 school days prior to the trip. This list must contain: grade (9-12), and level of classes. Give the students STUDENT FIELD TRIP PERMISSION SLIPS for completion. Collect these for your records. Then post the approved alphabetized list in the main office. All field trips will be made by commercial transportation. Any overnight trip requires approval of the school board **eight (8) weeks in advance**. (See the building principal for details). Chaperones, male and female, are needed for mixed groups. The school board accepts no responsibility for student trips not under the direct sponsorship and supervision of the Exeter Region Cooperative School District.
3. All related monies for field trips must be collected and accounted for with the Bookkeeper in the main office prior to the date of departure.

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4. Field trips are strongly encouraged to take place on a seven (7) period days to avoid interrupting block days.

### Field Trip Guidelines

These guidelines will provide each of you with a consistent set of procedures that should be followed on each field trip approved by the schools, including bus, train, or plane travel.

1. Provide ONE chaperone for EACH 15 students that you are taking on the trip. (Parents may be willing to chaperone with you.)
2. Check students as they enter the bus.
3. Once students are seated, place one chaperone at the REAR of the bus and another towards the FRONT. This will provide better supervision during the ride. Under no circumstances should staff members travel in their own private vehicles while leaving parents to supervise the bus trip!
4. Before disembarking from the bus, give the students instructions again on their behavior, directions, lunch, the tour, returning to the bus, etc.
5. As they disembark, take a moment to check the seat for articles left behind, any vandalism, etc.
6. As they board the bus to return home, check off each student to make sure that all have returned. Again, place one chaperone in the REAR and another in the FRONT of the bus for purposes of supervision.
7. When you arrive back at the high school, again check the bus for articles left behind, vandalism, etc.
8. In an emergency, if a student needs to use a phone for parent contact to get a ride home, contact the janitor on duty to use an office phone. If you arrive back at school after dark, caution students to stay inside the building while waiting for their rides.
9. All school rules are in effect for all school sponsored field trips. Major discipline infractions (use of drugs, fighting, etc) should be reported immediately to an administrator. Please call the school immediately to report the incident. An administrator can then advise you of the proper steps to take and also make quick contact with the parents or guardians.
10. Please provide administration with a mobile telephone number so that the group can be reached in case of an emergency. Any over night trip, the advisor **must** meet with the principal prior to departure.

### Guest Speakers

Faculty members are encouraged to invite qualified persons to address their students to supplement and enrich their courses. Two weeks in advance of the visit, the teacher will obtain approval for the prospective speaker from their Learning Area Leader (LAL) and/or administrator. If the presentation requires the use of space outside the classroom, all requests for room use (ex. Roy Morrisette Room, Multipurpose Room, Auditorium) are made to the Principal's Administrative Assistant. Once approved, the teacher will send details of the visit to the Principal, LAL, Department Administrator, Curriculum Administrator, and the Main Office Receptionist. The teacher will notify the speaker that on the day of the visit, the guest speaker is required to check in at the Main Office and provide proper identification (ex. driver's license). The guest will check out in the Main Office before he or she leaves.

# Exeter High School Faculty/Staff Handbook 2016-2017

## E H S Activity/Field Trip Permission and Release Agreement

STUDENT NAME \_\_\_\_\_

I/We, \_\_\_\_\_ the parent(s)/guardian of \_\_\_\_\_ give my/our permission for my/our child to participate in an activity/field trip. I/We understand participation in this activity/field trip is voluntary and is not a required school program or activity. I/We are allowing my/our child to participate only after understanding and considering the following:

### Activity/Field Trip Details

1. Description of the activity/field trip: \_\_\_\_\_

Date(s): \_\_\_\_\_ Destination: \_\_\_\_\_

Time: Leave \_\_\_\_\_ Return \_\_\_\_\_ Means of

Transportation: \_\_\_\_\_ Cost: \_\_\_\_\_

2. Other relevant activity/field trip information:

By signing this permission form, I/we acknowledge the following:

1. I/We acknowledge that I/we have been informed as to the nature of the activity, and that this activity may have inherent risks of injury for those who participate, including, but not limited to, transportation from and to the school campus.
2. I/We understand the School District cannot unconditionally guarantee the safety for children and that the obligation of the School District is to take reasonable precautions for safety and wellbeing. My/Our child also has a responsibility for his/her own safety and the safety of others.
3. I/We must provide the school staff and chaperones with medical or other important information that I/we feel the school should know about my/our child prior to the start of this activity.
4. I/We represent that my/our child is physically fit to participate in this activity, and if required, that he/she has been examined by a licensed physician who verifies that my/our child is physically fit to participate in this particular activity. The school district will rely on this representation.
5. My/Our child must adhere to all the rules, regulations, and instructions pertaining to the safety and protection of the participants, and failure to comply could exclude my/our child from participation in this activity.
6. I/We hereby consent to medical treatment to my/our child, which may be deemed advisable in the event of injury, accident and/or illness during a school trip. I/We hereby certify that if I/we have any particular medical instructions, I/we have provided these instructions below.
7. I/We certify that my/our child's medical expenses are covered by a medical insurance policy, or if not, I/we accept absolute financial responsibility for such in the event that expenses are incurred.
8. I/We will bear any cost for additional transportation, if my/our child leaves or is asked to leave the activity before completion.
9. I/We acknowledge and understand the risk and requirements for our child to participate in this field trip.



# Exeter High School Faculty/Staff Handbook 2016-2017

## Field Trip Release Agreement

In consideration of permission for my/our child to participate in the field trip, I/we knowingly, and voluntarily release and waive and further agree to indemnify and hold harmless the Exeter High School, SAU #16, the Exeter Region Cooperative School District, and their officers, agents, employees, volunteers, and representatives both individually and in their official capacities from and against any claim which I/we, my/our child or any relative or next of kin of mine/ours, or any other person, firm or corporation, may now or hereafter have or claim to have (known or unknown), seen or unseen, directly or indirectly, for or on account of any losses, damages, personal injuries, pain and suffering, death, or property damage resulting from or arising out of my/our child's participation in the field trip, or in any way connected with or arising out of instruction, training, emergency care or other operations incidental to participation in the field trip.

This "Release" shall be construed to be as comprehensive as is allowed by law and as severable. The validity of any portion of this Agreement shall not affect any other portion and shall not establish a legal or other relationship between or among those released which does not in fact exist. I/WE HAVE READ AND UNDERSTAND THIS RELEASE AGREEMENT.

Dated: \_\_\_\_\_ Parent(s)/Guardian(s) \_\_\_\_\_

Medical and/or Special Instructions: \_\_\_\_\_

## Student Field Trip Responsibility

### EHS RULES OF CONDUCT

1. A student's behavior at all times should be such that it reflects credit on the student and the Exeter High School.
2. A student may not smoke, use intoxicants or drugs at any time on any EHS sponsored field trip.
3. A student must respect the property of others.
4. A student is expected to remain with the group at all times and participate in all activities.
5. A student is expected to obey all instructions of chaperones/activity officials.
6. The trip is considered an extension of the school day and all school rules apply for the duration of the trip. Should a student's behavior be in question or should he/she fail to obey all chaperones, he/she may be sent home at the student's expense and subject to disciplinary action. Parents will be notified. Prepaid costs associated with the trip may be forfeited.

### STUDENT RESPONSIBILITY

If a student misses any classes/activities, he/she is expected to:

1. Inform all teachers and get assignments of all classes missed.
  - a. Assignments due the day of field trip must be passed in before the trip.
  - b. Assignments due the day after the field trip must be passed in on time.
2. Arrange to take quizzes/tests missed while on the trip.
3. Be prepared to take quizzes/tests scheduled the day after the trip.

**I/We have read the Rules of Conduct and Student Responsibilities for EHS field trips and agree to abide by these rules.**

Print Name of Student \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name of Parent/Guardian \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# **Exeter High School Faculty/Staff Handbook 2016-2017**

## **Letter to Parents from School Nurses for Medication Disbursement**

Dear Parent/Guardian:

Due to recent changes in the laws regulating medications at school, it has become necessary for schools to reexamine their medication policies concerning students on extended field trips. Foremost is the safety and wellbeing of the students.

In preparation of your upcoming-overnight fieldtrip to ( ) from ( ) through ( ), please review the enclosed medication forms, sign and return by ( ) (even if medication is not required – bottom line.)

All medications required (prescription and over the counter) during this trip must be brought to the High School Health Office. This will enable the nurses to assist the chaperones with preparation and paperwork.

If you have any questions or concerns, please contact the High School Health Office at 775-8437.

Rose Love RN  
Meg Lavery RN  
Health Office  
Exeter High School

# **Exeter High School Faculty/Staff Handbook 2016-2017**

## **Exeter High School Field Trip – Medication**

It is recommended that only medications of absolute necessity be sent on the field trips and only the amount needed for the time frame in which the student is away.

Any student who is required to take medication during a school sponsored event that has been prescribed by a licensed physician, advance registered nurse practitioner, or licensed physician's assistant, shall be supervised in taking the medication by an adult, designated to assist\* students. The designated adult may assist students in taking required medications by making such medication available to the student as needed and by observing the student as he/she takes or does not take his/her medication. \*(Assist means having the required medication available to the child as needed and observing the student as he/she takes or does not take his/her medication.)

Students may not carry oral medication with them. Asthma inhalers and Epi-pens may be kept in their possession, for self-administration, with signed permission from parent/guardian, for emergency use.

All medications, prescribed and over the counter, may be given, if needed, with the written request of the parent/guardian. Prescription medicines must be accompanied by a written order from the prescribing doctor. Prescribed medication must be supplied in its original container with prescription labeled with the student's name, physician's name, the name of the medication and the instructions. All controlled substances, by law, must be kept in a locked container, which we will provide.

For the convenience of all, Tylenol and Advil (equivalents) will be available to students. Again however, written permission from parent/ guardian must be present for the designated adult to assist students with these. For safety reasons, students should not bring individual supplies of these medications.

Please note – students who do not follow the school rules regarding medication, while on a field trip, will be sent home at the parent's expense and will be subject to suspension based on the schools drug/alcohol policy.

# Exeter High School Faculty/Staff Handbook 2016-2017

## Permission for Assisting Students with Medication On Overnight Field Trip

Date of Fieldtrip \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Student's name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

My child, \_\_\_\_\_ is required by Dr \_\_\_\_\_, the prescribing physician to take the following medicine:

Name of Medicine: \_\_\_\_\_

**Dose:** \_\_\_\_\_

Dates and times to be taken: \_\_\_\_\_

**Method of Taking medication:** \_\_\_\_\_

Pharmacy: \_\_\_\_\_ Prescription number: \_\_\_\_\_

Prescription medicines must be accompanied by a written order from the prescribing doctor. The medicine will be delivered to the designated school personnel in a pharmacy labeled container listing the student's name, the physician's name, the name of the medicine and its instructions.

Over the counter medications may be given, if needed with the written permission of the parent/guardian.

We, the parents, authorize a member of the school staff so designated by the building principal to assist\* our child in taking the above medication. The medication therefore will be in the custody of such persons.

I, the parent /guardian, agree by signing the request and "Hold Harmless" statement that I shall not hold liable any member of the school staff who is directed by me to assist my child in taking said medication.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child \_\_\_\_\_ has permission to take Tylenol or Advil (circle appropriate) as needed.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child \_\_\_\_\_ may carry his/her asthma inhaler / EpiPen /equivalent (circle appropriate) as needed.

I confirm that \_\_\_\_\_ has the knowledge and skills to safely possess and self-administer and inhaler/Epi-Pen.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child does not require any medications while on this trip.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Exeter High School Faculty/Staff Handbook 2016-2017

## Exeter High School Emergency Health Form - Over Night Field Trip

THE FOLLOWING INFORMATION IS REQUIRED IN CASE OF EMERGENCY

Student name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Last TD (tetanus) \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Fieldtrip \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Does your son/daughter need any special medical attention? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe \_\_\_\_\_

Will your son/daughter be taking any prescribed or over the counter medication? Yes \_\_\_\_\_ No \_\_\_\_\_

### SEE MED FORMS

Please note – students who do not follow the school rules regarding medication, while on a field trip, will be sent home at the parent’s expense and will be subject to suspension based on the schools drug/alcohol policy.

To the best of your knowledge, is there any physical reason why your son/daughter should not participate in any particular activity?

If yes, please describe \_\_\_\_\_

\_\_\_\_\_  
Name of Family Physician \_\_\_\_\_ His/Her office address \_\_\_\_\_

His/her office Tel. # \_\_\_\_\_

Allergies: Medication \_\_\_\_\_ Food: \_\_\_\_\_ Other: \_\_\_\_\_  
Please check any of the following that apply with an “X”.

( ) We certify that we are providing the required school insurance for our youngster.

A. ( ) School time Plan B. ( ) 24 Hour Plan

( ) We certify that we are not providing school insurance for our youngster because we

Have insurance with \_\_\_\_\_

Policy Number \_\_\_\_\_

Note: If you checked A, please be informed that your child does not have medical coverage during any after school time period.

**If in the Directors’ opinion a student possesses and/or appears to be under the influence of any illegal drugs or alcohol, he or she may be sent home at parent’s expense.**

In case of emergency I allow and authorize full permission for my son/daughter to be taken to a hospital or suitable physician for necessary medical attention.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# **Exeter High School Faculty/Staff Handbook 2016-2017**

## **Other Teacher Responsibilities**

### **School Day for Professional Employees**

The school day for all professional employees requires them to be present at school by 7:10 AM and they must be at their homeroom or duty station at 7:25 AM. On the other end of the day if period 7 ends at 2:30 PM, professional employees are to remain in school until at least 2:45 PM.

### **Faculty and Staff Parking**

All teachers and staff members should park in the designated parking spaces at the back of the building on the upper level. These parking spaces are used on a first come, first serve basis. Four parking spaces are reserved for the assistant principals. During an evacuation, students and faculty will gather in the back of the parking lot where the spaces are numbered. Please do not park in those numbered spaces.

All faculty and staff members will be assigned a parking tag to be displayed on the rear view mirror. Each faculty member will be issued one parking tag, which is removable so that it can be used in multiple cars. See Sue Lalime in the red common's office to fill out paperwork and get your parking tag.

### **Use of Classroom**

More than one teacher will share some classrooms. Teachers are expected to leave classrooms in an orderly condition at all times. Shades should be adjusted, desks neat, etc. Seating plans and lesson plans should always be left available for Learning Area Leaders in the event that a substitute teacher is required. There should always be a set of emergency plans on file with your LAL.

### **Student Management**

Whenever a teacher or student is physically or verbally threatened they should immediately report it to an administrator. Immediately following, the entire incident should be written down while it is still fresh in your mind. It is very important that you include all that you can remember about the incident. It should then be dated and signed.

