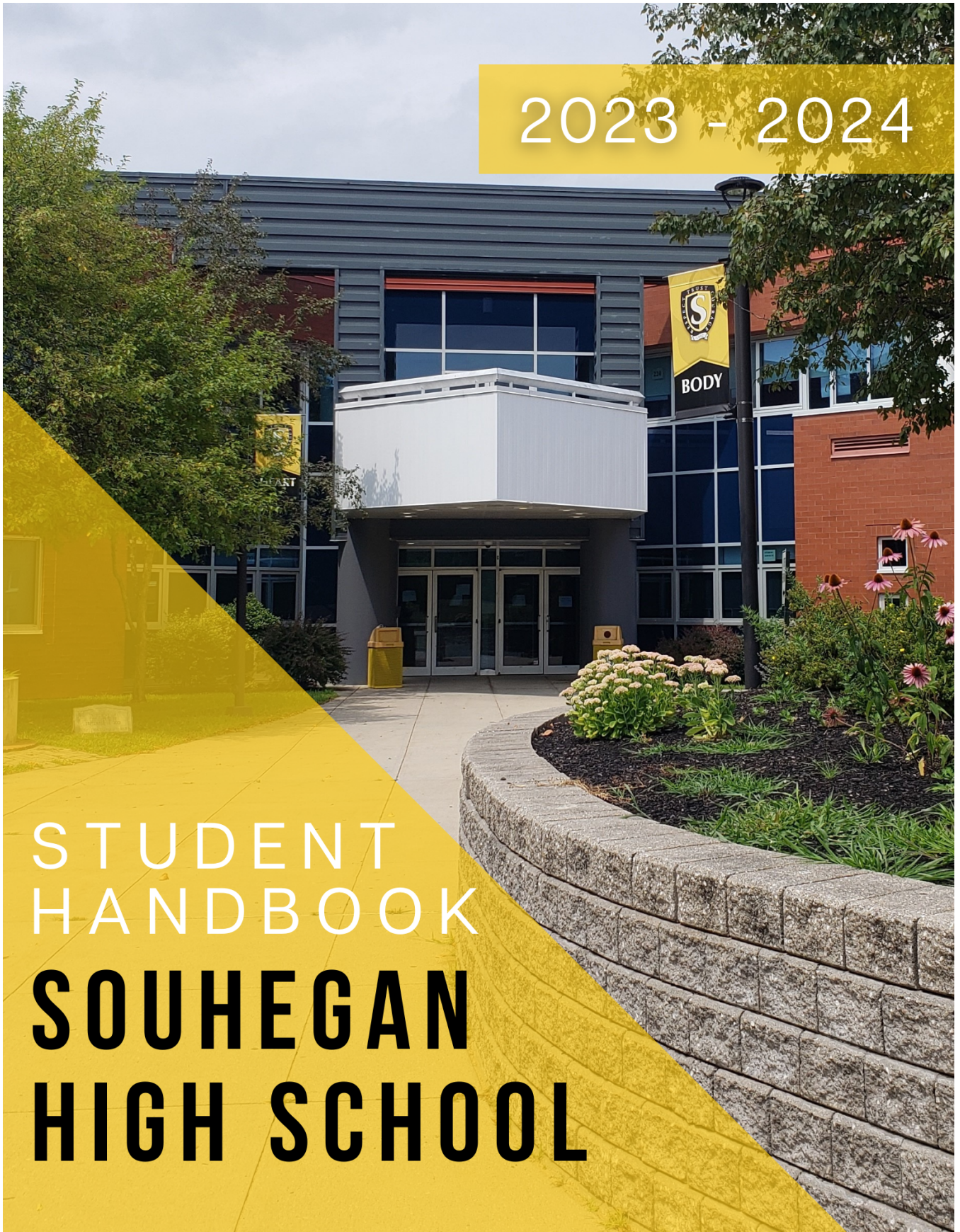


2023 - 2024

STUDENT
HANDBOOK
**SOUHEGAN
HIGH SCHOOL**





Welcome to Souhegan High School!

