



**MILFORD
HIGH
SCHOOL**

**MILFORD HIGH SCHOOL
SPARTANS
2014-2015**

STUDENT HANDBOOK

Bradford W. Craven

PRINCIPAL

Diane M. Doran

Stephen R. Claire

ASSISTANT PRINCIPALS

100 West Street

Milford, New Hampshire 03055

Main Office: (603) 673-4201

Main Office FAX: (603) 673-4202

Student Services: 673-4523

Student Services FAX: (603) 673-4203

Website: <http://mhs.milfordk12.org>

This planner belongs to:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____

Student No. _____

STUDENT HANDBOOK FOR MILFORD HIGH SCHOOL
100 WEST STREET • MILFORD, NEW HAMPSHIRE 03055
Main Office - 603-673-4201 • Main Office FAX 603-673-4202
Student Service – 603-673-4523 • Student Services FAX 603-673-4203
Website: <http://mhs.milfordk12.org>

Mr. Robert A. Suprenant	Superintendent
Dr. Patricia Fazioli	Director of Curriculum Instruction
Ms. Katherine Chambers	Business Manager
Dr. Bradford W. Craven	Principal
Ms. Diane M. Doran	Assistant Principal
Mr. Stephen R. Claire	Assistant Principal
Mr. Paul S. Christensen	Director of Student Services
Mr. Michael C. Tenters	Director of Academic Studies
Mr. Donald Jalbert	Director of Technical Studies

MILFORD SCHOOL BOARD

Mr. Paul Dargie	Chairperson
Mr. Peter Bragdon	Vice Chairperson
Mr. Kevin Drew	School Board Member
Mr. Len Mannino	School Board Member
Mr. Robert Willette	School Board Member

MILFORD HIGH SCHOOL STATEMENT OF CORE VALUES AND BELIEFS

Milford High School is a community of diverse students, faculty, staff, administrators, parents and local citizens who foster a safe, respectful culture in a supportive environment that promotes equal opportunity for high-quality education. We believe well-educated citizens are prepared to contribute responsibly in their civic, social and career endeavors. Our school community works collaboratively to provide a rigorous and varied curriculum and to engage all students in authentic experiences, which motivate them to achieve their potential. Thus prepared, students go forth as well informed, critical thinkers who keep pace with the advancements of the 21st century and contribute positively in a dynamic and competitive world.

Milford High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction.



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IMPORTANT PHONE NUMBERS

Main Office.....	673-4201
Attendance (Absences Only).....	672-1091
FAX Machine – Main Office.....	673-4202
Student Services.....	673-4523
FAX Machine – Student Services.....	673-4203
Culinary – Windows on West Street.....	672-0008
School Nurse.....	673-6102
Superintendent’s Office.....	673-2202
FAX Machine – Superintendent’s Office.....	673-2237

**MILFORD HIGH SCHOOL
BELL SCHEDULE-2014-2015**

REGULAR DAY			DELAYED OPENING		
BLOCK	BEGINS	END	BLOCK	BEGINS	END
A	7:40	9:10	A	9:40	10:40
B	9:15	10:43	B	10:45	11:45
C	10:48	12:41	C	11:50	1:16
D	12:46	2:12	D	1:21	2:12
LUNCH			LUNCH		
1ST	11:08	11:31	1ST	11:50	12:13
2ND	11:33	11:56	2ND	12:20	12:43
3RD	11:58	12:20	3RD	12:53	1:16

EARLY RELEASE			
A	7:40	8:35	
B	8:40	9:30	
C5	9:35	10:05	
C6	10:10	10:40	
GROUP 1	10:45	11:05	D BLOCK
LUNCH	11:05	11:30	
	11:30	12:10	D BLOCK
GROUP 2	10:45	11:30	
LUNCH	11:30	11:55	
	11:55	12:10	D BLOCK

**DELAYED OPENING/CANCELLATION OF
SCHOOL DUE TO INCLEMENT WEATHER**

The Milford School District will implement a delayed opening procedure in the event of inclement weather. The following procedures outline times and methods used to indicate delayed opening or school cancellations.

If conditions are hazardous at 6:00 am, a delayed opening will be announced on local radio stations. On a delayed opening, school will be open two (2) hours after the regular starting time, and bus pickups will also be delayed two (2) hours. The regular start time is 7:30 am and the delayed start time is 9:30 am. On a delayed opening day, school will be dismissed at the usual time.

If conditions remain hazardous by 8:00 am, the "No School" announcement will be made over local radio stations before 9:00 am and through the use of the fire whistle. The fire whistle schedule is as follows:

- Delayed Opening - 2 Blasts - Pause - 2 Blasts 6:30 am
- No School - 2 Blasts - Pause - 2 Blasts 7:00 am
- Delayed Opening Changed to No School -2 Blasts-2 Blasts 8:30 am

The Milford School District has added a school communication system developed by Global Connect to enhance our existing procedures. This system will provide our school district with the ability to immediately deliver general and emergency communications to specified call lists quickly and accurately.

STUDENT SERVICES

In order to be eligible for graduation from the Milford High School and Applied Technology Center, students must successfully complete the following district credit requirements:

Graduation Requirements

English	40
Math	40
Science	30
Social Studies	30
Applied Technology*	10
Fine Art	10
Wellness (P.E. & Health)	20
Career Focus Electives	20
Open Electives	60
Total	26.0

***One credit in a Applied Technology course that meets advanced information and communication technology (ICT) standards; chosen from a list of approved course (see Program of Studies)**

*** Or one credit in a non ICT Applied Technology course along with a .5 credit digital portfolio.**

COLLEGE PREPARATION

College entrance requirements vary. Catalogues should be checked carefully for specific admission policies. Following are general guidelines that two and four year colleges often require as a high school program:

Four Year Colleges

English	4 credits
College Prep Math	4 or more credits
Science	3 or more credits
Social Studies	3 or more credits
Foreign Language	3 or more credits

Two Year Colleges/Post Secondary Programs

Refer to appropriate school catalogue.

PROMOTION REQUIREMENTS

Promotion to the next grade is based upon the number of accumulated credits at the end of the school year. Retained students will be promoted at mid-year if they have obtained the necessary credits. However, promotion to senior status mid-year requires an approved plan for satisfying graduation requirements by the end of the academic year.

Senior Status	Minimum of 18 credits
Junior Status	Minimum of 11 credits
Sophomore Status	Minimum of 5 credits

COLLEGE BOARD NUMBER - 300410

This number is the MHS school code number for identification on College Board exams.

TRANSCRIPTS

Students and/or parents must give written permission for the release of school records.

GRADING AND RANKING

The student's grade point average and rank are computed by using the final grade in of courses with level designations in their title (i.e. Standard, Standard A) in the following academic and career & technical areas: Math, English, Science, Social Studies, World Language, Biotechnology, Computer Technology, Pre-Engineering, and certain Computer courses. The grade point average is computed using the scale shown below.

<u>LETTER NUMERICAL</u>	<u>COURSE LEVEL</u>	<u>DESIGNATIONS</u>				
<u>GRADE</u>	<u>EQUIVALENT</u>	<u>Sppt.</u>	<u>Std. B</u>	<u>Std.</u>	<u>Std.A</u>	<u>Hon/AP</u>
A+	97-100	3.7	4.1	4.3	4.5	4.9
A	93-96	3.4	3.8	4.0	4.2	4.6
A-	90-92	3.1	3.5	3.7	3.9	4.3
B+	87-89	2.7	3.1	3.3	3.5	3.9
B	83-86	2.4	2.8	3.0	3.2	3.6
B-	80-82	2.1	2.5	2.7	2.9	3.3
C+	77-79	1.7	2.1	2.3	2.5	2.9
C	73-76	1.4	1.8	2.0	2.2	2.6
C-	70-72	1.1	1.5	1.7	1.9	2.3
D+	67-69	0.7	1.1	1.3	1.5	1.9
D	63-66	0.4	0.8	1.0	1.2	1.6
D-	60-62	0.1	0.5	0.7	0.9	1.3
F	Below 60	0	0	0	0	0

HONOR ROLL

1. **HIGH HONORS** - A student must be full time and obtain no grade less than "A-" in all courses. Audio visual and laboratory assistant grades are excluded.
2. **HONORS** - All grades must be "B-" or above. Any combination of grades in "A" and "B" category exclusive of audio visual and laboratory assistant grades will qualify the individual.