### **Telephone Use, Voicemail and Email**

Check voicemail and email daily as parents may be inquiring about their students and staff members maybe contacting you with information. An initial response to parents should be made within twenty-four (24) hours.

### **Custodial Services**

If there are any particular problems in your classroom that need the attention of a custodian, please log onto [myschoolbuilding.com](http://myschoolbuilding.com). Fill out the request form. The maintenance department requests that if something in your classroom needs repair, that you do not wait until the end of the school year to make a request. Please request this as soon as it occurs.

### **Extra Duties**

Although a pay schedule for more time consuming extra-duty activities is now in effect, it is still expected that each teacher will share in some other duty or activity beyond the classroom.

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## **Class/Organization Advisor**

A class/organization advisor is appointed to each class, and will play an active role as a counselor and advisor in all class/organization activities. He/she will serve as a chaperone at dances, help with decorations, sale of tickets, etc. for all activities their class/organization sponsors.

## **Chaperone Responsibilities**

It is expected that every teacher will chaperone at least one event each school year. This includes school dances, and any other activities that require chaperones.

## **Class Advisors**

The underclassman advisor should have the right of first refusal to continue on as the advisor of that particular class from year to year up to and through their junior year. If the current advisor resigns the position, then it shall be posted. At the end of the junior year, all class materials regarding fundraisers, dues, class lists, finances, and all other pertinent documents should be turned over to the Senior Class Advisor.

## **Senior Class Advisor**

Due to the intense nature and time-sensitiveness of this position, it is a permanent position. The responsibilities of the Senior Class Advisor include overseeing the extensive senior year agenda and maintaining clear and consistent communication with the school community and the community at large.

## **Leaving Campus During the School Day**

Whenever a staff member has to leave the campus during the school day, they should check out with their administrator for any reason, and SIGN OUT/SIGN IN in the faculty mailroom. It is essential that staff members follow this procedure in the event that it is necessary to locate you for any reason.

## **All News Releases**

All school information intended for the public is to be channeled through Mrs. Harrison, Administrative Assistant in the principal's office. Exeter High School has established a procedure and format that gives us the widest possible coverage. DO NOT release information before consulting with Mrs. Harrison.

## **Assemblies**

Assemblies will be held in the Auditorium. When the student body is brought together many problems may arise. Teachers are asked to observe the following procedures in order that these problems may be minimized and the maximum benefits may be derived from the program being presented.

1. Teachers are to accompany their classrooms or classes to assemblies.
2. Teachers are to sit in assigned areas during assemblies.
3. It is essential to emphasize in each classroom the need for good manners and attention while at the assembly and while the students enter and leave the assembly.
4. The teachers with classes sitting in the bleachers are asked to pay special attention to the manner in which the students enter and leave the bleachers.
5. Groups of students who may cause trouble are to be separated.
6. The names of students causing the disturbance are to be sent to the assistant principals office.

## **Smoking**

State law prohibits smoking in any public building. NO SMOKING is allowed on the EHS property to include all school-sponsored activities.

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## **Visitors to School .....ERCSD Policy KI**

Due to safety and academic considerations, all visitors to the high school are to check into the main office upon entering and leaving the building. Visitor badges will be issued, and visitors will be required to wear these badges for the duration of their visit. Social visits should take place at the end of the school day. Students are not allowed to bring “guest students” to school.

Any student interested in attending Exeter High School is welcome to set up a visit after school hours. Parents/guardians should call the designated assistant principal and schedule a meeting and a tour of the building for after school hours. We believe it is important when making choices about school attendance to have as much information as possible. At the same time, EHS has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. Building administrators shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and duration of such visits. In exercising their discretion, the administrators shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. A student visitor is defined as any person seeking to enter the school building who is not a currently enrolled student. If you are interested in having a student visit during school hours an administrator must be contacted for approval. If a student visits during school hours and is approved by an administrator, the following procedures will be followed:

1. Parent/guardian contacts designated administrator and sets up an after school meeting and tour of the building.
2. Following this meeting, if the parent/guardian wishes to further explore Exeter High School as an option for their child to attend, a day will be set up to shadow a student. This process may take up to two (2) weeks. No student who is under suspension, expulsion or other form of discipline shall be permitted to visit Exeter High School.
3. All student visits will be half days from 8:25 AM-11:10 AM. Upon arrival, visiting students will check in with the main office to get a visitor pass. This pass must be worn at all times during the visit. Students visiting will not attend any lunch period.
4. Visitors are expected to conform to all school rules and regulations. There are certain times during the school year, however, when it is not appropriate for students to have visitors in school. These include the week prior to vacations, exam weeks, and the first two weeks of school.
5. All visiting students will be assigned an Exeter High School student through the Peer Outreach program. The student visitor is required to shadow the EHS student at all times and follow the schedule provided at the time of the visit.
6. All teachers will be notified of student visitor in their classroom at least one week prior to the visit. Building administration reserves the right to end a student visit at any time for any reason. If this should occur the parent/guardian will be immediately notified and the visiting student will wait in an administrative office until released directly to the parent/guardian.



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## Administrative Support

### Student Management

All Exeter High School Students will be broken down in the following manner:

#### Administration

Commons	Assistant Principal	Grades	Alphabet	Extension
Blue	Karen Pelletier	10-12	A-F	8444
Purple	Michael Monahan	10-12	G-M	8587
Red	John LeSage	10-12	N-Z	2439
Green	Marcy Dovholuk	9	9 <sup>th</sup> & BEST Program	2440

### Discipline Procedures

Discipline is primarily the responsibility of each teacher. Part of the teaching function is handling problems of a minor or routine nature. Teachers may keep a student after school for disciplinary reasons. However, students who travel by bus should be given a day's warning before being detained, or other arrangements should be made with parents for transportation. If you send a student to their assistant principal for further interventions, please fill out the **Office Referral Form** and either email it or have the student deliver it to their assistant principal.

Teachers expect, and rightfully so, the support of the administration in coping with difficult problems. This administration wishes to cooperate and help in every way possible to make this a pleasant school. However, teachers should be cautioned not to make ultimatums to students, which put the teacher and administration "Out on a Limb" in their relationship to a student. Such decisions as the removal of a student from class, school suspension, and other such drastic actions must be reserved for the administration.

### Teacher's Responsibility for General Behavior throughout the School

Each teacher is responsible, not only for behavior within his/her own classroom, but is also a part of a team, which together can create a favorable atmosphere throughout the school. Don't pass by situations, which need correction just because they are not in your room. If we are to expect good hall conduct and general compliance with school rules and regulations, each teacher must do his/her part. Teaching does not stop at the classroom door.

### Sending Students to the Office

The steps in handling disciplinary problems are sequential and if the administration is to be of real value to teachers, its use must be reserved for serious or chronic problems.

1. If a teacher has done everything possible to manage a student's behavior or resolve an issue, the student should be referred to his/her assistant principal's office with a notation of previous action. Please fill out an **Office Referral Form** and give to the student's assistant principal. In general, pupils should not be sent to the office for such matters as whispering, forgetting a book, not having a pencil, failure to do an assignment, or other such common problems. Not only does this flood the office, but also it cuts down on the effectiveness of the administration in dealing with more serious problems and diminishes your authority in the classroom.
2. If a student is sent from the classroom, direct him/her to report immediately to his/her assistant principals' office. It is imperative that you contact the assistant principal's office that you have sent the student from your classroom.

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3. These reports are filed in the Student Discipline file with the appropriate action taken. Particularly serious incidents will of course be handled at once. Any form of group punishment is NOT permitted.

## **Detention**

After school Detention, which meets on Monday, Tuesday, Wednesday, and Thursday of each week from 2:35 p.m. to 3:35 p.m. is strictly an administrative tool. Teachers may not assign a student to this detention, nor should they request the office to assign students to detention.

## **Weekend Detentions**

Friday detention will be from 2:35-5:35 pm. Saturday morning detention will be 8:00-11:00. Infractions that would lead to the Friday or Saturday detention will be outlined in the Student/Parent Handbook at [www.sau16.org](http://www.sau16.org). Generally, in cases where the current after school one-hour detention or the current out-of-school suspension is not appropriate, a Friday afternoon (or Saturday morning) detention will be the disciplinary action used. Parents/guardians will be notified by mail, explaining the reason for the detention. Parents/guardians or student will provide transportation.

## **Grading- Academic Honesty and Integrity**

Academic honesty and integrity means that all academic work is the legitimate, truthful work of the student. Cheating and plagiarism are choices that destroy academic excellence. It is the student's personal responsibility to submit tests, essays, projects and homework that are free of fraud and deception. Honest, ethical behavior is an essential component of the learning process. Instances of dishonest academic behavior are subject to the disciplinary action. Instances of academically dishonest behaviors include, but are not limited to:

- Submitting a paper or project that is not the student's work
- Communicating with another student during an exam or quiz when such communication is reasonably suspicious
- Copying during an exam or quiz
- Allowing another student to copy from one's exam or quiz
- Using unauthorized notes or devices
- Copying another student's assignment
- Allowing another student to copy one's assignment
- Any intentional falsification or invention of data citation or other authority in an academic exercise
- Unauthorized collaboration
- Copying from a print or online source without providing proper citation
- Paraphrasing from a print or online source without providing proper citation
- Failing to cite with quotation marks the words, written or spoken, of another
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, visuals, or other projects.

## **To help students avoid plagiarism in the writing process teachers will provide:**

- An assignment sheet with explicit requirements and directions
- A specific rubric for assessment of the process and product
- Checkpoints to facilitate the research process to assist students in time management and to provide opportunities to help students during the process
- Availability for students who are having difficulty with note taking, documenting, or formatting procedures
- Clear guidelines for acceptable help from human sources, i.e. peers, faculty, and parents

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Note: Teachers will make use of bibliographic and anti-plagiarism software available at the time to check for plagiarism.

## **The student is responsible for:**

- Meeting checkpoint deadlines
- Asking questions and seeking help from faculty
- Following MLA or APA format per teacher direction
- Submitting an acknowledgment page to credit help given by others (help that has been approved by the teacher giving the assignment)
- Using in-text or in-project documentation accurately and appropriately
- Using work cited and works consulted pages accurately and appropriately
- Submitting only his or her own work

## **Accidental or unintentional plagiarism**

Partial or full credit options:

- Allow the student to add appropriate missing documentation (e.g. in-text citation, works cited page, proper attribution)
- Re-do the assignment from an earlier, satisfactorily met checkpoint (outline or notes)

## **Intentional dishonesty or plagiarism**

**First offense:**

- Receive a 0 for the assignment
- Parents and Administrator are notified

**Second offense:**

- Receive a 0 for the assignment
- Teacher writes disciplinary referral
- Parents and Administrator are notified
- Other school consequences may result
- In addition the following consequences may occur for more serious or multiple offenses:
- No academic scholarships money granted by Exeter High School Local Scholarship Fund
- Notification of Honor Societies

193:13 and RSA 193-D through the development of administrative procedures, which are approved by the Superintendent of Schools or his/her designee. Due process and equal protection of the law shall be afforded to any pupil in a proceeding, which may result in disciplinary action. All appeals shall follow the appropriate hierarchy and may ultimately be received by the principal.

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## Office Referral Form

Name: _____ Date: _____ Time: _____ Grade:        9      10      11      12 Referring Staff: _____ <b>Please print your name clearly</b>	<p style="text-align: center;"><b>Location</b></p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Gymnasium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Commons <input type="checkbox"/> Other _____
--	--

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Physical Contact <input type="checkbox"/> Tardy <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code <input type="checkbox"/> Electronic/Tech. Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Abusive Language <input type="checkbox"/> Harassment <input type="checkbox"/> Fighting <input type="checkbox"/> Electronic/Tech. Violation <input type="checkbox"/> Property Damage <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Dress Code <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Drugs & Alcohol <input type="checkbox"/> Other _____	Get: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity  Avoid: <input type="checkbox"/> Academics <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity  <input type="checkbox"/> Unknown

Action Taken	
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Out-of-School Suspension (_____ hours/days) <input type="checkbox"/> Detention ____ weekend      ____ after school <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____

**Others involved in incident:**       None    Teacher    Substitute    Unknown  
 Peers    Staff       Other \_\_\_\_\_

**Previous Action by Staff:**       Verbal reprimand/warn    Parent Contact    Student Conference  
 Parent Conference       Detention       Other \_\_\_\_\_

**Note: Please use the other side if you have other information you would like to share about the referral.**

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## Student Misconduct and Consequences Chart

Incident	Response
Abusing a pass Public displays of affection Cutting a class or a detention Vulgarity, profanity, and/or swearing Truancy Loitering without a pass Being tardy to school without permission	May result in one or more detentions  May result in an upperclassmen being required to attend quiet study hall for one or more weeks
Academic dishonesty Cutting class or detention 3 times Disrespecting others including discrimination or prejudicial comments Accumulating excessive detentions (10 hours) Gambling Insubordination, Failure to comply with a reasonable request & consistently & chronically disregarding school rules such as: use of electronic devices, wearing hats, & out of class w/out a pass Leaving school grounds/off school grounds Improperly using a motor vehicle Forging a note Refusing to identify self (Insubordination) Smoking anywhere on school property Continuing tardiness to class (habitual) Violating the technology policy and procedures (could also result in losing privileges) Throwing any projectile Violating the tobacco policy, including e-cigs/vapor cigs Truancy – 2 <sup>nd</sup> offense or more Unauthorized presence in locker room or gym	May result in one or more weekend detentions and may include a parent(s)/guardian(s) conference  Possible referral to counseling services
<ul style="list-style-type: none"> <li>* Arson (minimum of 10 days)</li> <li>* Assault (minimum of 10 days)</li> <li>Disruption of school activities</li> <li>Cutting 2 or more weekend detentions</li> <li>* Destruction of school property, vandalism (minimum of 3 days)</li> <li>Fighting including verbal or threatening behavior (5 or more days)</li> <li>Harassment; Hazing; Bullying (minimum of 3 days)</li> <li>Instigating a fight, Contributing to a hostile environment</li> <li>* Possession of stolen property (5 or more days)</li> <li>* Possession/use of alcoholic beverages or drugs including paraphernalia (10 days) – including vaping devices on buses</li> <li>* Receiving stolen property (3 or more days)</li> <li>* Theft (minimum of 5 days)</li> <li>* Dangerous weapon or object (10 days referral to superintendent)</li> <li>* Inappropriate use of social media including recording &amp;/or posting unauthorized images online</li> <li>* Lewd Behavior</li> <li>* Sale or distribution of tobacco, drugs, or alcohol</li> <li>* Violating city, state, or federal laws on school grounds</li> </ul>	Will result in an Outside Suspension for one or multiple days and require a parent(s)/guardian(s) conference and re-entry  * May be referred to the police and/or superintendent of schools as required  Referral to counseling services

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## Academic Procedures

### Guidance

Counselor	Grade	Alphabet	Extension
Susanne Bowden	10	A-C	8424
	11	A-Col	
	12	A-C	
James Legere	9	All Students	8485
Christine Leach	10	D-H	8423
	11	Con-H	
	12	D-H	
Pamela McDonough	10	L-M	8418
	11	I-M	
	12	I-M	
Kathleen Mahoney	10	I & J & N-R	8422
	11	Me-R	
	12	N-R	
Ellen Cooke	10	K & S-Z	8405
	11	S-Z	
	12	S-Z	
Kristie Torbick	All 504 students, 504 Coordinator, & Student Support Counselor		8419

### Graduation Requirements .....ERCSD Policy IKF

All students must earn the following credits in order to become a member of the class listed:

Sophomore: 17

Senior: 57

Junior: 36

Graduation: 80

English – 16 credits

Physical Education – 4 credits

Math - 12 credits (to include Algebra) \*

Health – 2 credits

Social Studies - 12 credits (World History, U.S. & NH History, US & NH Gov't. & Economics)

Science – 8 credits (Physical Science & Biological Science)

Arts Education – 2 credits

\*Per NH Minimum Standards, beginning with class of 2019, students must have exposure to mathematical concepts and competencies in all years they attend high school. For more information, see Course Selection Guide for list of courses that meet this requirement.