The Community Council, Faculty, Staff, Administration, and School Board all welcome you to the excitement and challenge of Souhegan High School. Aside from state laws, the Community Council has developed, through democratic deliberation, the policies and principles that are found inside this student handbook.

The student handbook is provided to help give clarity and meaning to Souhegan's mission and your role within our community. We encourage you to be a part of the continual dialogue that occurs among all school members so that the student handbook reflects the values and philosophy that push each member of our community to achieve their true potential. Our success as a community of learners depends on our ability to develop policies and procedures that honor and value the contributions of all members of the educational community.

Within the student handbook you will find information about the founding documents of the school. These lay out the ideals on which Souhegan High School was founded, while also providing the practical means by which those ideals can be implemented. Additionally you will find information on academics and student life, such as grading policies, athletics, behavioral expectations, attendance policies, academic honesty standards, and off-campus privileges.

If you see an aspect of school life that can be improved or you have a new idea to contribute, you have a great chance to affect change by presenting your thoughts to the Community Council.

It is our hope that this school year brings you great success and that you continue to demonstrate that "Souhegan High School aspires to be a community of learners born of respect, trust, and courage." Have a great year!

Sincerely,

The Community Council

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Introduction

Founding Documents

Souhegan Mission

Souhegan High School aspires to be a community of learners born of respect, trust and courage.

We consciously commit ourselves:

- To support and engage an individual's unique gifts, passions and intentions.
- To develop and empower the mind, body and heart.
- To challenge and expand the comfortable limits of thought, tolerance and performance.
- To inspire and honor the active stewardship of family, nation and globe.

This mission statement, painted on the front wall of the main entrance, embodies what Souhegan stands for. It is essential that all members of this community read, understand, and attempt to live by this statement.

The word “community” is rooted in the notion of common-unity. What is it that we have in common here at Souhegan? We come together each day—students, teachers, coaches, and staff—to learn. We are here to empower the mind, body, and heart in such a way that reflects the mission statement above. Our common purpose is to acquire new knowledge, skills, and attitudes that will keep us challenging our comfortable limits and engaging unique gifts and passions. Please read the mission statement carefully—it is the core of the belief system at Souhegan.

The Souhegan Six

#1 Respect and encourage the right to teach and the right to learn at all times.

#2 Be actively engaged in the learning; ask questions, collaborate, and seek solutions.

#3 Be on time to fulfill your daily commitments.

#4 Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.

#5 Be truthful; communicate honestly.

#6 Be responsible and accountable for your choices.

The Souhegan Six exist to guide us in following Souhegan’s mission statement. They put into concrete guidelines the ideas present in that mission statement. These are the values that enable us to put the mission statement into everyday use. The Community Council, staff, administration, and school board are committed to creating a culture that is based on honor, mutual respect, and personal responsibility. All members of the community are expected to follow the Souhegan Six.

Souhegan High School Constitution

The Souhegan High School Constitution was drawn up by community members to set forth guidelines regarding authority and responsibility within the community. The Preamble is as follows:







In the words of our Mission Statement, Souhegan High School aspires to be a community of learners born of respect, trust, and courage. Community in that Souhegan encourages its many diverse constituents to become involved in their governance. Respect in that each governing body respects the decisions of the others. Trust in that each governing body trusts the others to govern. Courage in that the members that comprise all governing bodies have the courage to speak their minds on issues that matter to them all and to seek solutions to problems that they encounter. In an effort to clarify and define the roles, rights, and responsibilities of each of these diverse groups in the governance of Souhegan, we present this Constitution to the Souhegan community.


A copy of the Constitution in its entirety is available from the Dean of Students and can be read [here](#).

Portrait of a Graduate

The SAU 39 Portrait of a Graduate outlines the skills and dispositions expected of all Souhegan graduates. All courses are aligned to these expectations.