Further qualifications for honor roll: A grade of 'WI' will disqualify the student for the honor roll for the quarter in which a course is dropped. In order to be eligible for honor roll a student must carry a minimum of three credits each semester.

FULL TIME STATUS

Students must maintain full time status to participate in school activities, sports, and honor roll. Also, in some cases, students' qualifications for government programs, such as Social Security benefits, are dependent on full time status.

MINIMUM ENROLLMENT FOR FULL TIME STUDENTS

A student must be enrolled in course work for more than 50% of the school day each semester. This equals a minimum of four (4) hours of instructional time every day.

SCHEDULE CHANGES/STUDENT RESPONSIBILITIES

Course changes will be made only during specified time periods and only for sound educational reasons. Students should choose carefully in the spring. Often, during the school year, changes are not possible due to scheduling and staffing limitations. Students are responsible for being aware of the consequences of the academic policies regarding course changes.

GRADES AS A RESULT OF SCHEDULE CHANGES

All course changes must be completed within the first week of each semester. After that point, classes may not be added.

A grade of WI will be assigned if the course is dropped before 1/4 of the course is completed.

A grade of WF will be assigned if the course is dropped after 1/4 of the course is completed.

COUNSELORS

STUDENTS ARE ASSIGNED BY LAST NAME

Kiersta Stallman	A-E
Liz Kulikowski	F-L
Jennifer Duval	M-Ss
Paul Christensen	St-Z

The Student Services office opens every morning at 7:15 am and closes at 3:00 pm. Student appointments with guidance counselors may be made with Student Services secretaries. Parent appointments may be made in person or by phone - 673-4523.

SCHOOL TO CAREER/WORK-BASED LEARNING PROGRAM

School-to-Career at Milford High School & Applied Technology Center is an effort to combine relevant and realistic workforce experiences and academic, classroom based activities. A collaborative effort between the business community and the school, Career Focus Internships and other work-based learning opportunities are available to students. These opportunities prepare students to make knowledgeable career choices and to gain an understanding of a specified industry/profession and general workplace expectations. Students engage in these activities for a specified period of time guided by both a Workplace and Faculty Mentor.

RELEASE OF DIRECTORY INFORMATION

In compliance with federal law, the Milford School District may disclose directory information unless you advise the district to the contrary in writing. This includes release of directory information to military recruiters for juniors and seniors.

In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information is defined as follows: a student’s name, address, telephone number, date of birth, and grade level; a student’s parent’s and/or guardians’ names and address; a student’s participation in school activities; a student’s diploma, certificate, and awards; the height and weight of members of athletic teams.

A complete copy of district policy 5020 can be found on the school district website or can be obtained in the Main Office.

MARKING PERIODS FOR SCHOOL YEAR 2014-2015

Marking Period Close:

Report Cards Issued:

1 st Qtr. – October 31, 2014	November 7, 2014
2 nd Qtr. – January 23, 2015	February 4, 2015
3 rd Qtr. – April 3, 2015	April 10, 2015
4 th Qtr. – June 15, 2015	June 25, 2015 (mailed home)

CLUBS AND ACTIVITIES

SPORTS ELIGIBILITY

The Milford High School sports program includes interscholastic athletics. If you have any questions, please see Mr. Marc Maurais, Director of Athletics.

1. A student with a grade of "F" in more than 2 courses in the quarter prior to the start of a sport shall be ineligible to play. At the time of the first progress report after the start of a sport, a student with a grade of "F" in more than one course shall be placed on probation. Should this status continue to the next report card, the student shall become ineligible to play.
2. A student may not participate in interscholastic athletics during a school year if his/her 20th birthday is before September 1 of that year.
3. For additional details, see Athletic Handbook.

COLLEGE BOUND STUDENT ATHLETE

Students planning to participate in intercollegiate sports are responsible to review and meet the requirements for academic eligibility as established by the National Collegiate Athletic Association (NCAA). High School students must register with the NCAA Clearinghouse. This organization reviews high school transcripts to determine academic eligibility. Information and registration is available from the Clearinghouse website at www.ncaaclearinghouse.net.

CLASS ADVISORS

9th Grade

Ms. Marguerite Ferrer
Mr. Richard Parent

11th Grade

Mr. Paul Joyce
Mr. Dave Scannell

10th Grade

Ms. Kaitlin Petry
Ms. Gretchen Klene

12th Grade

Mrs. Jennifer Duval
Mrs. Anna Parker-Hepworth

CO-CURRICULAR ACTIVITIES

Band/Marching Band	Book Club
Broadcast Club	Chorus
Color Guard	Computer Team
DECA	Driver Training
Diversity Club	FBLA
French Club	History Club
Interact	Inter Faith Prayer Group
Kaley Speaking Contest	Latin Club
Literacy Club	Math Team
Mock Trial Competition	National Art Honor Society
National Honor Society	National Technical Honor Society
Peace Jam	Radio Broadcast Club
Robotics Team	Science & Engineering Expo Skills
USA/VICA	Spanish Club
Student Council	Theatre/School Play
Tree Club	Tri-M Music Society
West Street Beat	We The People
Yearbook	

NATIONAL HONOR SOCIETY SELECTION PROCESS

The National Honor Society is a service organization. Students are selected for this society based on scholarship, leadership, character, and citizenship. Juniors and seniors having a 3.5 GPA will be sent letters in September informing them that they meet the scholarship requirement for the National Honor Society. If they want to be considered for selection, they are asked to complete a form in which they can list activities that highlight leadership, character and citizenship. Additional input is sought on these students from the high school staff. A Faculty Council, comprised of five faculty members, will review all of this information. They may interview some candidates if more information or clarity of information is required. The selection of each member is then made by a majority vote of the Faculty Council. Students are notified of the decision by letter. An induction ceremony is usually held in early December or January. Honor society students are expected to maintain high standards in the areas of scholarship, leadership, character, and citizenship and could be removed from the organization if they fail to meet these standards.



ACADEMICS

LIBRARY MEDIA CENTER

The library media center is the information center of the school. The library media center is open from 7:00 am to 3:30 pm and you are welcome to use the resources available. The following polices and procedures must be observed.

- No food or drink in the library.
- Respect others by working quietly.
- Freshmen and sophomores must get a pass from the librarian.
- Every student entering the library must sign in and sign out (unless coming in with a class).
- Return materials when you are finished with them and clean up your work area before you leave.

Circulation Policies

- All materials must be signed out at the circulation desk before they are taken from the library.
- Books from the general collection can be signed out for three weeks and renewed for another two, if necessary.
- Reference books may be signed out for overnight use only.
- Vertical file and periodical back issues may be signed out. Use of the copy machine is encouraged.
- Materials that are damaged or lost are to be paid for by the borrower.

Computer Policies

- The Acceptable Use Policy must be followed when using library computers.
- Students performing research or working on class assignments have priority in computer use.
- You may not install or uninstall any programs or software on the library computers.
- Library computers are for school related use only.
- You may not play games on the library computers.

ASSIGNMENT PLANNERS

Assignment planners are provided for all students in an effort to help organize school assignments.