A student must be enrolled as a full time student for the entire school year in order to receive a diploma from Exeter High School. **Students who have not completed the school's academic requirements for graduation may not participate in graduation exercises.**

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## Grading

### Calculations of Grade Point Average

Grade	Percentage Range	Academic	College Prep	Honors/AP
A	98 – 100	4.33	5.33	6.33
A	93 – 97	4.0	5.0	6.0
A-	90 – 92	3.67	4.67	5.67
B+	87 – 89	3.33	4.33	5.33
B	83 – 86	3.0	4.0	5.0
B-	80 – 82	2.67	3.67	4.67
C+	77 – 79	2.33	3.33	4.33
C	73 – 76	2.0	3.0	4.0
C-	70 – 72	1.67	2.67	3.67
D+	67 – 69	1.33	2.33	3.33
D	63 – 66	1.0	2.0	3.0
D-	60 – 62	0.67	1.67	2.67
F	0 – 59			

### Grade Point Average

#### Un-weighted Cumulative GPA/Rank:

Calculated on a 4.33 scale, using all credits attempted

#### Weighted Cumulative GPA/Rank:

Calculated on a 6.33 scale, using all credits attempted and assigning weight to instructional levels for courses in English, math, science, social studies and world language. The weighted GPA/Rank is used for college admissions and determination of the top ten senior class. The class rank is calculated to determine final standing at the end of the third quarter.

The yearly cumulative grade point average is calculated from the final grades received in each class, which includes grades received for the four quarters, mid-term, and final examinations. The cumulative grade point average is used to determine a student's rank-in-class.

### Honor Roll

The Honor Roll gives recognition to those students who have obtained a high standard of achievement and have exhibited satisfactory effort and citizenship.

- **High Honors**, an average of 3.60 to 4.33 on the basis of all major subjects is required.
- **Honors**, an average of 3.0 to 3.59 on the basis of all major subjects is required.

Any student receiving an Incomplete, or failing grade in any subject does not qualify for the Honor Roll.

### Placement of Transfer Students

Students who transfer from any other accredited public or private school in the United States are placed in comparable classes, records and all credit earned from the previous school are accepted. Guidance counselors will place a student who transfers from a school outside SAU #16 with inadequate or incomplete records based upon the information available, including any or all the following:

1. Student age
2. A review of all existing school records or credit transcripts
3. A review of the previous educational program including, but not limited to, time spent in program and curriculum requirements of the program, and IEP when applicable
4. A test on grade level or individual subject area objectives, to be determined by the principal

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5. An interview of the student and/or parent(s)/guardian(s) by the principal or designee
6. Classroom performance during a probationary period to be established by the principal

The student's parent or legal guardian may appeal the principal's placement decision in writing to the superintendent of schools or designee within thirty (30) days of the principal's decision. The superintendent shall affirm or reverse the principal's decision in writing.

## ***High School Credit by Means of Alternative Instruction***

Pursuant to Educational Standards 306.27 (j), The ERCSD School Board approves the awarding of high school credit to all students for courses selected from the school's program of studies or comparable courses approved for regular credit by the high school principal or his/her designee. The awarding of credit shall be governed by the following:

1. Credit may be awarded for a course included in the current Course Selection Guide as published or amended by the ERCSD School Board; and/or a course that has national, regional, or state approval or certification; and/or a course approved by the SAU # 16 curriculum supervisor and the principal.
2. The alternative instruction must provide accomplishment of the course outcomes and objectives as included in the regular school curriculum.
3. The student must pass a final examination or submit other appropriate evidence of satisfactory completion of the course objectives as determined by the principal.
4. The student's application to earn credit by alternative means is received and approved by the principal prior to the quarter, semester, or year unless late application is approved by the principal for extenuating circumstances.
5. The student has demonstrated mastery of the required course core competencies, meeting both state and local standards.

Approval, supervision, and monitoring of the alternative instructional process will be the responsibility of the principal or designee.

## ***Online Coursework***

Fulltime Exeter High School students who wish to transfer online coursework credit must complete an application and receive prior approval from the principal or his/her designee. Approved online courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Credit for the online course will not be granted until the EHS registrar has received an official record of the final grade. It is the student's responsibility to request the grade sent to the EHS Registrar. The student's official school transcript will document that the course was taken online. The grade earned will be included in the student's Grade Point Average (GPA). Interested students are advised to speak to their school counselor about the process.

## ***eStart***

eStart is a partnership between the Community College System of New Hampshire (CCSNH) and the Virtual Learning Academy Charter School (VLACS). High school students can take CCSNH college courses fully online and earn credit for college and high school. The cost of tuition is payable to the CCSNH college offering the course, provided that the course is taken concurrently for high school credit.

The cost of tuition does not include the cost of books. Scholarships may be available for eligible students. Interested students are advised to speak to their school counselor about the process.

## ***Extended Learning Opportunities (ELO):***

Students may experience learning and the acquisition of skills through instruction or study outside the traditional classroom. Such opportunities may provide credit or supplement regular academic courses. Where credit is not



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granted, such experiences may be used to fulfill prerequisite requirements for advanced courses. The granting of credit shall be based on a student's demonstration of course competencies as approved by certified school personnel. Interested students are advised to speak to the curriculum administrator.

## ***Dual Enrollment***

Exeter High School, in affiliation with Southern New Hampshire University (SNHU) and Great Bay Community College (GBCC), offers courses for which qualified students have the opportunity to earn college credit along with high school credit. Students who choose to participate in dual enrollment make the commitment to be enrolled as non-matriculating college students. Students earn credits and a grade from Exeter High School as well as credits and a grade from the university/college. A tuition fee is charged by the affiliated university/college. Representatives from SNHU and GBCC meet with students at the beginning of the school year to provide more information and applications. Dual enrollment courses are presently available in English, Math, Science, Social Studies, Business and courses at the Seacoast School of Technology (SST). The particular courses are identified as dual enrollment in the course description.

## ***Early College***

Like Running Start, Early College is a dual enrollment program offered to high school students by Great Bay Community College (GBCC). Both Early College and Running Start provide students the opportunity to earn high school and college credit. High school instructors on the high school campus teach Running Start. College professors on the college campus teach Early College courses. Interested students are advised to consult with their counselors about course options and the enrollment process.

## ***Special Notes on Course Selection***

Course Load: Students are recommended to carry a minimum of five courses which meet four times weekly each semester. In addition, freshmen and sophomores should carry a Physical Education class.

## ***Scheduling***

Scheduling of classes for each school year begins early in the second semester of the preceding school year. Prior to the actual sign-up process, students will be given adequate time to consult with their parent(s)/guardian(s), current teachers, and school counselor using the Course Selection Guide.

Course offerings are based on student selections. The master schedule is formed from these selections. A student must complete their online registration.

The Course Selection Guide can be found on the Exeter High School website. Schedules will be available through the student/parent portal in August.

Students and parent(s)/guardian(s) are strongly encouraged to carefully review their online selection prior to the submission. Courses selected during this registration process are considered to be final choices. There will be no changes to student schedules after the opening of school except under the following conditions:

- The student failed a prerequisite
- The student is inappropriately placed in a course
- The student faces an irresolvable schedule conflict due to the development of the master schedule
- The student requests a course that is cancelled due to insufficient enrollment
- There is a space available

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## *Transfer of Credits*

Every attempt will be made to evaluate incoming credits fairly with the system used at the high school. If a question arises regarding a course taken at another school, a call will be made to the previous school to resolve the question. Where doubts arise, decisions will be made in favor of the student.

## *Withdrawal from Courses*

Scheduling of classes for each school year begins early in the second semester of the preceding year. Each student, therefore, has at least six months prior to the opening of the school year in which to consider the courses he/she will be taking. In view of this lengthy period of time, there will be no student or parent(s)/guardian(s) initiated changes to a student's schedule after the opening of school except under the following conditions:

- The student has been misplaced in a course
- The student has failed a prerequisite for a course now scheduled
- The student has a study period and wishes to add a class
- There is a major change in the student's post graduation plan
- A conflict in the Master Schedule exists

A student seeking to drop a course should discuss this with his/her parent(s)/guardian(s), the teacher, and a school counselor. It is important to remember that students must carry a minimum of four units of work per semester to be considered a full-time EHS student.

- If a student is eligible to withdraw from a course, he/she is to meet with a counselor to explore the pros and cons of such a move.
- In questionable circumstances where a student remains committed to dropping a course, the school counselor will arrange a meeting of the following people: student, parent(s)/guardian(s), school counselor, teacher, and an administrator. After a thorough discussion of the matter, the decision to allow a student to drop the course will be made by Administration. **Note:** Step 2 can be eliminated from course level changes if student, teacher, school counselor, parent(s)/guardian(s) and department chairperson/teacher leader all agree.
- If a student withdraws from a full-year course after thirty (30) school days, or after fifteen (15) school days for a semester course and they are failing this course, he/she may receive a withdrawal failure (WF) for the final grade with no credit awarded.
- If a student withdraws from a full-year course after thirty (30) school days, or after fifteen (15) school days for a semester course and they are passing this course, he/she may receive a withdrawal passing (WP) for the final grade with no credit awarded

For an official change to occur in a student's schedule of courses, the add/drop form with all signatures must be completed along with confirmation from the student's school counselor.

## *Incomplete Grades*

Students receiving an "incomplete" grade for the marking period shall have a maximum of fifteen (15) school days (after the completion of the marking period) to make up the work. After the expiration of fifteen (15) days, any incomplete work not made up will be converted to a zero (0) and calculated into the rest of the quarter grades.

Incompletes are only issued to students with approved long-term absences and are subject to administrative approval. **Incompletes are considered failures when determining athletic eligibility.**

## *Alternative Credit Program*

Exeter High School Alternative Credit Programs offer high school students options to help them earn credit in courses they did not or will not pass the first time around. The process allows for year-round recovery and begins with the student and teacher. Parent(s)/guardian(s), special education case managers and guidance counselors are included in the development of the student's recovery plan. The student and teacher complete the Alternative Credit Application found on the school's website and submit the completed form to the Guidance Office. In the event the student opts to take an online course, the student also completes the Online Coursework Contract.

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## *EHS Assessment Retake Practices - Updated January 2016*

The reason that relearning and reassessment practices are in place at EHS is to improve student proficiency of specified skills and content demonstration/competency. Improved grades should be a result, but not a primary reason to retake.

Students at EHS will have the ability to retake a summative assessment or a specific section of a summative assessment if they have not demonstrated sound proficiency (80% or above) on the original attempt. Students who minimally or fail to demonstrate proficiency (79% or below) will be encouraged to relearn material and reassess to achieve a maximum grade of 80%. \* This includes tests, some quizzes, papers, essays, projects, labs, performance tasks, etc. *Departments may predetermine and clearly communicate some culminating assessments (such as a semester exam or final project) that students may not retake to best gauge the student's ability to synthesize and demonstrate course competencies through timeliness and preparation.*

1. Students, who do not make a valid attempt to complete the work on the original assessment on time, or to the best of their ability, may forfeit their opportunity to retake at the teacher discretion. A NOTE TO STUDENTS: Consistent, successful completion of formative work increases likelihood of proficiency on summative assessments.
2. Retake assessments should be scheduled within two weeks of the return of the graded original assessment. Teachers can use their discretion if the timeline is not reasonable given individual circumstances. A student may retake an assessment multiple times to demonstrate proficiency.
3. The retake assessment can, but may not necessarily, be identical to the original assessment. The teacher can choose to assess the same concepts that were missed in the first attempt with a different format, different questions, or on a later assessment.
4. Prior to the retake, THE STUDENT needs to fulfill the following requirements (as applicable):
  - Meet with the teacher to discuss the competencies/skills that need more work, attention, or correction
  - Make a plan for *relearning*...this may include:
    - Satisfactorily completing related missing formative assignments
    - Making corrections to past formative/summative assessments
    - Utilizing content resources, technology tools, peer tutors, and extra help
  - Meet with the teacher again to review work completed and demonstrate evidence of learning...this may take multiple meetings or online correspondence
  - Schedule a time that is mutually workable for both teacher and student to retake the assessment in a study hall/content lab, before/after school, during independent time, or “virtually.”
  - The teacher may deny a retake on an assessment if the student does not meet necessary requirements 5. After the retake the highest grade will be recorded in PowerSchool (up to an 80%). Grades are a report of student “progress over time,” not an average of different attempts. The need for retakes may be noted in teacher comments or via *Work Study Practices*.

### ***Advisory***

The purpose of the EHS Advisory Program is for all students to have an adult aside from their classroom teacher or student service counselor to make a consistent connection with throughout high school. This program came as a result of a recommendation from the New England Association of Schools and Colleges (NEASC) during their 2010 accreditation visit to Exeter High School. One of the tangible benefits to Advisory to take a large building like EHS and develop smaller learning and social communities. School-wide and grade-level issues and initiatives are addressed during Advisory, as well as timely academic progress checks. For instance, while Seniors

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may be discussing college financial aid in Advisory, freshman may be addressing note-taking or other study skills. The end result is more connected students with better college and career preparedness.

## The goal of the EHS Advisory program is to:

- Advise students about academic decisions and monitor academic achievement
- Foster communication among members of the school community
- Encourage supportive peer relationships and positive adult connections
- Promote community service both within and outside the school
- Facilitate school governance and conversations
- Prepare students for life transitions including career development and post-secondary opportunities
- Have fun

All students are expected to attend Advisory all years at EHS.