SAU 39: Portrait of a Graduate

 Knowledge Constructor Students build a strong foundation in academic content areas and draw on their knowledge to complete new tasks.	 Effective Communicator Students clearly convey information and thoughts to connect and respond to their audience.
 Critical Thinker Students think creatively and analytically to evaluate information and design solutions to complex problems.	 Engaged Learner Students actively monitor and navigate their own learning towards long-term goals and aspirations.
 Skilled Collaborator Students learn to work in teams with diverse perspectives to achieve shared goals.	 Confident Global Citizen Students develop positive attitudes and beliefs about their identities to contribute and find meaning in the world around them.



School Calendar, Daily Schedules & Attendance

[Click here](#) for the most up-to-date calendar of SHS events.

Gold/Black Day	
Time	Period
8:30—9:50	Period 1/2
9:50—9:55	Passing
9:55 - 11:15	Period 3/4
11:15 - 11:20	Passing
11:20—11:45	Lunch 9 & 12 Advisory 10 & 11
11:45—12:10	Advisory 9 & 12 Lunch 10 & 11
12:10—12:15	Passing
12:15—1:35	Period 5/6
1:35—1:40	Passing
1:40—3:00	Period 7/8

Early Release Day	
Time	Period
8:30 – 9:18	Period 1/2 (48 min)
9:18 – 9:22	Passing
9:22 – 10:10	Period 3/4 (48 min)
10:10 – 10:14	Passing
10:14 – 11:02	Period 5/6 (48 min)
11:02 – 11:06	Passing
11:06 – 11:32	Advisory 10 & 11 Lunch 9 & 12
11:33 – 11:58	Lunch 10 & 11 Advisory 9 & 12
11:58 – 12:02	Passing
12:02 – 12:50	Period 7/8 (48 min)

Attendance

A parent or guardian must call the school by 9:30 am if you will not be in attendance for the day. The Attendance Secretary compiles an absentee list each day. It is necessary to inform the school if you know that you will be out of school for multiple days. If you are late to school, parental notification is requested and you **MUST** sign in at Attendance to obtain a pass before going to class.

When a student is marked “unexcused absent” from school or class, an automatic and automated phone call is made to notify parents/guardians.

Everyone in the Souhegan community is expected to be on time (both to school and to class) to fulfill their daily commitments. Completing your work is more difficult if you’re not here.

Any student absent from school may not participate in extracurricular activities on the day of their absence.

Excused Dismissals

You are encouraged to schedule and attend outside appointments before or after school hours. However, we realize this cannot always be accomplished. If you are leaving early due to an appointment, a note needs to be presented to the Attendance Desk the morning of the dismissal to obtain a dismissal pass. A parent may also choose to communicate by phone or email. Upon dismissal, you must sign out at the Attendance Desk, or be signed out by a parent or guardian.

Off-Campus Permissions & Sign-Out/In

Juniors and seniors may have off-campus permissions in their schedule if appropriate paperwork is completed by their parent or guardian during the yearly registration process. If you have off-campus privileges, you may leave campus during specific scheduled times as shown on your schedule. When leaving campus you must sign out and back in using the provided QR code located at multiple entrances throughout campus. If the QR code is not working, sign out/in at the Attendance Desk.

If your schedule only shows “open campus” you are not allowed to leave campus during your free block without a dismissal communication from a parent/guardian. Once you have submitted this communication to the Attendance Desk, you must sign out/in at the Attendance Desk.

Senior Project Days

All seniors will have 1 designated 'Senior Project Day' in March. The expectation for this day is to create a work plan to finalize Senior Project in consultation with a mentor. This could mean finishing your research, meeting with your mentor and/or preparing/working on the Applied Piece. Seniors must submit their work plans in advance of this day. Seniors in good academic standing (i.e. no grades of NC, up-to-date on Senior Project checkpoints, etc.) may opt to work from home on this day and their attendance will be excused.