HOMEWORK POLICY

Homework standards, procedures, and criteria for credit will be established and administered within each department consistent with course objectives and recognizing differences in maturity, needs, interests, and abilities at each learning level. Each teacher will communicate these standards and criteria for credit to their students at the beginning of every course. Students are to carry their planner, which contains the student handbook, to classes on a daily basis. If a planner is lost or stolen, students will be responsible for replacement.

LOST OR DAMAGED BOOKS AND MATERIALS

Students are responsible for the full repair or replacement costs for lost or damaged books assigned to them, and for all other damages/losses to school materials or property.

STUDENT EMPLOYMENT

Frequently our students hold jobs after school hours during the school year. Studies have shown that grades drop drastically when students work more than fifteen (15) hours per week. We encourage parents to monitor their child's work hours and his or her grades very carefully, remembering also that a full and well-rounded high school experience includes not only attendance during the school day, but also participation in the variety of co-curricular activities we offer here at Milford High School.

PLAGIARISM GUIDELINES

Plagiarism defined: According to The American Heritage Dictionary of the English Language, plagiarism means “to steal and use the ideas or writings of another as one’s own,” whether it is intentional or unintentional. Incidences of plagiarism will be reported to the Director of Academic Studies or the Director of Technical Studies and will be kept on file.

You are plagiarizing if you do any of the following:

1. Use incomplete paraphrasing. If you use substantive words, phrases, or rhetorical structures from your source without documentation, you are plagiarizing. Whether you “kidnap” a sentence or a whole page, you’re plagiarizing.
2. Omit citations. If you use any ideas that are clearly NOT common knowledge without citing your source, you are plagiarizing. It does not matter whether you’ve expressed the ideas in your language.
3. Copy material. If you simply copy from any source without quotations marks or Attributions/citations, you are plagiarizing.

Among the practices which constitute plagiarism are: using in their entirety or even in part recycled papers or papers from another course or teacher or papers written by someone else, either by a student or a person publishing a paper in an academic journal, book, or via the Internet. This includes unverified attribution to works such as Wikipedia, Encyclopedias, Cliff Notes or Monarch Notes.

To avoid plagiarism you must do all of the following:

- Cite all quotations, summaries, and paraphrases as well as any facts or ideas that are not common knowledge.
- Be careful to put quotations in quotation marks and to express all paraphrases and summaries in your own words.

The best way to avoid plagiarism is to be extremely careful and scrupulous. When in doubt — cite, and cite correctly. Ask this question: without the words and ideas of someone else, would you have been able to write the paper quite the way you did? If the answer is no, then you must cite and cite correctly. Always take great pains to attribute sources and to acknowledge debts to others. If ever in doubt, consult your teacher.

PENALTIES: The penalty for a first offense of plagiarism, as with all forms of cheating, is a zero on the assignment. These offenses become part of the cumulative record for the student. Subsequent offenses will result in more severe consequences.

ACCEPTABLE COMPUTER, NETWORK & INTERNET USE POLICY

COMPUTERS AND COMPUTER NETWORKS

The Milford School District offers students and staff access to school computer systems and the Internet for School District purposes as an educational or work related resource. The use of computer technology and Internet access is an integral part of the mission of the Milford School District. Users are expected to follow all guidelines stated below as well as those given verbally by the staff or administration, and to demonstrate ethical behavior of the highest order when using the network facilities. For purposes of this policy, “user” means any person authorized to access the School District’s computer systems or networks including, but not limited to, the Internet. Users are also expected to realize that the opportunity to use the network goes “hand in hand” with the responsibility to use the computers and the Internet properly. Access is a privilege, not a right, and that access requires responsibility.

During school, teachers will guide students toward appropriate materials. Teachers and staff will monitor students on computers and the Internet to the best of their abilities. Administrators, or their designees, may review files and communications *at any time* (including electronic mail) to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private. All users, including students, should use only their own assigned network accounts when using or accessing school district networks.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures (“if you cannot wear it on a tee shirt in school, it is not allowed on a District’s computer screen”);
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers;
5. Violating copyright laws; or the intellectual property rights of others;
6. Using others’ passwords;
7. Trespassing in others’ folders, work or files;
8. Intentionally wasting limited resources;
9. Conducting business related activities;
10. Engaging in illegal activities;
11. Loading or downloading screen savers, games, graphics/multimedia, utilities, or other prohibited software applications on to school computers.

On-line gaming, chat, social networking, gambling, or accessing offensive, violent, pornographic, or obscenity laden sites are all unacceptable use activities.

ACCESS TO THE INTERNET

Access to the Internet will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages throughout the world via the Internet. Email will be available for staff and for collaborative student projects. Within the guidelines of the Children's Internet Protection Act, freedom of speech and access to the information will be honored.

In addition to the rules for general computer use stated above, the following rules apply to accessing the Internet:

1. The use of the Internet by students is for research and other educational purposes as assigned by a teacher.
2. "Hacking" of any kind is not allowed. This may include bypassing filters or firewalls and changes to security settings.
3. Do not sign up for any promotions/catalogs, leave messages, or anything else on the Internet that requires your name or anyone else's name and/or address, age, or other personal information.

POLICY VIOLATIONS

Any actions that might harm or threaten harm to the computer equipment, software, data, another user, or the Internet, or that show disregard for the proper procedures set up for network access WILL NOT be tolerated. The Milford School District reserves the right to refuse access to the Internet or school computers to anyone when it deems it necessary in the public interest. Violation of this policy will result in a temporary or permanent ban on computer or Internet use. Additional disciplinary action may be taken in line with existing practice on inappropriate language or behavior, including suspensions for students or termination of employment for School District employees or contractors. When applicable, police or local authorities may be involved. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer system or network shall assume legal and financial liability for such damage. (Policy revised May 6, 2002 - complete policy on file in Main Office)

SOCIAL MEDIA

Parents have the right to be included in all communication via social media utilized by classroom teachers, club advisors and/or athletic coaches. Parents should check with their son or daughter to determine if they have been invited to join a social media site for the purposes of instruction, or communication regarding club or team activities.

ATTENDANCE

New Hampshire state law on school attendance states **(RSA 193:1) A PARENT OF ANY CHILD AT LEAST SIX (6) YEARS OF AGE AND UNDER EIGHTEEN (18) YEARS OF AGE SHALL CAUSE SUCH CHILD TO ATTEND THE PUBLIC SCHOOL TO WHICH THE CHILD IS ASSIGNED IN THE CHILD'S RESIDENT DISTRICT.**

Milford High School students are required to be in school from 7:40 am to 2:12 pm for the 180 days approved by the Milford School Board. Attendance in school is the primary responsibility of parents and students.

Consistent attendance and success in the classroom go "hand in hand." Absences prevent a student from gaining the total benefit and total content of a course. Participation in the classroom through the exchange of ideas, the oral defense of one's opinions, and the application of information in laboratory and "hands-on" situations are all vital and necessary learning experiences.

This emphasis on good attendance is also consistent with the mission of Milford High School, which is to educate individuals to be responsible, contributing members of society. Future employers and post secondary schools may require records of high school attendance.

Absences of more than five (5) consecutive days may require medical certification in the form of a physician's letter or other documentation. Failure to provide this upon request shall result in absences being considered unexcused and all rights to credited makeup work denied.

Students with excessive absences will be reviewed by administration and could possibly be referred to outside agencies for further intervention. Letters will be issued to the student and parent/guardian by a school administrator prior to this action. **Effective July 1, 2013**

A complete copy of district policy 3515 can be found on the school district website or can be obtained in the Main Office.