## *Student Athletes: NCAA Courses*

Student athletes talented enough to play at the college level should become familiar with the NCAA requirements. Failing to meet the requirements could deny a star athlete eligibility to play college sports and receive a scholarship. Student athletes must register with the NCAA Eligibility Center ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)) to be eligible to play Division I or II sports in college. Early in their high school career, interested students are encouraged to discuss NCAA requirements with their guidance counselor. Exeter High School courses in the major content areas (English, Mathematics, Science and Social Studies) that are NCAA approved have been noted in the Course Selection Guide of this booklet.

## PowerSchool Gradebook Input Dates

All teachers are to keep a record of student grades on the school's electronic PowerSchool system. These records should be kept up-to-date *at least every two weeks* to provide an accurate measurement of student academic performance, which, in turn, can readily be communicated to students and parents/guardians. Below are the dates of grade input to assist you as the year progresses. These dates will also be kept on the Master Calendar and shared with parents if they inquire about input dates. *Note: These dates may change due to potential snow days.*

### PowerSchool Gradebook Input Dates 2016-2017

Friday September 9, 2016	<i>Update Grades</i>
Friday September 23, 2016	<i>Update Grades</i>
Friday October 7, 2016	<i>Update Grades</i>
Friday October 21, 2016	<i>End of Quarter 1</i>
Friday November 4, 2016	<i>Update Grades</i>
Friday November 18, 2016	<i>Update Grades</i>
Friday December 9, 2016	<i>Update Grades</i>
Friday December 23, 2016	<i>Update Grades</i>
Friday January 13, 2017	<i>Update Grades</i>
Friday January 20, 2017	<i>End of Quarter 2</i>
Friday February 3, 2017	<i>Update Grades</i>
Friday February 17, 2017	<i>Update Grades</i>
Friday March 10, 2017	<i>Update Grades</i>
Friday March 24, 2017	<i>Update Grades</i>
Friday March 31, 2017	<i>End of Quarter 3</i>

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Friday April 14, 2017	<i>Update Grades</i>
Friday May 5, 2017	<i>Update Grades</i>
Friday May 19, 2017	<i>Update Grades</i>
Friday June 2, 2017	<i>Update Grades</i>
Tuesday June 13, 2017	<i>End of Quarter 4</i>

Exeter High School will not release student information beyond the Exeter Cooperative School District without the written permission of a student's parent or guardian on a Records Release Form. 18-year-old students, of course, may sign their own releases.

Transcripts of grades are forwarded as requested. For seniors applying to colleges, the guidance office will process transcripts and counselor letters of recommendation. The senior is responsible for mailing his/her applications. See your guidance counselor.

## **Assisted Study**

The Assisted Study is available to any student who feels they could use some extra help with their academic work. A student may request such help through his counselor or teachers and a program of additional academic support may be planned for a student's free period. This may be for regular weekly help, or it may be brief periods of time for tutoring to strengthen a student's skills. Students are encouraged to make responsible use of this facility whenever they feel a need for help. Arrangements can be made through your counselor or case manager.

## **Supplies**

All general supplies should be requested on forms provided for this purpose. These forms should be returned to Sue Lalime in the green commons office. When received, the supplies will be delivered to the requesting teachers classroom. Orders for books and equipment are to be submitted through your department administrator or LAL.

## **Sales & Solicitation**

The school policy is very clear in the matter of collecting money from pupils within the high school. Money may not be collected or items sold without the approval of the administration. Approval is obtained by submitting a Fundraising Activity Form to the main office at least 7 days prior to the activity. No unauthorized solicitation sponsored by the staff or students may take place within the school.

## **Forms**

All forms needed may be found in the mailroom in the set of mailboxes identified by yellow tags, and alphabetized by form.

## **Cafeteria**

The cafeteria is open everyday at 6:45 a.m. and will close at 1:00 p.m. After period one, the café will close five minutes before the period ends and will remain closed until five minutes after the period starts.

## **Procedure for Reporting Child Abuse**

All Exeter High School employees are mandated reporters. If a staff member suspects that a student is being abused or neglected, a report will be made immediately to the guidance department and school principal. The principal will notify the superintendent, and the state welfare office will be notified as required by law. Anyone

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participating in good faith in making of a report pursuant to this policy is immune from any liability, civil or criminal, that might otherwise be incurred or imposed according to state law. Any such participant has the same immunity with respect to participation in any investigation by the bureau or judicial proceeding resulting from such report. RSA 169-C:30, RSA 169-C:31 Approved July 2, 1998.

The Exeter High School faculty and staff will follow the school board policy regarding abuse and neglect as outlined above. The appropriate agency to report to is DCYF (Division for Children, Youth and Families) at 1-800-894-5533. In the case of a disabled student who has reached 18 years of age, the appropriate agency to contact is the Department of Health & Human Services, Adult Protection Program at 1-800-351-1888.

## Fire and Evacuation Drill

### Fire Exit Drills

Fire drills will be held monthly at varying times of the day and must be fulfilled to the highest degree of seriousness by the faculty, staff, and students. These drills are mandated by State Law. Speed in emptying the building should be made secondary to maintaining proper order and discipline.

### Procedures

1. The fire alarm signal will be used as the signal to start the drill. In the event of a malfunction, the emergency signal will be: an announcement. In some cases, both of the fire alarm options may be utilized. The recall bell used to signal the close of a fire drill will be a long blast of the bell and/or verbal notification.
2. The first person to reach any door should keep the door in an open position until all people have cleared the room.
3. Students will proceed to the assigned spot (predetermined by their Homeroom) that does not hinder fire-fighting operation by the fire department.
4. If a drill is called when students are going up and down the stairways, as during the time classes are changing, the students are to proceed immediately toward an exit **and then to the designated location of their Homeroom.**
5. If a drill is called while in lunch, students are to proceed immediately out of the café through the closest exit and report to the designed location of their Homeroom.
6. Walk rapidly! Do not run, push, or take several steps at a time on stairways or in corridors.
7. Everyone will be required to leave the buildings during a fire drill.
8. **Elevators cannot be used.**
9. While there are situations where the source of a fire is quickly identified and may be quickly extinguished in its beginning stages, fire fighting should always be made secondary to life/safety.
10. Absolutely **no vehicles will be moved** during any building evacuation. Any change of plan will be of emergency nature and will be communicated at that moment of need.
11. All safety and security aides and custodians will be directly responsible to the administration in helping to maintain free flow of exiting students, to keep the driveway clear and accessible to fire fighting vehicles, and to assist in whatever other ways are deemed necessary.
12. SAFE ROOM: There are 3 (three) Safe Rooms upstairs: The Multi-Purpose Room, the Red Commons Office, and the Blue Commons Office. Anyone who cannot make it down the stairs (wheelchair or crutches), should go to the Safe Room. You will be assisted in these areas.

### Faculty Consideratons

1. Teachers will orient students to the Fire Drill/Fire Plan Procedures and thereby ensure that students in every period know exactly what they are to do, especially what exit should be used in vacating the building. **Please note: All students in the cafeteria or library should report to the assigned location of their Homeroom.**
2. All students will report to the designated location of their Homeroom listed on their schedule.

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3. Teachers will be the last to leave classrooms in order to check that every student has left the classroom. She/he should then close the door. **The door should remain UNLOCKED.** Teachers should bring their personal belongings including car keys.
4. While there is a general operational procedure for fire drill movement, each teacher is responsible for exercising good judgment in the selection of exit routes and evacuation site in the event of actual fire.
5. Students should cross the road that goes behind the school immediately and walk on the sidewalk farthest from the building. **ONLY** use the access roads on each end of the faculty parking to get to your numbered space. **DO NOT ALLOW STUDENTS TO WALK THROUGH CARS IN THE FACULTY PARKING LOT.**
6. Each teacher will be responsible for taking the student roll, grade book, evacuation plan, and student bus assignments from the building during the fire exit drill. The registrar will be responsible for the school's register. The nurses will bring emergency forms.
7. Each teacher will be responsible to take attendance and supervise his/her students upon arrival at the designated evacuation site.

## **Remember**

1. Anytime the fire alarm is activated, it is essential to assume it's the real thing.
2. Students and teachers should go immediately to the designated exit.
3. Do not congregate near any exit areas. Go directly to parking areas and your designated location.

## **Fire Drill Procedure for Non-Ambulatory Students**

All non-ambulatory, special needs students will be assigned an aide for the purpose of guiding them to the appropriate station for evacuation. The aide will seek the student at his/her class and escort him/her to a safe room or the access road behind the high school. Non-ambulatory students on the first floor will exit the building using the front entrance of the school and proceed to the access road using the sidewalk. Students who are temporarily non-ambulatory may want to consider these stations for the period of time necessary. The classroom teacher must take the responsibility for discussing this option and alert the adult at the station that another student is coming. These stations are safety zones. It is here that fire personnel will check in for appropriate evacuation.

### **Non-Ambulatory Zones**

- ▶ Second floor H and J wings will report to the **Blue Commons** office – F257.
- ▶ Second floor F and G wings will report to the **Red Commons** office – F204.
- ▶ Second floor A211, A215, A216, A223 and E208 (art rooms, language lab and computer lab will report to A219. (Multi-purpose room)

**STUDENTS IN THE NURSES' OFFICE** will be escorted to the Access road.

All unassigned instructional aides, teachers and other personnel will report to these designated locations.

- a. **The Principal and Maintenance Supervisor** report to flag pole in the front of the high school office to establish an Incident Command Center with the fire and police departments.
- b. **Sue Lalime** reports to the faculty lot and receives collected attendance.
- c. **Susanne Bowden, Kathy Mahoney, and Christine Leach** will be on the sidewalk directing students to the back of the Faculty parking lot. Bring Homeroom list emergency envelope.
- d. **Mike Monahan (with Ginny Steckowych)** report to Stadium Parking Lot (numbers 77 to 100) to collect attendance. Bring attendance to Sue Lalime.
- e. **Richard Pratt (with Donna Griswold)** report to Stadium Parking Lot (numbers 50 to 67) to collect attendance. Bring attendance to Mike Monahan and Ginny Steckowych.
- f. **Sue Lalime** report to Faculty Parking Lot (numbers 0 to 20) to collect attendance.

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- g. **Karen Pelletier (with Sue Fournier)** report to Faculty Parking Lot (numbers 21 to 47) to collect attendance. Bring attendance to Sue Lalime.
- h. **Rose Love, Meg Laverly, Brenda Flammini, Rosalyn Moriarty and Amy Sargent** will report to the Access Road. Take attendance and bring it to Sue Lalime.
- i. **Instructional Aides** will monitor the student parking lots.
- j. Undesignated personnel will monitor and direct traffic on sidewalks and road crossings.
- k. **Jim Legere and Don Webber** will go to the end of the building and prevent cars from driving out back.
- l. **Deb Soehner and Joe Daly** will report to designate door areas.

Students will remain in their designated location in the parking lots until notified by the administration.

**STUDENTS ARE NOT ALLOWED IN THE STUDENT PARKING LOTS.**

In the event that the main gymnasium is cleared as a safe zone, students will be directed into the gymnasium in an orderly fashion. Follow the gymnasium supervision plan.

In the event that we evacuate the school property, buses will line-up in numerical order on Old Town Farm Road. Teachers will have bus assignments in their emergency envelope to assist students. **Students should be informed of their assigned bus during all drills, as practice.**

Extra buses will be assigned in the event that a student does not know his/her bus. Buses will be assigned to transport students to the following locations:

TOWN	SCHOOL	CONTACT	TELEPHONE
Exeter	Seacoast School of Technology	Margaret Callahan	775-8958
Stratham	Cooperative Middle School	Patricia Wons	775-8700
Newfields	Newfields Elementary School	Kate Segal	772-5555
Brentwood	Swasey Elementary School	Ron Kew	642-3487
East Kingston	East Kingston Elementary School	Steven Tullar	642-3511
Kensington	Kensington Elementary School	Becky Ruel	772-5705

## Lock Down Procedures

In order to provide a safe environment for all students at Exeter High School, the following lock down procedure will be utilized in the event of an emergency/crisis. Anyone can initiate a hard lock down when witnessing a potentially dangerous situation. Lock down procedures will be practiced with the aid of the Exeter Police Department several times throughout the **2016-17** school year.

**To lock down the building from any phone in the building: Dial 8204 then #11 (an automated message will begin)**

**Lock Down:** Examples: active shooter, armed intruder, armed student.

1. All students in hallways are directed to enter the nearest classroom.
2. Classroom doors and windows should be locked, shades pulled, curtains hung and lights turned off.



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3. Students gather in an area of the classroom away from doors and windows. Attendance should be taken.
  - a. LIBRARY REPORT TO LIBRARY CLASSROOMS
  - b. WEIGHT ROOM, GYMNASIUM REPORT TO STORAGE ROOMS
  - c. OUTSIDE PHYSICAL EDUCATION REPORT TO STORAGE SHED
  - d. CAFETERIA REPORT TO ROY MORRISSETTE ROOM
  - e. ALL COMMONS PERSONNEL WILL REPORT TO THE BACK OFFICE OF THE SUITE.
4. Teachers will take attendance of all students in their room and email or send a hardcopy to Sue Lalime (F204) after an “All Clear” announcement is made.
5. Classroom doors MUST remain locked until an administrator has sounded an “All Clear” announcement.

***Secure Campus:*** Examples: medical emergency, suicide on campus, fight/brawl.

1. All students in hallways are directed to enter the nearest classroom.
2. Classroom doors should be locked. Students should be seated at desks.
3. Attendance should be taken.
4. Class activities may continue to take place as planned – with all students remaining in the room.
5. Classroom door MUST remain locked until an administrator has sounded an “All Clear” announcement.

## RSA 193-B:2 Drug Free School Zones

Except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog, within a drug-free zone at any time of the year.

"Drug-free school zone" means an area inclusive of any property used for school purposes by any school, whether or not owned by such school, within 1,000 feet of any such property, and within or immediately adjacent to school buses.

### Alcohol and Other Drug Policy

Alcohol is the key factor in the three leading causes of death among adolescents: traffic accidents, homicides and suicides. Exeter High School recognizes that substance abuse and chemical dependency among students and significant people around them is a treatable health problem. Involvement with alcohol and other drugs can impair judgment and interfere with a student's academic, physical, emotional and social development. We aspire to create a culture that discourages under-age drinking and drug use. We will support students in making appropriate decisions, hold them accountable for their actions and use every opportunity to encourage healthy behaviors. It is our goal to promote an environment that is optimal to learning. We plan to identify problems and intervene at the earliest level possible to best help the individual student and the school community. When necessary, we will work cooperatively with other community agencies and law enforcement officials.