TRUANCY

Truancy is defined as any absence from school without the expressed consent, in advance, by that student's parent or legal guardian, or any absence with or without consent which is undertaken without regard for State Law RSA 193:1. Unexcused absence from any class is considered truancy. *Truant students will receive school consequences and a referral may be made to outside agencies.*

A complete copy of district policy 3515 can be found on the school district website or can be obtained in the Main Office.

VACATION ABSENCES

Parents who wish to take their child on a family vacation while school is in session must make such a request **in writing** to the principal **before** the vacation. The student is responsible for obtaining any class work in advance of their vacation.

EXAMPLES OF EXCUSED ABSENCES

Medical appointments, college visits, religious holidays, bereavement, court appointments, obtaining driver's license, and school sponsored/sanctioned activities and events.

Other valid requests will be considered by the administration.

MAKEUP WORK DURING EXCUSED ABSENCES

The time period for makeup work should be equal to the amount of time missed. For example, a student who is absent for one day will have one day to make up work missed. Students who are absent frequently may not defer makeup because of subsequent absences. Students out on an extended absence (3 or more consecutive school days) should request makeup work during their absence and complete it while out unless they have a waiver for medical or personal reasons.

Students needing makeup work during an extended illness will be required to give the office and teacher 24 hours notice in order that the assignments can be properly prepared. Work can be picked up at the Main Office.

Students with unexcused absences will receive zero credit for work missed. Students are encouraged, however, to do any and all work missed so they can keep up with the rest of the class.

HOMELESS YOUTH

The school will attempt to identify and ensure that each child of a homeless individual and each homeless youth will have equal access to educational services. If a homeless youth has been identified in the school/district, a building liaison is available to provide assistance in getting services.

ATTENDANCE PROTOCOLS

REPORTING A STUDENT ABSENCE

Parents/Guardians are expected to call **672-1091-Main Office attendance line or email cmccarthy@sau40.com by 9:00 am** to report the absence of their child each day the child is absent.

If a call or email is not received by 9:00 am, the school will call to verify status, however, the absence will not be considered excused.

The attendance line should be used **ONLY** to report student absences not to request a dismissal or make up work.

TARDINESS TO SCHOOL

Students arriving late to school are required to sign in at the Main Office. Students who arrive **after 8:00 am** must have a note that includes name, reason for tardiness, parent or guardian's signature, and telephone number where the parent/guardian can be reached. The attendance line should not be used for this purpose.

Tardiness **will be excused** for medical appointments, court appearances, funeral attendance, DMV appointments or college visitations.

Tardiness **will not be excused** for oversleeping, working on homework/school projects, or failure to find a parking space (*please refer to student parking*).

During a report card period students who are tardy:

5 times will be assigned a 2 hour Saturday Ed.

10 times will be assigned a 4 hour Saturday Ed.

Every 5 thereafter will be assigned a 4 hour Saturday Ed.

DISMISSAL FROM SCHOOL

Students may be dismissed from school for family emergencies and medical appointments that cannot be made outside of school time. The Parent/Guardian should send a note or call the Main Office to request a dismissal. The attendance line should not be used for this purpose.

Students will sign out in the Main Office before leaving school. The administration may request written documentation of appointments prior to approving makeup privileges.

Students 18 years old and older **who are declared independent** must obtain approval from an administrator prior to signing out. **There are no exceptions to this policy.**

Students living with Parent/Guardian, regardless of their age, will need to obtain permission from a Parent/Guardian for dismissal from school.

Students dismissed by the school nurse due to health related issues need to follow the above protocols.

BUILDING ACCESS AND SECURITY

Building entrances will be **open to students at 7:00 am. All entrances are locked at 7:45 am.** Students entering or exiting the building after that time must use the main lobby entrance ONLY.

Security is a high priority, all exterior doors need to remain locked throughout the school day. Parents and visitors must enter through the main entrance and be cleared for admittance by office personnel and must sign in through the main office.

Students who violate these security measures by propping open doors, tampering with locks or opening doors for others to gain access to the building put the entire building at risk and will be suspended from school.

Security cameras constantly monitor and record activity in public areas of the building.

Building Evacuation Plan

- In the event of a practice drill or an actual emergency requiring the building to be evacuated, occupants of rooms should refer to the exit signs posted in each room and follow the protocols in place.
- Fire and other evacuation drills are scheduled throughout the school year. When an alarm is sounded or an announcement is made by the school principal/designee all occupants of the building must leave the building immediately to designated areas.
- *Students who fail to follow protocols will face disciplinary action.*

Building Lockdown Plan

- Building occupants need to respond quickly and calmly when they hear a school-wide announcement for a lock down.
- Students in public areas of the building need to go to the nearest room with a teacher/staff member and remain there until the building is cleared to resume scheduled activity.
- Students need to remain calm and quiet and follow the instructions of the staff quickly and in an orderly fashion.
- *Students who fail to follow protocols will face disciplinary action.*

Canine Sweeps: High school parking areas as well as common interior areas of the building may be subject to periodic canine sweeps. A high school administrator will be present at all sweeps.

On-Campus Statements: In order to protect the rights of students under 18 years of age, law enforcement representatives will not be allowed to obtain statements from any student without receiving permission from the student's parents in advance.

EXCHANGE OF INFORMATION

The memorandum of understanding by and between the Milford Police Department and Milford School District establishes a joint cooperative effort to provide a safe school environment for student, staff, and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zone, and RSA 193-B, Drug-Free School Zone.

Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

A complete copy of district policy 5095 can be found on the school district website or can be obtained in the Main Office.



GENERAL INFORMATION

CELL PHONES AND OTHER ELECTRONIC DEVICES

Although students are allowed to possess cell phones and other electronic devices (iPods, MP3 players, hand held game units, student personal lap tops, tablets, etc.), **they should be turned off, remain out of sight and may not be used during the school day (7:40-2:12)** unless for explicit, pre-approved academic purpose. *Game playing of any kind is not allowed.*

Violation of this policy may result in confiscation of the phone or device for the remainder of the school day. Chronic violations may also result in further disciplinary action.

Cell phones may be subject to search if the administration suspects the phone has been used to bully, harass or for any type of prohibited communication.

DRESS CODE

We believe that a student's appearance is primarily the responsibility of the student and parents/guardians. The school cannot permit clothing that is damaging to school property, disruptive to the educational process or offensive to human dignity.

Current fashion is not always conducive to attire to be worn at school. The following are the **minimum standards** that we expect all students to adhere to:

- Students may not go barefoot at any time.
- Students may not wear sunglasses.
- Students may not wear hoods.
- Students may not wear low cut clothing, halter tops, spaghetti straps or clothing that exposes the midriff.
- Students may not wear clothing or accessories which are vulgar, obscene, that depict or advocate alcohol/illegal substances, depict weapons of any kind or are offensive.
- Undergarments should not be visible.
- Hats may be worn in general areas of the building; individual teachers reserve the right to determine if hats can be worn in classrooms.

The shortest length of acceptable clothing will be measured by the longest finger of the student when standing upright with arms hanging naturally at their sides.

- Tights or leggings may be worn under clothing making the length acceptable.

If questioned, school administrators will determine whether or not a student's appearance conforms to the dress code.

GOOD NEIGHBOR POLICY

In order to be good neighbors, it is necessary that students not congregate within sight of the school building either before, during, or after school.

GUESTS

Guests are not allowed during the school day unless for a sound academic purpose. All such guests must be approved by administration.

LOST AND FOUND

All lost and found articles should be taken to the Main Office. Students are to report the loss of property to the office as soon as possible.

Disclaimer: Students who bring personal property to school do so at their own risk. The school district is not responsible for the loss/damage of personal property.

PASS SYSTEM

Students should have a pass any time they are in the hallways. The only exception is during class change.