1. Guidelines for referring students suspected of being under the influence of alcohol or other drugs.
  - a. **The Teacher's Role**
    - If the student exhibits unusual behavior, immediately call the closest commons administrator.
      - Karen Pelletier x8444
      - Mike Monahan x8587
      - John LeSage x2439
      - Marcy Dovholuk x2440
  - b. **The Nurses Role**

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- Conduct an assessment
- c. The Administrator's Role**
  - Escort the student to the health office
  - In full accordance of the law, the principal or his designee can conduct a search of the students' person, locker and/or car.
  - If any paraphernalia and/or substance is found, the school resource officer (SRO) and parents/guardian will be notified.
  - In emergency situations, the parent/guardian will be contacted to take the student for medical attention. If indicated, school officials will call an ambulance to transport the student to the hospital at the parent/guardians expense.
- 2. Guidelines for referring students suspected of possession, purchasing, or selling alcohol or other drugs in the school or at any school functions.
  - a. The Teacher's Role**
    - Immediately call an administrator
  - b. The Administrator's Role**
    - If any paraphernalia and/or substance are found, the school resource officer and parents/guardians will be notified.
- 3. Offenses
  - a. First Offense (at any school sponsored event)**
    - 10-Day suspension If the offense is not related to distribution, the student/parent/guardian may request a 5-day buyback with the student assistance counselor or an outside LADC.
    - Prior to the student's return, a re-admit meeting with parent, student, principal, assistant principal, guidance counselor and others as needed, will be scheduled.
    - The student will be suspended from all school-related activities for 7 days and excluded from competition for 14 days.
  - b. Second Offense**
    - The administrator shall determine the appropriate consequence for second offense drug and alcohol violations. Consequence is a 10-day suspension, which may include a referral to the superintendent for possible long-term suspension or expulsion.
    - After the second offense, the student must be evaluated by a LADC with recommendations to go to the principal or his designee who will monitor the student's adherence to the recommendations. Failure to abide by the plan will result in referral to the school board for further action.

Revised April 2007

## RSA 193-D:1 Safe School Zones

1. "Safe school zone" means an area inclusive of any school property or school buses.
2. "School" means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.
3. "School employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.

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4. "School property" means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
5. "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.
6. "Act of theft, destruction, or violence" means an act set forth in the following statutes regardless of age of the perpetrator:
  - a. Homicide under RSA 630.
  - b. (1) Any first or second-degree assault under RSA 631.
  - c. (2) Any simple assault under RSA 631:2-a.
  - d. Any felonious or aggravated felonious sexual assault under RSA 632-A.
  - e. Criminal mischief under RSA 634:2.
  - f. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
  - g. Arson under RSA 634:1.
  - h. Burglary under RSA 635.
  - i. Robbery under RSA 636.
  - j. Theft under RSA 637.
  - k. Illegal sale or possession of a controlled drug under RSA 318B.

### **Student Conduct, Discipline and Due Process ...ERCSD Policy JICD**

The Board endorses the following principles of Student conduct:

1. Respect for law and those given the authority to administer it shall be expected of all Students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in the classroom or at any school sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures, which are approved by the Superintendent of Schools or his/her designee. Due process and equal protection of the law shall be afforded to any pupil involved in a proceeding, which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

### **Dangerous Weapons On School Property .....ERCSD Policy 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.

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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.**

## Students with Disabilities

### Suspension

1. A child identified as having a disability pursuant to special education procedures may be suspended according to the procedures of this policy and the suspension policy; however, the suspension procedure does not apply in the event that
  - a. The student's I.E.P. contains procedures or other disciplinary techniques which are to the contrary; or
  - b. The length of the proposed suspension combined with the length of any prior suspension(s) in that school year cumulatively exceed ten (10) school days.
2. If repeated suspensions occur, a Special Education Team Meeting (SEPT) should be held to review the appropriateness of the child's educational placement in light of the continuing misbehavior.

### Expulsion and Suspension

Which Cumulatively Exceed Ten (10) School Days In a Year

1. In order to suspend a student with a disability, whether or not the student has an I.E.P., for a period that exceeds ten (10) cumulative school days in a school year or to expel such child, the SEPT will convene to determine whether the student's conduct:
  - a. Is related to the student's disabling condition, or
  - b. Results from an inappropriate I.E.P. or placement, or
  - c. Is the result of an appropriate I.E.P. that was not fully implemented.
2. If the SEPT answers any of the questions in the affirmative, then the student may not be suspended or expelled. The SEPT will review and, if appropriate, revise the student's I.E.P. If necessary, the SEPT will take immediate steps to ensure the student's I.E.P. will be fully implemented.
3. If the SEPT finds in the negative, the student may be suspended or expelled. The SEPT shall develop an appropriate alternative educational program for the student during the time of the suspension or expulsion when required by law.
4. Educational services to a student with a disability will not be contingent upon the parent's attendance at a readmission meeting.

## Sexual Harassment and Sexual Violence Policy

### 1. General Statement of Policy

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

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It is the policy of the Exeter Region Cooperative School District to maintain a 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.

It shall be a violation of this Policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this Policy. It shall be a violation of this Policy for any student or employee to be sexually violent to a student or employee. Sexual harassment may include conduct towards members of the public, as well as towards students or employees.

Sexual harassment may also include citizen behavior towards students, or employees, and off the job conduct or behavior if working relationships or job responsibilities were at all involved or affected.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District, and to take appropriate action when deemed necessary if such complaint involves any other person.

While all forms of harassment are prohibited, this Policy specifically prohibits sexual harassment.

## **Sexual Harassment/Sexual Violence Defined**

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:
  - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
  
- b. Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.
  - Sexual harassment may include but is not limited to:
  - Verbal harassment and/or abuse of a sexual nature;
  - Subtle pressure for sexual activity;
  - Inappropriate patting or pinching;
  - Intentional brushing against a student's or employee's body;
  - Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
  - Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - Any sexually motivated unwelcome touching;
  - Unequal treatment of any kind based upon gender; or
  - Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.
  
- c. Sexual harassment can occur between members of the same sex, as well as between members of the opposite sex.

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## 3. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment, or sexual violence, by a student or an employee of the School District, or any third person with knowledge or belief of conduct, which may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate School District Official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's Office. All department heads, managers, supervisors, and teachers, as part of their job requirements, will be responsible for preventing and eliminating sexual harassment in their respective departments or work areas, and shall be responsible to report any incidents of sexual harassment observed, or experienced, whether or not such incidents occur within their department or office. Any student, parent, or other person who observes or otherwise witnesses the occurrence of sexual harassment upon the premises of the School District should report such incidents to the building principal, teacher, information officer, or where appropriate to other administrative personnel or staff. The School District shall conspicuously post the name of the Information Manager for each school, and the Title IX officers designated by the Superintendent, including their business mailing address and telephone number.

- a. **In Each School Building.** -The building Principal is the person responsible for receiving oral or written reports of sexual harassment, or sexual violence, at the building level. Upon receipt of a report, the Principal must notify the Superintendent of School, or the Title IX officers designated by the Superintendent, immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within twenty-four (24) hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint, as provided herein, will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. Where deemed appropriate and after notification to the Superintendent, or the Title IX officers designated by the Superintendent, the building Principal may take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.
- b. **District Wide** -The School Board hereby designates the Superintendent of Schools, or the Title IX officers designated by the Superintendent, as the School District representative to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the superintendent, the complainant shall be filed directly with the School Board.
- c. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.
- d. Use of formal reporting forms is not mandatory.
- e. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate the allegations of sexual harassment and sexual violence and to take disciplinary action when the conduct has occurred.
- f. Upon receipt of a report or complaint alleging sexual harassment, or sexual violence, the parent, or parents, of the complainant or alleged harasser shall be notified whenever the complainant, or alleged harasser, is under the age of eighteen (18).
- g. Any student, teacher, or employee who believes that they are being harassed are encouraged to let the person engaging in such conduct know how they feel, and request that the person cease such action or behavior immediately, but they are not required to do so.

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## 4. Investigation and Recommendation

The Superintendent, or the Title IX officers designated by the Superintendent, upon receipt of a report or complaint alleging sexual harassment or sexual violence, shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent of Schools or to the title IX Officers designated by the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Upon completion of such investigation, the investigating party shall submit to the Superintendent, or to the Title IX officers designated by the Superintendent a written report, which fully details and summarizes the findings and outcome of such investigation. In determining whether alleged conduct constitutes sexual harassment or sexual violence, the Superintendent should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment, or sexual violence, requires a determination based on all facts and surrounding circumstances. The Superintendent may take, or authorize, immediate steps, at his or her discretion to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

## 5. School District Action

- a. In the event that the Superintendent, or the Title IX officers designated by the Superintendent, shall following investigation determine that the complaint is valid, then the following procedures and actions shall be taken:
  - If the complaint involves a student, the Superintendent shall take such action as deemed appropriate based upon the results of the investigation. Any such disciplinary action taken by the Superintendent shall be reported to the School Board at the next regularly scheduled meeting of such Board.
  - If the complaint involves a teacher, employee, staff member, or a member of the public, the Superintendent shall make such report and recommendation to the School Board. The School Board will take such action as deemed appropriate based on the results of the investigations and recommendations made by the Superintendent.
- b. A substantiated complaint against a teacher, employee or student will result in disciplinary action, which may include: reprimand, recommendation for counseling, transfer to another department, demotion, suspension or termination.
- c. In any instance in which there has been a substantiated complaint against someone other than a teacher, staff member or student, the School District will take appropriate action deemed necessary, which may include: referral of the incident to appropriate legal authorities: -if it involves any vendor, agent or subcontractor, contact with such individual's supervisor or employer; -if it involves any other individual and such conduct may be deemed to constitute illegal activity, referral of the incident to appropriate legal authorities.
- d. In making a determination of appropriate disciplinary action, the School Board, or the Superintendent, or the Title IX Officers designated by the Superintendent, in each case shall consider all relevant factors, including:
  - The weight of the evidence;

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- The nature and seriousness of the harassment;
- The relative position of the harasser and victim;
- Whether there are any prior violations; and
- How the proposed remedy will protect the victim from future harassment.

Any disciplinary action so taken shall be for the purpose of ending instances of sexual harassment and sexual violence and to prevent its recurrence.

- e. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant and to the alleged harasser by the School District. The report will document any disciplinary action taken as a result of the complaint.
- f. A statement that a complaint of sexual harassment, or sexual violence was substantiated after investigation will be released to a prospective employer seeking a reference.

## **6. Reprisal**

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment, or sexual violence, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment, or sexual violence, complaint. Such disciplinary action may include reprimand, recommendation for counseling, transfer to another department, demotion, suspension or termination as deemed appropriate in the particular circumstances. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **7. Right To Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **8. Confidentiality**

Due to their sensitive nature, complaints of sexual harassment shall be investigated with particular care and should remain, to the extent possible, strictly confidential. Aside from their duty to report, all students, teachers or staff shall keep all complaints or reports of sexual harassment confidential. Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the School District shall comply with applicable laws. Such forms of sexual harassment may constitute violation of applicable criminal law, and such incidents shall be referred to appropriate authorities. Nothing in this Policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

## **9. False Reports**

The filing of any report or complaint pursuant to this policy, which is knowingly and deliberately false is strictly prohibited and may result in appropriate disciplinary action up to and including dismissal of the offending teacher or staff member, or expulsion of the offending student.

## **Title IX of the Educational Amendments of 1972**

### **Student Complaints and Grievances**

Any student in the school district shall have the right to appeal the application of policies and administrative decisions affecting him or her. In presenting such an appeal, the student shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.



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All grievances shall be handled promptly and expeditiously. All grievances, including those under Title IX of the Education Amendments of 1972, which covers the single category of sex only, shall be handled according to the following procedures.

## STEPS IN GRIEVANCE PROCEDURE

1. **First Level:** Any complainant who has a grievance shall discuss it first with his or her homeroom teacher, class advisor, guidance counselor, or administration.
2. **Second Level:** If, as a result of the informal discussion, the matter is not resolved. The complaint can be verbal in nature, with a second party putting it to paper and having the complainant party sign off on the contents. The principal or a designee shall communicate a decision to the grievance in writing within three school days of the receipt of the written grievance.
3. **Third Level:** If the grievance remains unresolved, the grievant, no later than five school days after the receipt of the above decision, may appeal it to the appropriate next higher authority. In the case of a grievance under Title IX, such appeal is to be made to the Title IX Coordinator, Ellen Riiska or Brianna Taylor designated by the Superintendent of Schools to deal with such complaints. The appeal can be verbal in nature but should give details as to why the decision was unsatisfactory. The complainant can go directly to the New England Regional Office of the U.S. Department of Ed Office for Civil Rights (OCR)

### US Department of Education Office of Civil Rights

**J.W. McCormack Post Office and Courthouse Bldg. Room 222 Boston, MA 02109-4557  
(617) 223-9696**

Title IX Officers are: Grades K-5/Employees

**Ellen Riiska**, Student Services Coordinator  
775-8426  
SAU 16, Tuck Learning Campus  
30 Linden Street  
Exeter, NH 03833

Grades 6-12

**Brianna Taylor** - Guidance Counselor/504 Coordinator @ CMS  
395-2448  
Cooperative Middle School  
100 Academic Way  
Stratham, NH 03885

The Title IX Coordinators, Ellen Riiska or Brianna Taylor shall give her decision in writing to the grievant within ten school days.

4. **Fourth Level:** If the grievance is not resolved, the grievant may, no later than five school days after receipt of the above decision, appeal it to the Superintendent of Schools. The appeal shall be made in writing and must state reasons as to why the decision at the previous level was unsatisfactory. The Superintendent shall give his decision in writing to the grievant within ten school days.
5. **Fifth Level:** If the grievance is not resolved, the grievant may, no later than five days after the receipt of the Superintendent's decision, request a review by the School Board.

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The request shall be made in writing through the Superintendent, who shall attach all papers relating to the grievance. The board, or a committee thereof, shall review the grievance and may, at the option of the board, hold a hearing with the grievant and render a decision in writing within 45 days of receipt of the appeal. If the board decides not to hold a hearing the grievant shall be notified not later than 30 days after receipt of the appeal.

## **REPRESENTATION**

A student shall have the right to present his or her own grievance or may designate a representative to appear with him or her at any level of the above procedure.

The student who chooses to have representation shall provide advance notice of such in writing to the authority at the respective procedural level at least two days prior to the hearing on the grievance.