SCHOOL LOCKS

School locks are available through the Main Office. The school is **NOT** responsible for items stolen from lockers. Only school issued locks may be used on school lockers and the use of school locks is strongly encouraged. Non school locks will be removed immediately. **Neither the students nor their parents should assume any degree of privacy. The lockers remain the property of the district. The administration reserves the right to search student lockers at any time.**

SCHOOL LUNCH PROGRAM AND LUNCH ROOM DECORUM

The School Lunch Program is designed to offer a number of conveniences for both parents and students. Deposits of any amount may be made to a student's personal account, thus reducing the chance of breakfast and lunch money being forgotten, lost or stolen. While students will still have the option of paying cash for items as they go through the line, paying in advance will speed transactions and allow lines to move more quickly.

FAST FOOD MAY NOT BE BROUGHT INTO THE BUILDING DURING LUNCH.

All Freshmen must remain in the Cafeteria for their assigned lunch period.

All upperclassmen unable to produce their current school issued ID must remain in the cafeteria for their assigned lunch period.

Students are expected to clean up after themselves. Food throwing is **not tolerated** and will result in disciplinary action.

SCHOOL TRANSPORTATION

School bus transportation is intended to provide student transportation from home to school and from school to home. Students assigned to a bus should ride that bus only EXCEPT in extenuating circumstances as determined by school administration in consultation with a parent/guardian. Any students needing to ride a different bus after school, or needing to get off at a different stop, **must have** a bus pass which will be granted ONLY by an administrator. Bus transportation is not to be used to spend the afternoon with a friend, attend appointments or lessons of any kind, etc.... Families need to make other arrangements for these types of activities.

Students attending school events, athletic events and/or field trips sponsored by the school which require students to be transported to and from the event/ field trip shall be required to take the same mode of transportation home from the event.

Parents may drive their own children home after a field trip, school sponsored event or athletic event, however if they wish to transport children other than their own, the Milford School District's policy #2315 regarding Student Transportation Management must be followed. A number of requirements must be met in order to receive prior written authorization from the Superintendent/designee. The requirements include but are not limited to; proof of valid insurance, valid vehicle inspection, valid operator's license, valid vehicle registration, a criminal record check, and written permission from the parent/guardian of each child being transported.

Requests for written prior authorization must be made to the Superintendent/designee at least a week prior to the day of the event, field trip, or athletic event to allow for processing of the required information. Requests made the day of an event cannot be honored unless in the case of an emergency. Parents that provide transportation for children other than their own without written prior authorization of the Superintendent/designee, do so at their own risk, expense and liability.

A complete copy of district policy 2315 can be found on the school district website or can be obtained in the Main Office.

SIGNATURE-RESPONSIBLE PARTY

Students who are eighteen (18) years or older and who are living with their parent(s) or guardian(s) are required to have all notes or documents signed by a parent or guardian.

SMOKING POLICY

Students are not permitted to smoke, use, or possess tobacco products on school property, in the school building, or at school-sponsored events. Any student who violates this policy will be subject to the following:

1st Offense	Suspension - 1 Day
2nd Offense	Suspension - 2 Days
3rd Offense	Suspension - 5 Days

Students are prohibited from bringing lighters, matches, or any other

STUDENT ID PROTOCOL

All students are issued a school photo ID on their first day of attendance indicating their name and grade level. Each ID is color coded to designate year of graduation.

- This current school issued ID must be worn around the neck in a school provided protector on a break-away lanyard. The ID is to remain as issued and not be decorated or altered in any way.
- Current IDs must be worn by all students **throughout the school day**, from the start of the day until the final bell. In areas where the ID is a safety concern, students may remove their ID at a staff member's discretion but **ALL** students are expected to wear IDs in all common areas of the building.
- Each student is responsible for their ID badge, protector and lanyard; properly cared for these items will last the entire school year. If any of the above need to be replaced it will be at the student's expense.
- Students who do not have their ID will be sent to the main office to receive a sticker that must be worn by the student and displayed in plain view for that entire school day. *Any student sent to the main office on 5 occasions to get a sticker will be issued a new ID at his/her cost.*

Excessive failure to properly display an ID or a temporary ID (sticker) may result in disciplinary action.

STUDENT PARKING

- Due to the limited number of student parking spaces available to Milford High School students, **on campus parking is limited to seniors who have obtained a valid, current, school issued parking permit.**
- Any student car parked on campus **without a permit** may be towed at the owner's expense without warning. Signage around campus indicates designated student parking areas.
- Students who do not observe safe driving practices on school property will be subject to suspension of their right to drive on school property, possible prosecution and loss of parking permit.
- Student drivers are expected to obey all traffic rules regarding flow of traffic and speed limits.

Students are reminded that parking on campus is a privilege not a right. As part of this privilege, students consent to having their vehicle searched if there is reasonable suspicion that a violation of school rules or the law exist.

VISITORS

Visitors to MHS are required to check in at the main office immediately upon entering the building.

Visitors may be required to show proof of identification upon request.

DISCIPLINARY PROCEDURES

In order to provide a safe, secure and enjoyable learning environment, respect for self, others and property are expectations of all students. In no way do students shed their rights as they walk through the doors of the school, however, there is a need to maintain order and safety so that learning opportunities are optimized.

With that purpose in mind, Milford High School will employ a variety of strategies to assist students, staff and families working together to insure those qualities of a safe and orderly school environment.

THREATS of any nature will be taken seriously and may lead to disciplinary action and/or police prosecution.

Discipline procedures may include but are not limited to:

- **Detention**– Morning or after school detentions can be assigned at the discretion of the teacher or the administration. At least 24 hours notice will be given to the student. Failure to serve a detention will result in further disciplinary procedures.
- **Saturday Education Program (SEP)**- Saturday detention program. Students can be assigned to SEP by the administration for up to 4 hours. SEP begins at 8:00 am for all students assigned; late entries will not be admitted. At least 24 hours notice will be given to the student. Failure to attend and complete a SEP will result in further disciplinary procedures.
- **Internal Suspension (ISS)**-ISS is assigned at the discretion of the administration. Students in ISS are removed from the general population and placed in a restrictive environment.
- **External Suspension (OSS)**-OSS is assigned at the discretion of the administration. Students are removed from the school environment and are not allowed on school property and may not participate in or attend any school functions or activities held on or off campus until such time that they are scheduled to come back to school.

Referrals may also be made to local authorities or agencies for prosecution or to the School Board for expulsion.

GENERAL SCHOOL RULES

A comprehensive list of district policies can be found at: <http://mhs.milfordk12.org>

Bullying/Harassment: Bullying or Harassment will not be tolerated and will result in disciplinary action. (RSA193F).

Cards/Gambling: Card playing and/or gambling are not allowed in school.

Cutting Class: Consequences for cutting class may include but are not limited to: Saturday Ed Program, in-school suspension, or out of school suspension.

Fighting: Fighting will not be tolerated and will result in disciplinary action.

Forgery: Any student who uses or attempts to use a note, pass, or other document containing a forged or altered item or signature of any authorized person will face disciplinary action.

Hazing: Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Students involved in hazing, bullying or harassment practices will be disciplined according to School Board policy and will be reported to the police. (RSA 631.7)

Insubordination: Any student who leaves class without permission, fails to honor the reasonable request of school personnel, or other acts of insubordination will be referred to the administration for disciplinary action.

Possession of Weapons or Fireworks: Any student possessing weapons or fireworks will be subject to suspension or expulsion.

Public Display of Affection: Excessive or intimate public displays of affection will not be tolerated. Students will be referred to the Main Office for possible disciplinary action.

Vandalism/Theft: Students involved in vandalism or theft of property will be subject to appropriate disciplinary action and may face criminal prosecution.