## **PROCEDURAL SAFEGUARDS**

The Exeter Cooperative School Board adopts the following Procedural Safeguards (pursuant to 34 CFR 104.36) in order to prevent illegal discrimination by the Exeter Region Cooperative School District against persons who, because of handicap or need, are believed to need special instruction or related services:

1. All such handicapped persons, their parent(s), and guardian(s) have the right to examine relevant Exeter Cooperative School District records.
2. All such handicapped persons, their parent(s), and guardian(s) have the right to a hearing before the Superintendent of the Exeter Cooperative School District on any claim of illegal discrimination. To request such a hearing the handicapped, his or her parent(s), or guardian(s) shall deliver to the Office of the Superintendent a written request for a hearing which written request shall describe the alleged discriminatory act. Upon receipt of such a request the Superintendent shall schedule a hearing and notify the party requesting the hearing of the date, time, and place of the hearing. The Superintendent may require the attendance of Exeter Region Cooperative School District personnel or other persons at the hearing. The party requesting the hearing, at his or her election, may be represented by counsel at the hearing. At the hearing the party requesting the hearing shall present information to the Superintendent in support of his or her claim of discrimination and the Superintendent may inquire of the party requesting the hearing and others about the claims. The Superintendent may conduct such additional investigation into the claim, either before or after the hearing, as he or she determines appropriate.

Within a reasonable time after the hearing the Superintendent shall render a written decision on the matter and provide a copy thereof to the party requesting the hearing.

If the party requesting the hearing is dissatisfied with the Superintendent's decision he or she may, within thirty days following the decision, request review of the decision by the Exeter Region Cooperative School Board. To obtain such a review the party shall deliver a written request for review by the Exeter Region Cooperative School Board to the Superintendent no later than thirty days after the Superintendent's written decision. That request for review shall state the party's reasons for disagreement with the Superintendent's decision. Upon receipt of such a request for review the Superintendent shall deliver copies of that request for review and his or her written decision to each member of the Exeter Cooperative School Board. The Exeter Cooperative School Board shall schedule a hearing on the request for review and notify the party requesting the review and the Superintendent of the date, time, and place of the hearing. The party requesting review and the Superintendent may be represented by counsel at the hearing. At the hearing the Exeter Cooperative School Board shall hear

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from the party requesting review, the Superintendent, and such other witnesses as may be presented by either the party requesting the review of the Superintendent. The Exeter Cooperative School Board may conduct an additional investigation into the claim, either before or after the hearing, as they determine appropriate. Within a reasonable time after the hearing the Exeter Cooperative School Board shall render a written decision on the matter and provide copies thereof to the party requesting review and the Superintendent.

3. Copies of this document shall be delivered to each such handicapped person, his or her parent(s) or guardian(s) within a reasonable period of time following identification of the person as such a handicapped person and published in subsequent editions of all school handbooks.

## **NOTIFICATION TO EMPLOYEES, PARENTS, STUDENTS, AND PARTICIPANTS OF THE SAU # 16 SCHOOL DISTRICTS NONDISCRIMINATION STATEMENT, /ADA COORDINATOR, GRIEVANCE PROCEDURE, AND SYSTEM OF PROCEDURAL SAFEGUARDS**

### **NONDISCRIMINATION STATEMENT**

As required by Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act (ADA), New Hampshire School Administrative Unit # 16 does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs, services, and activities.

### **SECTION 504/ADA COORDINATOR**

As required by 34 C.F.R. 104.7(a) and 28 C.F.R. 35.1079a), New Hampshire School Administrative Unit # 16 has designated Ellen Riiska, New Hampshire School Administrative Unit # 16 , 30 Linden Street, Exeter, New Hampshire 03833, telephone (603) 775-8426 to coordinate its efforts to comply with and carry out its responsibilities under Section 504 and the ADA, including investigating any allegation of discrimination on the basis of disability or other noncompliance with Section 504 and/or the ADA.

### **GRIEVANCE PROCEDURE**

As required by 34 C.F.R. 104.7 (b) and 28 C.F.R. 35.107(b), as an employee, parent, guardian, student, or participant, you have the right to notify the Section 504/ADA Coordinator of your complaint alleging any action which would be prohibited by Section 504 and/or the ADA.

If your complaint concerns the Section 504/ADA Coordinator or the provision of a free appropriate public education under Section 504, you should notify the Superintendent of Schools Michael Morgan 30 Linden Street, Exeter, New Hampshire 03833, telephone (603) 395-2400, instead of the Section 504/ADA Coordinator.

The Section 504/ADA Coordinator (or Superintendent of Schools) will make an initial response to your complaint within five (5) days of receiving it. The parties will attempt to informally work out their differences in a prompt and equitable manner. The Section 504/ADA Coordinator (or Superintendent of Schools) will make a written record of the resolution of your complaint within five (5) workdays of the resolution and will provide a copy of the record to you. Unless all parties agree, the process at this level will not take more than twenty (20) days, from receipt of the complaint by the School Board or Superintendent of Schools to issuance of the written record.

For either process: your complaint must be in writing (please notify the Section 504/ADA Coordinator or Superintendent if you need assistance). You may be represented by anyone of your choosing. You may

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present information through documents, other evidence, and or witnesses. You may examine documents, other evidence and witnesses presented by New Hampshire School Administrative Unit # 16.

You may file a complaint with the U.S. Department of Education, Office for Civil Rights, Boston, Massachusetts 02109, instead of through this grievance procedure or with in 180 days of the alleged discrimination or within 60 days of receiving the final disposition of the complaint from New Hampshire School Administrative Unit # 16.

## PROCEDURAL SAFEGUARDS

As required by 34 C.F.R. 104.36, as the parent or guardian of a student, who because of disability, needs or is believed to need special instruction or related services, you have the right with respect to any action regarding referral, identification, evaluation, and/or placement, to:

- notice of the referral/identification, evaluation, and placement process, with appropriate consent forms.
- examine all relevant records.
- an impartial hearing, at any time, with opportunity to participate and to be represented by counsel.
- a review procedure.

You may contact the principal of the student's school or the Section 504/ADA Coordinator if you have any questions about these procedural safeguards.

## ADDITIONAL INFORMATION

You may direct questions about New Hampshire School Administrative Unit # 16's compliance with Section 504 and/or the ADA to the Section 504/ADA Coordinator, the Superintendent of Schools, or to the U.S. Department of Education, Office for Civil Rights. The name and location of these sources is identified above.

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## NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-b. THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal special education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free appropriate public education" to all educationally disabled children. These statutes define educational disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma. A "free appropriate public education" consists of specially designed instructions and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents. If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to Rosalyn Moriarty, Exeter High School Special Education Director, 1 Blue Hawk Drive, Exeter, NH 03833. The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following, which are listed in Title 20, United States Code, Section 141(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate education.
2. Parents may obtain an independent education evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child's parents or guardian.

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4. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures, which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to U.S. District Court or the New Hampshire Superior Court.

State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C: 16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the state department of education within 2(two) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90(ninety) days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in NH Revised Statutes Annotated Section 186-C:16b, such limitations shall run from the time notice of those rights is properly given. The state department of education shall make available a model notice of rights, which school districts may use as one means of complying with this notice.
3. An appeal from the State Department of Education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within 120 (one hundred twenty) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
4. Any action under Title 20, United States Code, Section 1415(e), seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within 120 (one hundred twenty) days from receipt of the state department of education administrative hearing officer's decision.
5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individual education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.

For additional information regarding special education and the special education laws, please contact: Rosalyn Moriarty, Exeter Special Education Director, 1 Blue Hawk Drive, Exeter, NH 03833, (603) 775-8642.

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## Health Office - Standard Care

### Diabetes

Please realize we have numerous students who are diabetic. Their health issues at school must be taken seriously. If someone tells you they are diabetic and need to go to the Health Office *please do not question their request.* (If their visits become manipulative we will let you know.) It is always a good idea to question the student if they need an escort to the office... they will know. *If a diabetic seems at all confused, weak or disoriented, please call the Health Office immediately, and notify us a diabetic may be in trouble.* It is important to understand that adolescent diabetics are often brittle diabetics... i.e..... How they feel one day has absolutely nothing to do with how they might feel the next day. And unless they are new diabetics they know how they feel!

#### What to watch for:

- Low Blood sugar:
- \*Cold sweats, faintness, dizziness
- Headache
- Pounding heart, \*trembling, nervousness
- Blurred vision
- Hunger
- \*Inability to arouse/awaken
- \*Grouchiness
- \*Personality change

\*Visible signs of trouble!

**Low blood sugar is a medical emergency!** In school it is most likely to happen before lunch or during / just after physical activity... i.e. sports and PE. Symptoms can come on very rapidly. It may be a result of too much insulin, a missed meal or excessive activity. Do not delay getting help!

**Coaches:** If you have diabetics on your teams, you should speak to the student and come to the Health Office for detailed information on how to treat the above symptoms. Please do not accept from the student that they can handle it... If they are experiencing a low blood sugar of any extreme it will be out of their hands to deal with it! We can give you some very simple things to do to help but you need to be prepared.

#### High blood sugar:

This takes hours to days to occur so is rarely an emergency at school. However that is not to say they can't experience it at school... students may realize the symptoms and request to come to the office to check their blood sugar. Please honor this request as importantly as if their sugars were low. Some symptoms they may experience are:

- Increased thirst and urination
- Weakness, pains in the stomach, aching all over
- Heavy, labored breathing
- Loss of appetite, nausea and vomiting
- Fatigue

Not enough insulin, too much food, illness or stress may bring on these symptoms.

#### ASTHMA

There are numerous students with asthma of variable degrees of severity. When a student is having an asthma attack often the most important thing for them to do is to use their inhaler. Students of this age usually know

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how to do this; therefore all students are allowed to carry their inhalers with them and use at their discretion. It is perfectly acceptable to do so in the classroom... assuming of course there is no associated disruptive behavior. Sharing of inhalers however is not acceptable as medications may be different!

## **You should be concerned if: Any student (with or without known asthma)**

- Appears unusually short of breath.
- Looks pale or bluish around the lips
- You can clearly hear wheezing simply standing next to a student
- Cannot say more than a word or two at a time without stopping for breath
- Is using an inhaler repeatedly in class (2puffs is normal...sometimes a few minutes apart).

## **SEIZURES**

Seizures can look bad but usually the person will be just fine. Most importantly try to stay calm.

- Call for help... send someone else.
- Lower the student to the floor.
- Place the student on one side and keep them there. (This will protect their airway!)
- Move any furniture or object that they may bump against out of the way.
- Do NOT place anything in the student's mouth! (keeping them on their side takes care of this)
- Stay with the student until the help arrives.

If possible, try to note the time the seizure started and stops.

This is for Grand Mal seizures. Remember they can *Look* terrible but rarely are life threatening. It's easier to stay calm if you know nothing bad will come of it!

Students may also have Petite Mal or Absence seizures.... these are often the kind teachers are asked to observe certain students for. The student may seem to have brief moments of loss of consciousness without a fall or tremors, or may appear to be staring off into space. Sometimes they just seem to be "out of it" for a few seconds but may do so intermittently. If you ever wonder about this in a student, please bring it up for discussion and don't dismiss it as nothing or daydreaming, or even drugs. It might be one of those things but it might also be a seizure.

## **BEE / INSECT STINGS & ALLERGIES:**

**ALL students, with or without known allergy, stung by insects must be observed for at least 20 minutes in the Health Office.**

All teachers should try to be familiar with students who have insect allergies especially if accompanying students out of the building. Coaches should be sure that all students who require an epi-pen carry it with them to games and practices after school hours when the Health Office is closed.

### **Life threatening symptoms of insect stings may include:**

- Generalized rash and swelling.... away from the site of the sting. especially of lips, eyelids, face and neck.
- Difficulty breathing , shortness of breath and/or wheezing
- Pale, sweating, feeling faint or weak

### **What to do:**

- Notify the Health Office immediately... please specify bee sting emergency if known!
- If after school or at games/practices... send someone immediately to call 911
- Lie the person down... sit if conscious and short of breath
- Administer epi-pen as taught / if available

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- Transport via ambulance

## **FOOD ALLERGIES:**

**It is recommended that food not be served in the classrooms due to multiple students with food allergies.**

If exceptions take place, please ask all students if they have known allergies. Know all the ingredients in the food being served. Students with severe allergies to foods may experience the same life threatening symptoms as those of a bee sting allergy. Most students who have food allergies, by this age, are well informed and do well to avoid the allergen. However ingredients are sometimes mixed or hidden. **Should any of the allergic reaction symptoms (listed under bee sting stings) be noted in anyone, with or without known allergy, seek the assistance of the Health Office immediately!**

**Call the Health Office for assistance (or call 911 if after school hours) do not allow the student to walk to the Health Office in this condition... we will come to you!**

Otherwise, all students who tell you they have asthma and they don't feel well or state they are short of breath and need to go to the nurse should be allowed to do so. If they look OK without the above symptoms they may come unaccompanied to the Health Office as needed for evaluation and/or medications.

## **Blood Borne Pathogens**

Treat all body fluids as contaminated (universal precautions) Gloves, band aids and Kleenex are available for teachers, in the health office.

## **Medical Alerts**

Are now found in power school under the red medical icon. Medical issues are always changing, so please defer to the student if they say they have a medical issue.

## **Responsible Computer, Network and Internet Use ERCSD Policy EGA**

### **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.

1. Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.
2. Respect Others. Users will refrain from using technologies to cyber bully, bully, tease or harass other people.



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3. Protect One's self and others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
5. 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.

## Law expressly prohibits some activities.

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 cyber bullying behavior and response. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

1. Use of electronic devices should be consistent with the district's educational objectives, mission and curriculum.
2. 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.
3. 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.
4. Software and/or services may not be installed or downloaded on school devices without prior approval of the superintendent or designee.
5. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
6. 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.
7. 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.
8. 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.
9. Access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communication is prohibited.
10. Unauthorized access and other unlawful online activity are prohibited.
11. 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.

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## **Student Use of Technology, Our Network and the Internet**

We are very pleased to be able to offer a rich technology environment for the students of the Exeter Region Cooperative School District. Access to school computer systems and the Internet are provided for school district purposes and for students and staff to conduct research and communicate with others. The purpose of this policy is to ensure the equitable and optimal use of all technology-related equipment at the school and to encourage the use of technology as a valuable learning tool. It is the policy of the Exeter Region Cooperative School District to maintain an environment that promotes ethical and responsible technology use. For students, parent's permission is required prior to Internet use. Internet access is a privilege, not a right. This access will allow our students and staff to use on-line resources and to communicate and collaborate with people around the world. The Exeter Region Cooperative School District has taken measures to prevent access to inappropriate information; however, we cannot control all of the available information. The school is not responsible for other people's actions or the quality of information available.

### **User Rights and Responsibilities**

All students are subject to all [relevant policies](#) as approved and provided by the Exeter Region Cooperative School District Board. In addition, parents of children under the age of eighteen (18) (and those of children over eighteen (18) who reside with them) will indicate on the permission form if they wish to deny their child access to the Internet from school computers. Violation of any matter covered by pertinent board policies or this handbook will be subject to discipline as determined by the school administration. When applicable, law enforcement agencies may also be involved.

### **Passwords and Accounts:**

By accepting use of a computer account at Exeter High School all users also accept responsibility for any activities that take place in conjunction with that account being active. Students who allow the use of their password and account by another accept responsibility for any actions undertaken by these others and can expect disciplinary action from the administration. Those who use passwords belonging to others can also expect disciplinary action from the administration. In addition, students who fail to log out of the system when they leave a workstation leave themselves open to disciplinary action if someone else then uses the workstation in an inappropriate way. The best policy is to log out of the system when you leave a workstation, guard your password well, and change your password often.

### **Student Use of Electronic Communications**

In line with board policy, students while in school should restrict their use of web based email accounts and other types of electronic communication for the completion of school related tasks. Students found to be misusing these resources should expect disciplinary action at the discretion of the school administration.

### **Student Downloads and Network Usage**

Students are prohibited from downloading to the school network materials from the Internet or from any type of media which are protected by copyright, or which involve the installation of any type of software (games included). Students must limit themselves to saving documents and other files to areas specifically allocated to them for this purpose. These areas include their individual home directories, and other folders to which they may be allowed access in association with a particular course. Students using the computer resources within the high school (including the labs) should restrict their use to valid educational purposes. In accordance with the Exeter Region Cooperative School Board policy related to the use of computer resources students are to "conduct research and communicate with others", game playing is forbidden except when specifically allowed by a staff member who is acting in a supervisory role. Any student who violates these restrictions can expect disciplinary action as determined by the administration.

### **Student Use of Personal Electronic Devices (BYOD)**

Exeter High School offers wireless Internet access for personally owned devices for use as educational tools through a BYOD wireless only network. This is intended to allow anyone with a wireless device to access the Internet in our schools. This access operates with the same Internet filter that school devices currently use. EHS reserves the right to limit or deny access to sites and communication protocols considered to be malicious or inappropriate in accordance to The Children's Internet Protection Act (CIPA), The Children's Online Privacy

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protection Act (Coppa), and The Family Educational Rights and Privacy Act (FERPA) and will terminate your access if you use it in violation of SAU16 policies or guidelines. Users must understand that at all times school Internet access resources will be prioritized for use for educational purposes. Access for personal reasons is secondary. No access to printers, file servers or other local network resources will be provided from the BYOD network.

## Guidelines for Video Production at EHS:

1. All projects will require the submission of a storyboard (script) to the teacher for approval before the actual filming begins. No approved storyboard, no project, and no credit. In addition, the teacher must also approve changes in the storyboard after production begins as they are made.
2. All projects should adhere to the standards described by a PG rating in professional cinema. (See <http://tms.ecol.net/movies/ratings.htm>) The following caveats will apply to this standard. Any use of nudity is specifically disallowed. Any use of violence or profanity must be determined to be essential to the purpose of the project and approved by the teacher within the context of the storyboard.
3. Any use of material subject to copyright will be within the guidelines of “Fair Use for student projects” (See <http://www.adec.edu/admin/papers/fair10-17.html> for the full text of these guidelines or <http://mciu.org/~spjvweb/guidelines.html> for a good summary). Teachers should review and summarize these guidelines with students as necessary prior to the start of any project.
4. Teachers are strongly advised to pre-screen all projects before they are presented in class.
5. No illegal or unsafe activities will be tolerated as a part of the project or in the production of the project.
6. No content, which is in any way derogatory to individuals or groups of individuals, will be tolerated.

## Electronic Equipment

Electronic devices, I-pods, cellular phones, electronic games, are not permitted to be used in classrooms, locker rooms, bathrooms, the library or other academic areas of the school without prior permission of the teacher. Some tolerance for these devices **MAY** be shown in the cafeteria, the courtyard and hallways, before school, after school, and during the student’s lunch and/or privilege time. Any **electronic device(s) that interferes with the classroom or any classroom activities will be confiscated by the teacher and turned over to an administrator.** Failure to turn over an electronic device when asked to do so is considered insubordination. The administration will return the device to the student and notify the parents. **The second offense could result in losing the device for the remainder of the school year.** In addition, presence of electronic devices capable of receiving or sending information confiscated during class time could also be construed as cheating (especially during testing time). Laser penlights are prohibited from school and on the bus and will be confiscated. **Any unauthorized videotaping of people or events associated with EHS are prohibited.**

## Student Surveys and Questionnaires

Effective August 25, 2015, a new statute, RSA 186:11, IX-d, is added which requires school districts to adopt a policy governing the administration of non-academic surveys and questionnaires to students. The policy must require the district to notify a parent or guardian of a non-academic survey or questionnaire and its purpose. The district must make the surveys available to parents and guardians at the school and on the school’s website at least ten (10) days prior to distribution to students. The policy must allow parents and guardians the option to have their children opt out of the non-academic survey or questionnaire either in writing or electronically.

Non-academic surveys and questionnaires are surveys, questionnaires, or other documents designed to elicit information about a student’s **social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student’s academics.**

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Note: These policies have yet to be written, however, if you are to use any surveys with students, you must seek approval through your LAL and Administrator by presenting a copy of the survey to them well in advance of the administration of the survey or questionnaire.

## Important Budget/Accounts/Reimbursement Procedures

### Organizational Accounts

1. Deposits to the Organizational Accounts can be made by submitting the money, along with the deposit slip to the Bookkeeper in the main office. Always bring the deposit book so that the treasurer's copy can be initialed by the person bringing the money and by the Bookkeeper, insuring that there is no discrepancy in the amount of monies being deposited.
2. In making deposits for receipts from a play or other events involving receipts and expenditures, deposit gross receipts and keep track of all expenses. Turn in activity report when the amount of all expenses for that particular event is known. Be sure to have a receipt for all bills paid in cash.
3. Submit the bill along with a green "Request for Disbursement of Funds" form to the main office Bookkeeper who will make payments for an organization. The organization's advisor must approve the bill submitted.
4. Signed checks may be procured the day following receipt of the bill and appropriate request for disbursement.
5. The organization advisor is responsible for maintaining accurate records of the organization's activities; keeping the deposit book in order with each deposit initialed by the treasurer and by the main office Bookkeeper, and for making activity reports whenever necessary.
6. The advisor's books should always be checked with the main office Bookkeeper to verify all deposits and expenditures before a meeting of the organization.
7. All class and activity advisors must clear accounts with the main office Bookkeeper before the final day of school in June.

### Cash Handling, Deposit & Reporting Procedures

The Principal and School Bookkeeper have established procedures for the collection, handling, deposit and reporting of cash, checks and other receivables by departments, classes, or clubs. These procedures are designed to safeguard school assets and provide protection for school employees who handle cash.

#### General Guidelines:

- These guidelines apply to receipts of currency, coin, paper checks, money orders, and other cash equivalents, including gift cards and credit card sales.
- All persons making payment (including teachers who have collected cash or checks for turnover) will be given a receipt. These receipts serve as proof of payment. For audit segregation of duties, the School Bookkeeper cannot write or give out receipts. Receipts must be written out and given by the person initially collecting the funds.
- Receivables must be itemized on a Receipts Log. This log is a detailed record of all revenue transactions by the school / department, and is required to be maintained by State law. The receipt must include the

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account name in which the funds are to be deposited into, total cash collected and checks listed by check number and amount. The receipt also must be signed and by the person submitting the funds / receipts for deposit. Students should not be allowed to submit funds for deposit.

- Checks and money orders are to be made payable to EHS, or to the specific Student Activity Fund or program. Under no circumstances may checks or money orders be made payable to a specific employee. Checks must be written in the correct amount (you may not give change), and may not be postdated. All checks require a name, address, and signature. Verify the date, payable to information, the legal line, and that the check has been signed before submitting for deposit.
- Upon receipt, checks will be endorsed with a deposit stamp.
- All funds are the responsibility of the person collecting them until the deposit is properly given to the School Bookkeeper. Receivables, gate receipts, and admissions should be turned over upon receipt ready for deposit to the School Bookkeeper for safekeeping. If immediate turnover for deposit is not possible, funds must be safeguarded in a safe in the Main Office and turned over by the end of the business day. The funds are to be placed in a sealed envelope with the name of the Student Activity on the front, and are to be signed and dated across the seal by the person submitting the receipts. Safe key access is restricted only to Main Office staff designated to receive or deposit funds.
- All funds for field trips are to be submitted as they are received. All money and checks collected for field trips must be submitted to the School Bookkeeper one week before to the planned trip.
- Under no circumstances, may cash, checks, or other receivables be stored in a classroom or other unsecured location. Funds collected after hours or on weekends (at sporting or musical events) should be returned to the school safe or given to an Administrator for safe keeping until the next business day. Under no circumstances may funds be brought home, left in a vehicle, given to another organization for safekeeping, or deposited into an employee's personal bank account.
- If pre-numbered tickets are used, departments should secure unused tickets in a secure location, and should be able to account for all numbers used, including voids.
- Funds must be deposited at least once per week. Further, on any day that the cumulative balance of the total receipts collected by the department totals \$100.00 or more, the school / department MUST prepare a deposit. SAU 16 guidelines are that "Moneys collected by school employees and by student treasurers shall be handled with established business procedures. All moneys collected shall be receipted, accounted for, and directed within five (5) business days to the designated financial institution. In no case shall moneys be left overnight in schools, except in safes provided for safekeeping of valuables."
- The school / departments may NOT retain cash receipts to make purchases, to make change, cash checks, or for any other petty cash purposes. All receivables must be prepared for and deposited in a timely manner. All Petty Cash reimbursements are handled by the School Bookkeeper.
- To maintain proper segregation of duties, to the feasible extent, student and staff members who receive funds should not be responsible for depositing them at the banking institution.
- Just a reminder: SAU16 policy is not spending before funds have been approved and allocated and if applicable a Purchase Order has been established.

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## Conference and Workshop Authorization and Reimbursement Procedures

The Principal and School Bookkeeper have established procedures for Conference and Workshop Authorization, the establishment of a Purchase Order, and Reimbursement Procedures. These procedures follow SAU 16 / Exeter Region Cooperative School District guidelines and have been outlined below.

### **Before the Conference or Workshop:**

Discuss and get approval for the Conference or Workshop with your immediate Supervisor (Principal, Assistant Principal, Director) or LAL before entering into MyLearningPlan (MLP). Your Supervisor will provide guidance and ensure that conference procedures are followed.

Enter all required information into MyLearningPlan. All areas should be checked. Examples of information to be included are as follows:

**Registration Fee** (Conference or Workshop must still be entered into MLP even if it is no cost)

**Mileage** (calculated at the IRS rate using Google Maps roundtrip from EHS to Conference and back) Carpool if possible

**Parking, Tolls, and Other Transportation Costs** (estimate if unknown)

**Airfare, if applicable** (based on coach/economy fares)

**Lodging, if applicable** (based on single occupancy for a moderate, reputable facility)

**Meals** (reimbursable for out of state / overnight conferences with a daily allowance of \$50.00 / day)

Approval must be made at least 2 weeks prior to the conference or workshop, and /or 30 days prior if airfare will be reimbursed. If **prior** approval is not granted in MLP than the participant cannot attend nor will the district or school be responsible for expenses incurred. Approval in MLP must be obtained by the immediate Supervisor, LAL, Assistant Principal, Principal (for Preliminary review), School Bookkeeper, and then again by the Principal for **final** approval. Please note that the Principal makes every effort to approve all conferences, however, due to limited funding, some conferences may only be partially reimbursable or need to be denied. If these circumstances arise, the requestor will be notified.

### **After approval via MLP:**

After the approval process has been completed in MLP, the School Bookkeeper will process a Purchase Order with the Vendor Information being the Attendee. The district or school does not prepay costs on behalf of the attendee. The attendee is responsible for paying all costs associated with the conference or workshop upfront. Receipts must be maintained in order for reimbursement after the conference or workshop has been attended.

The Purchase Order then is submitted to the SAU 16 Budget Administrator for final authorization. Not until the Business Administrator has approved the Purchase Order do Budgeted funds become encumbered. **No goods or services are to be ordered or purchased until the Purchase Order is received back from the Budget Administrators office.**

The Purchase Order consists of two copies, the Vendor Copy and the Payment Authorization. These copies will be given to the Attendee for their records and for reimbursement.

### **Reimbursement after the Conference or Workshop:**

All original itemized receipts and Conference documentation are to be submitted with the Payment Authorization. Reimbursable dates are determined by the conference dates.

### **Types of receipts to be submitted are as follows:**

Receipts for meals, tolls, taxi costs, etc.

Cancelled Checks

Credit Card Statements

Hotel bills marked as paid

Conference or Workshop Attendance Certificate

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Boarding Passes  
Proof of registration payments

## **Non-reimbursable expenses:**

Tips no more than 15%  
Additional baggage fees  
Alcoholic beverages  
Internet fees  
Room service fees  
Movie rentals or other entertainment costs  
Valet parking if self-parking is available  
Personal phone calls  
Travel insurance  
Expenses / charges for companion travel

## **Petty Cash Reimbursement**

The Principal and School Bookkeeper have established procedures for the reimbursement for small purchases of goods in which the school does not a formal account with the vendor. This petty cash system is part of the school's internal control system and is carefully monitored.

### **General Purpose:**

The use of Petty Cash facilitates refunds of minor non-recurring emergency purchases. All petty cash expenditures are charged to a budget account. Faculty and Staff may receive cash reimbursement for appropriate out-of-pocket expenses totaling less than \$25.00.

Acceptable petty cash expenditures include postage, small classroom supplies, minor meeting expenses, or minor emergency purchases. A Petty Cash Reimbursement Request with necessary documentation must be submitted to the School Bookkeeper within 10 days of the purchase.

### **Restrictions:**

- The maximum allowable individual **non-recurring** expenditure reimbursement from Petty Cash is \$25.00. Expenditures must be kept to a minimum. If expenditures are recurring throughout the school year, or if a single one-time expenditure is to be more than \$25.00 a Purchase Order Requisition must be done prior to the purchase of goods.
- Under no circumstance will a transaction be split in an effort to bypass the maximum reimbursement.
- Petty Cash funds will **not** be available as a supplement to a depleted budget, to cash payroll or other checks, for travel, in advance for purchases or payments, for equipment, registration fees and dues, non-employee services, consulting, maintenance or lease agreements, as additional pay for employees, or for student activities, or student reimbursement.
- Borrowing cash from petty cash is not permissible.
- Authorized requests for reimbursement must be submitted to the School Bookkeeper within 10 business days of the purchase. All requests must include the original receipt regardless of the value.