Vulgar/Profane/Offensive/Threatening Language: Vulgar, offensive, profane, or threatening language will not be tolerated. Violations of this policy will result in disciplinary action and/or a referral to the police.

Other incidents deemed by the school administration as inappropriate for the school environment are also subject to disciplinary action.

SUSPENSION AND DISMISSAL OF STUDENTS

RSA 193:13, Suspension and Expulsion

A student may be suspended or expelled for an act of theft, destruction or violence as defined in RSA 193-D and 193-B as well as for gross misconduct or neglect or refusal to conform to the reasonable rules of the school as stated in RSA 193:13. A student shall be expelled by the school board if the violation involves bringing or possessing a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193:D:1 without written authorization from the superintendent

The Milford School Board hereby establishes the following policy by which all action taken by the school board or administrator, acting within a sphere of his/her responsibility, will afford basic constitutional rights to all students:

1. The Superintendent of Schools or his representative, designated in writing, is authorized to suspend pupils from school for gross misconduct, provided that:
 - a. Prior to any suspension of ten (10) school days or less, the student shall be given oral or written notice of the charges against him/her and, if the student denies them, the student will be given an explanation of the evidence the disciplinarian has and an opportunity to present his/her side of the story.
 - b. Whenever practical, parent or guardian should be present at an informal hearing for a suspension of ten (10) school days or less.
2. In all suspensions beyond ten (10) school days and in all dismissals, "procedural due process" shall be extended prior to the suspension or dismissal except as provided in paragraph three (3) below. "procedural due process" shall include a hearing and shall include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to confront and cross examine witnesses to verify the student's version of the incident or clarify circumstances which cause the suspension or dismissal. Provided further, those students eighteen years of age or older, or parents or guardians shall be notified, in writing, of their rights for "procedural due process" and the time, date, and place set for a hearing, if a hearing is desired.
3. A notice and hearing do not have to precede the suspension in the following situations:
 - a. When a student's presence poses a continuing danger to persons or property, or
 - b. When a student's presence poses an ongoing threat of disrupting the academic process, then, in no event should the hearing be scheduled more than three (3) school days from the time the disciplinarian received sufficient evidence of the student's participation in the offense.
4. All notices of suspension or dismissal to parents or guardians should note the specific offenses and/or violations pertinent to the cause for suspension or dismissal.
5. All suspensions to continue beyond twenty (20) school days must be approved by the Milford School Board, in accordance with the procedures set forth herein.

6. A student may be dismissed from the school by the Milford School Board for gross misconduct or for refusal to conform to reasonable rules and regulations of the school and said student shall not attend school until restored by the school board. Any dismissal must be in accordance with the procedures set forth therein. All dismissals will be subject to review if requested by a student eighteen years of age or older or a parent/guardian prior to the start of each school year.
7. All students eighteen years of age or older and parents/guardians have a right to appeal any suspension lasting beyond five (5) school days to the school board. Any request for an appeal must be made, in writing, within five (5) school days of the effective date of suspension.
8. All students eighteen years of age or older and parents/guardians have the right to appeal any dismissal to the State Board of Education.
9. Students must understand, that although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable.
10. Any student may be brought to the Milford School Board for dismissal at any time, if deemed necessary by the administration. This action may be for one suspension or more depending on the circumstances.

SAFE SCHOOL ZONE LAW—RSA 193-D, SAFE SCHOOL ZONES

Under the Safe School Zones statute, a student may be suspended or expelled for acts of theft, destruction or violence occurring on school property, bus stops, and routes regardless of the age of the student for:

- a. Homicide
- b. Assault (simple, first degree, second degree assault)
- c. Sexual Assault (felonious or aggravated felonious sexual assault)
- d. Criminal Mischief
- e. Unlawful Possession or Sale of a Firearm or Other Dangerous Weapon.
(The term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches in length*). Title 18 U.S. Code
- f. Arson
- g. Burglary
- h. Robbery
- i. Theft
- j. Illegal Sale or Possession of a Controlled Drug

*Knives of any size are not allowed on Milford School District property.

RSA 193-B, DRUG-FREE SCHOOL ZONES

In accordance with RSA 193-B:2, 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 school zone at any time of the year.

In accordance with RSA 193-B:6:

- I. It shall be a violation for any person to cover, remove, deface, alter or destroy any sign or other marking identifying a drug-free zone as provided by RSA 193-B:4, I.
- II. Lack of knowledge that the prohibited act as defined in RSA/193-B:2 occurred on or within 1,000 feet of school property shall not be a defense.
- III. A violation of RSA 193-B:2 shall not include an act which occurs entirely within a private residence wherein no person 17 years of age or under is present.

A complete copy of district policy 4060 can be found on the school district website or can be obtained in the Main Office.

RSA 193F, Pupil Safety and Violence Prevention – Bullying

I. Definitions of Bullying:

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

- (a) Physically harms a pupil or damages the pupil's property;
- (b) Causes emotional distress to a pupil;
- (c) Interferes with a pupil's educational opportunities;
- (d) Creates a hostile educational environment; or
- (e) Substantially disrupts the orderly operation of the school.

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

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to telephones; cellular phones; computers; and pagers that are able to transmit instant messages, text messages, and websites.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil:

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

The District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

III. Statement of False Accusations and/or Prohibiting Retaliation:

False Accusations:

A student found to have wrongfully and intentionally accused another of bullying shall be subject to disciplinary consequences and/or interventions designed to address the behavior.

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

Reprisal or Retaliation:

The District shall discipline and take appropriate action against any student, volunteer, or employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who participates in a proceeding relating to such bullying. The District shall take appropriate action for any individual who engages in reprisal and/or retaliation in accordance with applicable law, Board policy, and applicable collective bargaining agreements. Students who engage in this act may be subject to discipline up to and including expulsion. Employees who engage in this act may be subject to discipline up to and including termination of employment. Volunteers may be subject to exclusion from school grounds.

Process To Protect Pupils From Retaliation:

If the alleged victim or any witness expresses to the Principal/designee or other staff member that he/she believes he/she may be retaliated against, the Principal/designee shall develop a process or plan to protect that student from possible retaliation. Such plans may include warnings, rearranging of class schedules, and eliminating privileges, and other similar strategies.

IV. Protection of all Pupils:

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary/Intervention Consequences for Violations of This Policy:

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

DISTRICT POLICIES

DISTRICT DRUG AND ALCOHOL POLICY

The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved event. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy 4010. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy 5095.

Any student who is found by the administration to be in violation of this policy shall be reported to the local law enforcement agency and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the District's disciplinary policy. Strict compliance is mandatory. The school Principal/designee shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

*A complete copy of district policy **4045** can be found on the school district website or can be obtained in the Main Office.*

GUN FREE SCHOOLS

No student shall possess a firearm on Milford School District property including the school buses. Any student who is determined by the Superintendent of Schools and the school board to have violated this policy shall be expelled from school for the year. The Superintendent of Schools, with the school board, shall have the right to modify the penalty in a case by case basis in conformity with Federal Law.

The term, firearm, as used above includes the following: (a) any weapon (including a starter gun) which will or may be readily converted to expel a projectile by the action of an explosive; (b) the frame or receiver of such a weapon; (c) any firearm muffler or silencer; (d) destructive device such as, but not limited to, a bomb, grenade, rocket, missile, mine, or similar device.

SEXUAL HARASSMENT - Preamble

The Milford School District seeks to create and provide an educational environment which promotes an atmosphere of mutual respect. Such an environment must be free of sexual harassment.

Sexual harassment of any employee or student by any other employee or student or by any other person with whom an employee or student may interact to fulfill employment of school responsibilities is prohibited by State and Federal law and will not be tolerated by the Milford School District.

SEXUAL HARASSMENT

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, for obtaining employment or education, or
2. Submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting that individual's employment or educational performance, or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational performance, or
4. That conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

*A complete copy of district policy **2403** can be found on the school district website or can be obtained in the Main Office.*

DISPUTE PROCEDURE

The procedures and guidelines outlined in this policy shall be utilized to assist in resolving complaints and grievances* within the following areas; Alleged Discrimination, Sexual Harassment, Violation of Title IX, Section 504, and any other such complaint and/or dispute, or any alleged violation of District Policy 2405.

A complaint is an assertion by an individual ("Aggrieved Individual") that he or she is the victim of a violation, misinterpretation, or inequitable application of District policies, regulations and procedures, existing laws, or other actions that adversely and directly affect the individual personally.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Any person filing a complaint under this policy or who participates in any investigation of any such complaint, will not be discriminated against nor be the subject of retaliation on account of such complaint or participation.

PROCEDURES

Whenever reasonable, an aggrieved individual is encouraged to discuss his/her grievance with the person involved in an attempt to resolve the matter informally. Should resolution not be achieved, complaints will be processed according to the following procedures:

LEVEL ONE:

- For Complaints of conduct not concerning Sexual Harassment (Sexual Harassment is defined and discussed on Policy #2406) a complaint will be presented orally and informally to the immediate supervisor for review and resolution.
- Alleged sexual harassment brought forth by an employee will immediately be referred to the Superintendent of Schools and shall move immediately to the immediate supervisor for review and resolution.
- Alleged sexual harassment brought forth by a student will be brought to the Superintendent of Schools who may proceed to deal with the complaint as he or she sees fit. The Superintendent may omit any or all step (s) of this procedure. The Superintendent shall take any and all actions he or she deems necessary to keep any student safe from harm. Employees of the District may not and shall not engage in a sexual relationship with any student currently enrolled in the Milford School District. Unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations, by students or employees, will not be tolerated. Depending upon the circumstances and degree of the harassing behavior, the Superintendent may implement any discipline up to and including discharge or expulsion. Additionally, some forms of sexual harassment are considered violations of State criminal law and, as such, shall be referred to law enforcement authorities.

LEVEL TWO:

- If, as a result of the informal meeting (s), the matter is not resolved satisfactorily the aggrieved person may within twenty (20) business days after the alleged policy violation present his/her grievance in writing to the Chairperson of the Grievance Committee c/o the Superintendent's Office, specifying the nature of the grievance and dates (s) of the occurrence and the remedy sought.
 - The Grievance Committee consists of the following personnel, and will be gender balanced;
 1. Human Resources
 2. One member from each school appointed annually by each school's Leadership Team.
- * The Grievance Committee shall make every effort to investigate and resolve the matter as quickly as possible (within 20 business days from the receipt of the written grievance), the Grievance Committee shall issue a written decision including any corrective action to be taken to the Aggrieved Person.

LEVEL THREE:

- If the Aggrieved Person is not satisfied with the decision of the Grievance Committee, he or she may appeal the decision to the Superintendent within ten (10) business days after receipt.
- The Superintendent will, within twenty (20) business days of receipt of the appeal, investigate and render a decision, in writing, to the Aggrieved Person.

LEVEL FOUR:

- If the Aggrieved Person is not satisfied with the decision of the Superintendent of Schools, he or she may appeal the Superintendent's decision to the School Board within ten (10) business days after receipt.
- The Board will, within forty (40) business days of receipt of the appeal, investigate and render a decision, in writing, to the aggrieved person.
- The Board's decision will be considered final.

A complete copy of district policy 2404 can be found on the school district website or can be obtained in the Main Office.

NON-DISCRIMINATION

The Milford School District shall not discriminate in any of its educational programs, activities, or employment practices on the basis of age, race, color, religion, national origin, gender, marital status, physical or mental disability. Further, it shall affirm equal opportunity in all of its educational programs, activities, and employment practices.

This policy is in compliance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education of All Handicapped Children Act of 1975, The Civil Rights Restoration Act of 1991, and the Americans with Disabilities Act of 1991. Any person having inquiries concerning the Milford School District's compliance with the regulations which implement these laws may contact the District's Gender/Title IX Coordinator, English as a Second Language (ESL) Coordinator, or the Superintendent of Schools.

A complete copy of district policy 2401 can be found on the school district website or can be obtained in the Main Office.

HEALTH REGULATIONS

ACCIDENTS AND FIRST AID CARE POLICY

School authorities have the responsibility to provide emergency care to protect the life and comfort of a child when in the school or participating in school-sponsored activities until authorized treatment is secured. Following this, the child should be placed under the care of his/her parent/guardian, upon whom rests the responsibility for subsequent treatment. If the child is transported or care is transferred to emergency medical staff, subsequent treatment is the responsibility of the parents. When possible, the district shall ensure that CPR and/or First Aid trained adults are available for all school sponsored events and activities, such as field trips, school sports events, and other such gatherings that are planned for students.

In the event that the parent or other responsible person is not available, the school shall retain supervision over an ill or injured child until appropriate medical personnel have arrived.

The school cannot assume responsibility for accidents occurring at home or during non-school sponsored activities.

Injuries occurring during school or school-sponsored activities must be duly recorded. The school nurse shall notify the Principal/designee and parents/guardians at once of all significant injuries or illnesses requiring medical attention.

If any person in good faith renders emergency care at the place of the happening of any emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of the physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of the qualified person. RSA 508:12

A complete copy of district policy 4024 can be found on the school district website or can be obtained in the Main Office.

CHILD ABUSE REPORTING

It is the policy of the Milford School District that any teacher or other school employee who suspects that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report to the Division of Children and Youth Services and gives the following information:

1. Name, address, age, and sex of student
2. Name and address of parent or caretaker
3. Name and address of the person allegedly responsible for abuse and neglect, if known
4. The name of siblings who may be in danger, if known

5. The nature and extent of injuries or description of neglect.

It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection.

An abused child is a child under the age of eighteen (18) who has been sexually molested or exploited, been psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent maltreatment or neglect, or been physically injured by other than accidental means.

Neglect means the failure to provide necessary food, care, clothing, shelter, or medical attention for a child's physical, mental, and emotional health.

School personnel, who in good faith make a report of suspected child abuse or neglect, have immunity for any liabilities, civil or criminal. The good faith of the reporter is presumed.

The Division of Children and Youth Services Bureau of Child and Family Services is the State agency mandated to receive and investigate reports of suspected child abuse to determine whether or not abuse is occurring. This responsibility DOES NOT lie with the school.

All citizens of New Hampshire are mandated to make an oral report of any suspected child abuse immediately to the Bureau of Child and Family Services, New Hampshire Division for Children and Youth Services, a branch of the Department of Health and Human Services. School Personnel are specifically identified as mandated reporters.

Such an oral report is to be followed within forty-eight (48) hours by a written report, if requested, to the Bureau.

Schools must allow trained Bureau caseworkers and law enforcement personnel to enter school facilities, interview students, and audio or video tape the interview without the consent or notification of the parent or parents of a child if there is suspicion that the child has been abused or neglected.

Schools must allow the investigating caseworker from the Bureau to take, or cause to be taken, photographs and/or x-rays of children's injuries who are subjects of a child abuse report. Such photographs or x-rays may be taken without the consent of the child's parents or guardians.

The Bureau may request and shall receive any assistance and information from schools that will enable it to fulfill its obligations to complete an investigation into alleged child abuse.

Persons willfully failing to report are guilty of a misdemeanor, which, under New Hampshire law, can mean a sentence of up to a year in jail and a \$1,000 fine.