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## Reimbursement Procedures:

A Petty Cash Reimbursement Request form (attached) must be completed by the person requesting the reimbursement and then authorized by an Administrator. The form and appropriate documentation (receipt, cash register tape, or an invoice marked as paid) must be submitted to the School Bookkeeper within 10 business days of the purchase.

The School Bookkeeper will then inform the requestor when the funds are available for pickup. No cash reimbursements will be put in a mailbox or given to an individual other than the requestor.

When the requestor pickups up their reimbursement the School Bookkeeper will ask the requestor to verify the amount (count the amount being reimbursed) and sign a receipt of payment. A copy of the receipt will be given to the requestor and the original will be maintained by the School Bookkeeper to submit to the SAU Business Office.

**Please note that a very small amount of Petty Cash is available at any time. The School Bookkeeper on a quarterly basis submits replenishment requests. The SAU 16 Business Office preferred method for purchasing all items is with a Purchase Order.**



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## Petty Cash Reimbursement Request

Attach Original Receipt Here

Name:

Date:

Total \$ for Reimbursement:

General Description of Items purchased:

Requestors Signature:

Administrative  
Use

Account # to be charged :

Account Name:

Administrator Signature:

Date:

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## Purchase Order Process and Procedures

The Principal and School Bookkeeper have established procedures for the Purchase Order Process. These procedures follow SAU 16 / Exeter Region Cooperative School District guidelines and have been outlined below. The following procedures should be followed for purchase of all goods and services in which budgeted funds are being encumbered.

No goods or services may be initiated or purchased before receipt of a signed/approved Purchase Order. Any expense incurred as a result of goods or services obtained in a manner not consistent with SAU 16 and EHS purchasing guidelines will **not** be the responsibility of SAU16 or EHS. Items or services will be referred for payment to the individual who initiated the purchase.

Pursuant to the Exeter Region Cooperative School Board / SAU 16 policy DJF “ When possible, it shall be the policy of the school District to purchase locally, provided goods and services of equal quality, at competitive prices if available from local suppliers.”

### **Purchase Order: Definition and Purpose**

A purchase order is used for purchasing goods or services. It details the agreement between the school or department, and the vendor regarding the final cost of goods and services. When issued by the school, and accepted by the vendor, the purchase order becomes a legal document between and serves as a confirmation for the ordering of goods and services to be provided. The school / department needs to keep the Purchase Order on file until the goods are received or the delivery is completed.

All Purchase Orders are authorized by the Principal with final approval and authorization from the SAU 16 Business Administrator as pursuant to ERCSD/SAU16 Purchasing Procedure DJ: “The Superintendent or designee is responsible for the implementation of purchasing procedures and the final approval of all purchases.”

### **Types of Purchase Orders**

Two types of Purchase Orders are commonly used at EHS. A Spot Purchase Order is a regular purchase order placed with vendors for specific or one-time items. An Open Purchase Order is for items ordered or purchases needed with a specific vendor repetitively throughout the year. Both Spot and Open Purchase Orders follow the same initialization and authorization process.

### **How a Purchase Order is issued**

#### **LAL Responsibilities:**

Upon approval from a Supervisor, the Department LAL, or designated representative, completes a Purchase Requisition Form. An example form is attached. The requestor will determine the item(s) needed as well as any specifications for the item(s). All information is to be input on the Purchase Requisition including, but not limited to: Requestors Name, Date, Department being charged, Vendor Name, Vendor Address, Vendor Phone and Fax numbers, quantity, part, item number, catalog number, a description of the item(s), price per item, extended price, and any shipping or freight charges if applicable. Also required is if a designated individual has been determined to order the item(s) and any shipping instructions. Once the Purchase Requisition is completed it is given to the School Bookkeeper with supporting documentation. Please ensure that there are sufficient budgeted monies for the purchase prior to submitting a purchase requisition. If there are not enough funds available, approval must be obtained by the Principal.

#### **School Bookkeeper Responsibilities:**

Once a Purchase Requisition is obtained the School Bookkeeper verifies for completeness and enters the information into the Purchasing System. A Purchase Order number and a Vendor Copy and Payment Authorization of the Purchase Order is generated. The School Bookkeeper submits the Purchase Order to the Principal for approval and then forwards to the Business Administrator for final authorization.

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Once authorization has been received, and the Purchase Orders are received back from the Business Office, ordering can then be done. The School Bookkeeper or Department Administrative Assistant will then fax the Vendor Copy to the vendor if requested, or return the Vendor Copy along with the Payment Authorization to the initiator. It is the responsibility of the initiator to inform the School Bookkeeper when the items have arrived as well as to immediately inspect items for damage and order completeness. The Payment Authorization must then be initialed, dated, and noted as “ok to pay partial” or “ok to pay final” by the requestor and submitted back to the School Bookkeeper who will verify for completeness and submit to the Business Office.

### **Damaged or items to be returned:**

If goods are found to be unacceptable for any reason, or if a department wishes to return merchandise, contact the School Bookkeeper. Arrangements will be made for a return label to be processed and for the goods to be picked up and returned to the vendor.

### **Partial shipments:**

If a partial delivery of the original order is received, the initiator is to make a copy of the Payment Authorization, circle and date each item received, sign and date as a “partial pay”, and submit the photocopy to the School Bookkeeper with the invoice if sent. Repeat this procedure for any subsequent partial shipments.

### **Final shipments:**

When final shipment is received, initial and date the original Payment Authorization and mark as “final”. This will indicate that all items have arrived and final payment can be made on the Purchase Order. Once payment has been made the Purchase Order is closed by the Business Office.

### **Change Orders:**

A Change Order will at times need to be done after the Purchase Order has been generated and submitted to the vendor. Change orders should be completed for cancellations, changes in the description, item, quantity of goods, dates of service, increases in total price over 10%, or increasing or unencumbering funds on an OPEN PO. Please note the changes on the Original Vendor Copy of the Purchase Order and forward them to the School Bookkeeper. The School Bookkeeper will inform the Business Office of the changes. All changes are then approved by the Business Office.

The school / department needs to keep the Purchase Order on file until the goods are received or the delivery is completed.

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## Purchase Requisition

Date: \_\_\_\_\_

Requester: \_\_\_\_\_

Department: \_\_\_\_\_

Acc't #: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

<u>QTY</u>	<u>ITEM #</u>	<u>ITEM DESCRIPTION</u>	<u>PRICE</u>	<u>EXT'D PRICE</u>
------------	---------------	-------------------------	--------------	--------------------

Subtotal

Shipping

Total

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## Student Activity Funds

The Principal and School Bookkeeper have developed procedures based on the guidance of the SAU 16 Business Office and the external Audit firm. The Exeter Region Cooperative / SAU16 Policy JF stipulates that “The Principal of the school shall be responsible for the proper administration of the financial activities of the Student Activities Fund in accordance with state law and appropriate accounting practices and procedures. All monies collected shall be deposited to the student body activities account at the local banks. All payments made from the student activities account shall have approval of the Principal or his or her designate. Monies raised by student organizations or class activities must be expended for the benefit of students. Student activity accounts are subject to auditing at any time by the Business Administrator or his or her designate.”

### **Overview:**

A student activity program is intended to heighten the learning experience of students by allowing them to participate in the planning and execution of activities consistent with the policies of the School Board and the educational goals of the district.

Student activity funds are funds, which the District holds on behalf of the students. The district acts only as the custodian of the funds. The school is responsible for the holding of the assets and receiving and disbursing them at the request of the authorized representatives.

### **Guidelines:**

Pursuant to the Exeter Region Cooperative / SAU 16 policy JF, “monies raised by student organizations or class activities must be expended for the benefit of students”. These typically include class accounts, yearbook, student council, and other clubs and sports.

Student activity funds contain only student monies. Employee funds are not to be comingled with student activity funds under any circumstance. Any monies belonging to staff (i.e. Sunshine Funds, coffee funds, staff vending machines, vendor rebates, etc.) cannot be maintained in the Student Activity accounts.

Funds from one student activity account cannot be borrowed from another student activity account.

School employees are not authorized to borrow or loan money from the student activity accounts under any circumstances.

Student activity funds cannot be used for the purchase of personal items for staff or for the benefit of the staff.

A student activity fund is not a “slush” fund. The accounting for funds is governed by a set of financially sound principles.

Procedures have been developed to provide simple yet accurate accounting of these funds and to protect the integrity of the School Bookkeeper, the Activity Advisors, and the Principal. “Student Activity accounts are subject to auditing at any time by the Business Administrator or his / her designee” as stated in the Exeter Region Cooperative / SAU 16 policy JF.

The School Bookkeeper reports the activities of the student funds to the Principal and the Business Administrator on a monthly basis and to the external Audit Firm annually.

### **Gifts and Donations:**

Gifts to recognized student activities must first be accepted by the Principal or his or her Advisor designee. Once accepted, they shall than be safeguarded/deposited into the appropriate activity account and expended in accordance with SAU 16 guidelines for expenditures from such student activity accounts.

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If no specific purpose was indicated, monetary gifts shall be expended in accordance with the overall intent of the gift.

## **Commissions:**

Any monies paid to a student activity organization as commissions belong to the students (i.e. yearbooks, class rings, bake sales, etc.) and shall be deposited into the student activity account.

## **Fundraisers and Other Revenue:**

Fund-raising projects shall be held in accordance with SAU 16 policies. All monies received through fund-raisers shall be deposited directly into the appropriate student activity fund. Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures.

Seeking donations from the community in support of a particular student activity can raise monies. Expenditures related to donations are also handled in accordance with the guidelines and policies for all other student activity account expenditures.

Under no circumstances are Paypal, Gofundme, or other donation accounts to be established using Student Activity banking information.

## **Class Accounts at Graduation:**

Student activity accounts are established for student activity monies. Because graduates are no longer students at EHS, monies for classes that have graduated cannot be legally kept in student activity accounts.

When a senior class graduates, monies in the Senior Class Student Activity account shall remain available for no more than sixty days after the close of the school year to allow time for outstanding bills to be received and paid. If all invoices have been paid in less than sixty days, then funds will then become available to be released. After this waiting period, if no request is received to forward the funds to the officers of the class then the remaining funds shall be transferred and distributed evenly to the remaining active classes including the incoming freshman class account.

## **Responsibilities of Activity Advisors, School Bookkeeper, and Principal:**

All student activity accounts must be managed by a faculty / activity advisor. This advisor will help the students with oversight of the group and deal directly with the school bookkeeper. The faculty advisor shall deposit funds and request payments from the school bookkeeper. It is the responsibility of the school bookkeeper to maintain the books and records of the Student Activities Funds. It is the school principal's responsibility to insure that these regulations are followed.

In the case of dues being paid by each member of an activity, (such as class dues or membership dues), the activity advisor must keep a year-to-year record of all students eligible to pay dues, with a cumulative record of such payments. Numbered receipts must be issued to the payee for any cash dues collected of \$ 25 or more. Duplicate copy numbered receipts should be used. The receipts should include the date received, the payee's name, the reason for payment, the amount of cash received, and the advisors initials. The white copy of the receipt is to be given to the payee, and the yellow copy is to be maintained in the receipts book. All receipts must be maintained and are subject to audit. Payments made check do not require a receipt to be given to the payee. Their cancelled check serves as proof of payment. To maintain proper internal control the School Bookkeeper cannot write out or give receipts for payments made. This is the sole responsibility of the Activity Advisor.

Activity Advisors are responsible for obtaining quotes, contracts, ordering supplies, and booking vendors for an engagement. Activity Advisors **may not** authorize contracts on behalf of EHS, ERCSD, or the Student Activity. All contracts must be forwarded to the School Bookkeeper for review and authorization by the Business Administrator and the School Principal.

Each class or club that engages in any financial transactions must have its accounts maintained by the school bookkeeper. No "private" accounts should be authorized or permitted.

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## **Cash Receipts:**

All cash receipts received from student activities are subject to the established EHS Cash Handling Deposit and Reporting Procedures.

## **Purchases:**

All student activity purchases over \$ 100 need to be approved by the Principal before the purchase is made.

Equipment and supplies purchased with student activity monies are the property of the organization, not of any individual student, advisor, or other interested party.

Activity advisors, or others involved in purchasing through a student activity account, shall not in any way benefit personally from the purchase.

## **Disbursements:**

The student activity advisor shall supervise expenditures by ensuring that funds are available **before** approving each proposed purchase and completing a EHS Request for Disbursement Form. Please note that checks that have been deposited must have cleared the banking institution before the funds become available for disbursement.

The EHS Request for Disbursement (as attached) must be submitted to the school bookkeeper a minimum of **three** business days before a check is needed. Checks will **not** be processed on the spot nor should they be expected to be processed the same day.

The EHS Request for Disbursement Form should include the date, the name of the activity fund, the complete address of the firm or person to be paid, include all necessary documentation (invoice, proof of payment, etc.), and the signature of the advisor to attest to the validity of all information on the form. Unless indicated, payment will automatically be mailed from the office. Checks will be given only to the activity advisor in all other cases.

Additional documentation requirements: Disbursements made to non ERCSD employees in the form of stipends (chaperones, officials for sporting events, etc.) require an IRS Form W-9 to be on file with the school bookkeeper and/or the SAU 16 business office. Please check with the school bookkeeper to see if a W- 9 is on file for non ERCSD employees.

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## Exeter Region Cooperative School District Student Activity Account Request For Disbursement Of Funds

**Date:** \_\_\_\_\_

**ACTIVITY ACCOUNT NAME:** \_\_\_\_\_

**PAY TO THE ORDER OF:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

(      ) Check here if payment is NOT to be mailed from the Main Office.  
**\*\*Payments not mailed will be placed in the ACTIVITY ADVISOR'S MAILBOX.**

DATE	QTY	DESCRIPTION	AMOUNT
<b>TOTAL:</b>			

*\*\*\*Advisor and Assistant Principal signature's must be obtained before check can be processed.*

**\*\*\*Activity Account Advisor:** \_\_\_\_\_

**\*\*\*ASSISTANT PRINCIPAL:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Check # :** \_\_\_\_\_



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## Religious Observance Dates - ERCSD Policy 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.

### **2016-17 Religious Observance Dates:**

Sunday - October 2, 2016	Rosh Hashanah begins at sundown
Monday - October 3, 2016	Rosh Hashanah
Tuesday - October 4, 2016	Rosh Hashanah
Tuesday - October 11, 2016	Yom Kippur begins at sundown
Wednesday - October 12, 2016	Yom Kippur
Monday - April 10, 2017	Passover begins at sundown
Tuesday - April 11, 2017	Passover first day
Wednesday - April 12, 2017	Passover second day

**\*A complete list of all Exeter Regional Cooperative School District Policies can be found at:  
<http://www.sau16.org/index.php/school-boards/exeter-region-coop/policy-manual>**