Under State "right to know" laws, parents maintain the right of access to information compiled in their child's school records. However, it is also the school's right to withhold certain information which identified either the person who made the report or those who cooperated in a subsequent investigation, if the school believes the release of this information would be detrimental to the safety and interest of the reporting person.

A complete copy of district policy 5090 can be found on the school district website or can be obtained in the Main Office.

CONTROLLED DRUG ACT

Any minor, twelve years of age or older, may voluntarily submit himself/herself to treatment for drug dependency as defined in RSA-B:1, IX or any problem related to the use of drugs at any municipal health department, state institution or facility, public or private hospital or clinic, any licensed physician, or other accredited state or local social welfare agency, without the consent of a parent, guardian, or any other person charged with the care or custody of said minor. Such parent or legal guardian shall not be liable for the payment of any treatment rendered pursuant to this section.

A complete copy of district policy 4044 can be found on the school district website or can be obtained in the Main Office.

FIFTH DISEASE

There may be cases of Fifth Disease in our school this year. A person is contagious before the rash appears, therefore we cannot warn women of child bearing age in advance. Fifth Disease could cause miscarriage in early pregnancy or problems for the fetus in later pregnancy for a small percentage of the population. Fifty percent of women are immune. Every pregnant woman should be aware of her state of immunity and seek advice from her physician before entering or attending school.

HEAD LICE

Routine exclusion from school for children with head lice is NOT recommended. Parent or guardian shall be notified when head lice is identified. Students will be allowed to return to school after proper treatment. The school/nurse will provide information and assistance as needed or requested.

IMMUNIZATIONS FOR SCHOOL ENTRANTS

1. Children must have proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable.
2. A child may be enrolled under conditional enrollment when the parent or guardian provides: (1) Documentation of at least one dose for each required vaccine and (2) The appointment date for the next due dose of required vaccine. (He-P300.13)

http://www.gencourt.state.nh.us/rules/state_agencies/he-p300.html

3. All vaccine immunizations must meet minimum intervals and age requirements for each vaccine. A 4-day grace period is allowed, however, live attenuated vaccines not administered on the same day should be administered 28 days apart.
4. Medical and religious exemption information is available at: <http://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

	K-5th 2 Doses ¹	6th - 11th Grades 2 Doses ²	12th Grades 1 Dose ²
DTaP	6 years and under: 4 or 5 doses, with the last dose given on or after the 4th birthday.		
DT/DTP	7 years and older: 3 or 4 doses, with the last dose given on or after the 4th birthday.		
Td/Tdap	11 years and older: A one-time dose of Tdap when more than 5 years have passed since the last tetanus toxoid containing Vaccine ₃ ; then boost with Td every 10 years. If a child turns 11 on or after the first day of school, they are required to have Tdap prior to first day of the next school year.		
Polio	Grades K-2nd Grade: 3-4 doses with one dose on or after the 4th birthday, with the last two doses separated by 6 months.		
	Grades 3-12: 3 doses, with the last dose given on or after the 4th birthday . ⁴ or 4 doses regardless of age at administration. ⁴		
MMR	Grades K-12: 2 doses required, at least one on or after the first birthday.		
Hepatitis B	Grades K-12: 3 doses at acceptable intervals		

¹ Varicella vaccination or laboratory diagnosis of chicken pox disease is required.

² Varicella vaccination or history of chicken pox disease.

³ If the child has a medical contraindication to pertussis vaccine, the child shall receive Tetanus diphtheria toxoid (Td/DT) vaccine.

⁴ If a combined IPV/OPV schedule was used, 4 doses are always required, even if the 3rd dose was administered after the 4th birthday.

Dated: January 2014

MEDICAL EXAMINATION

All students entering Milford Public Schools for the first time must show proof of completion of a medical examination within the past year. If this examination has not been performed within the past year, the school will accept documentation of an appointment for a physical examination with a licensed Physician, Advanced Registered Nurse Practitioner or Physician's Assistant. An appointment scheduled before entering and occurring within a time frame determined by the school district, will allow conditional enrollment.

A child may be excused from this regulation by the admitting official, or principal, for religious reasons. A signed form from the parent or guardian stating that the medical examination is contrary to his/her religious tenets and teachings must be submitted to the Principal/designee. These forms are available in the guidance department and nurse's office.

Evidence of completion of these requirements must be submitted to the school principal prior to school entrance.

Revised June 22, 2008

PHYSICAL EXAMINATIONS

All students shall be examined by a health care provider prior to participation in interscholastic sports while enrolled in Milford High School. In case of significant illness or injury, school authorities may require more frequent examinations. Parental permission must be given prior to participation in each interscholastic sport. An athlete must have successfully passed one physical.

MEDICATION POLICY

Medication to be administered during school hours shall be regulated for the health and welfare of students. For clarification purposes, medication is defined within two categories, prescription and non-prescription. Prescription medications are those which are prescribed by a physician. Non-prescription medications are those available for public purchase without restrictions.

PRESCRIPTION MEDICATIONS

1. Prescription medications should not be taken during school hours unless it is impractical to achieve medical regimen at home. Medications prescribed three times per day, for instance, can be given every eight hours and thus, should not have to be given at school.
2. Prescription medications must be supplied by parents or guardians with a written order from a health care provider, contained in a properly labeled pharmacy bottle, and accompanied by a parent permission form. Regardless of the age of the student, all prescription medications will be brought to the school nurse for safe storage.

3. Prescription medications for asthma and severe allergic reactions (eg. inhalers and Epi-Pens) may be kept in the student's possession provided the health care provider's prescription for the medications and the directive for self-administration, as well as the attached parent/guardian permission form, are on file in the health office.
4. Unless a student is 18 years or older, all prescription medications must be brought to school by a parent or guardian. Unused prescription medications must be brought home by a parent or guardian. Unclaimed prescription medications will be discarded at the conclusion of the school year.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medications are discouraged for student use during school time. Such medications will not be made available to students from the nurse, Principal, or designee, unless permission is authorized in writing from a parent or guardian.

ALL MEDICATIONS

The School Nurse shall be responsible for administering and observing the taking of medications. The Principal or designee, in the absence of the School Nurse, is permitted to assist and observe the taking of medications.

The School Nurse shall ensure that all medications that are provided to the school nurse are safely stored.

The School Nurse shall ensure that all medication distribution shall be recorded daily in a manner that is consistent with statewide regulations and in a manner that ensures a secure and detailed student medical history. "Known" Medications given for chronic conditions will be recorded annually on student's health records.

If any person in good faith renders emergency care at the place of the happening of any emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of the physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of the qualified

**SCHOOL POLICY ON MEDICAL EXCUSE FOR PHYSICAL
EDUCATION CLASS**

All written medical excuses are to be given to the school nurse by the student to whom the note applies.

It is mandatory that the student with a gym excuse see both the school nurse and the physical education teacher concerning the exclusion.

SCREENING - HEARING

Screenings are conducted on an as needed basis and/or when requested by student/parent or teacher.

SCREENING - VISION

Vision screenings are conducted on an as needed basis and/or if requested by student/parent or teacher.

It is recommended that a child who wears glasses or contact lenses should be screened only while wearing his/her corrective lenses.

It is recommended that vision screening be conducted immediately after a teacher referral on any pupil who is inattentive, appears to be straining to see, complains of watery eyes, bugs his/her eyes frequently, or has visual complaints.

School screening is not a substitute for a complete professional examination of the eye.

All failures of vision screening will be reported to parent/guardian. Teachers will be given a list of students who have vision problems. The teacher will take appropriate measures to compensate for the child's vision problems.

STUDENT ACCIDENT INSURANCE

The Milford School District has arranged to have Student Accident insurance available to those who are interested to cover injury to school children. Please refer to the Student Accident package brought home by each student for further information.