School Buses

Riding a school bus is considered a privilege. Students using bus transportation should understand that they are under the jurisdiction of the school from the time they arrive at the bus stop until they are delivered at school in the morning or the bus stop nearest their home in the afternoon. Misconduct could result in disciplinary action. Students wishing to ride a bus to which they are not assigned are required to have both parental permission and a bus pass from the Attendance Desk.

Parking Passes

Senior and junior student parking on campus is allowed with a parking permit. An application for the permit can be obtained from the Attendance Desk or through PowerSchool and must be completed with both parent and student signatures before a parking permit can be issued. Parking permits for sophomores will be issued on a lottery basis with a letter of request submitted to the Dean of Students.

A \$100 fee will be charged yearly for the permit. Fees for new student's/drivers will be prorated. Stickers are to be placed in the rear window on the driver's side. If another vehicle, without a sticker, must be driven to school, the student must visit the Attendance Desk to obtain a temporary parking permit.

For more information, including behaviors to adhere to if parking on campus, please see [Parking Privileges](#).

Communication

Building Hours and Cancellations

Main Office, Student Services, and Building Hours

School hours are 8:30 am to 3:00 pm. Monday through Friday.

The main phone line is 603-673-9940 and is monitored throughout the school day. A full list of email addresses can be found [here](#). After 4:00 pm, messages may be left on the school voicemail.

In an effort to make our campus more secure, beginning with the 2023-2024 school year, all main building and Annex exterior doors will be locked for the duration of the school day except for passing times. Students will be issued access cards that will allow them entry through each of the building's main doors. For more information about student access cards, see the [Technology](#) section. All visitors must continue to sign in at the main office entrance.

School Delays or Cancellations

If bad weather forces the delay or cancellation of school, information will be sent to families and students via email and/or phone message. School cancellations will also be communicated on the SAU39 website and on local news outlets such as WMUR.

Administration

Dana Curran, Principal

x5304

Kelli Braley, Athletic Director

x5331

**Elizabeth Charbonneau, Interim
Dean of Faculty**

x5306

**Tim Cotreau, Director of
Counseling**

x5310

Sarah Gilliam, Dean of Students

x5319

**Katie Rawl, Special Education
Administrator**

x6311

Frequently Used Numbers

Main Office: x5100

Student Services: x5308

Attendance: x5318

Registrar: x5309

Special Education: x6310

Nurse: x5327

Campus Coordinator: x6360

School Resource Officer: x5337

Effective Communication with School Officials

Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at the level of the initial concern with appeals moving on to the next level on the chain of command.

On Matters Involving Instruction/Curriculum

1. Classroom Teacher
2. Domain Leader (Math, Science, Humanities)
3. Dean of Faculty
4. Principal
5. Assistant Superintendent
6. Superintendent
7. School Board

On Matters Involving Student Discipline

1. Classroom Teacher (when appropriate)
2. Dean of Students
3. Principal
4. Assistant Superintendent
5. Superintendent
6. School Board

On Matters Involving Special Education

1. Case Manager
2. Special Education Administrator
3. Assistant Director of Special Services
4. Director of Special Services

On Matters Involving Athletics

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

On Matters Involving Personnel (policy [KE/KEB](#))

1. The individual with whom you have the complaint
2. Principal
3. Superintendent
4. School Board

Academics

Grading System

Learning at Souhegan is accompanied by high standards. It is Souhegan's mission to be a community that is actively engaged in its learning.

All grades are rolling until the end of the course. This means that students continue to demonstrate evidence of their learning and earn scores throughout the course. Marking periods provide a snapshot of where a student stands at the time. Overall course scores are calculated using a weighted average of the course competency scores. The only score recorded on a student's transcript is the final year end course score. The exception to this is in a student's senior year; mid-semester 1 and semester 1 scores are recorded on transcripts or all courses. Letter grades are reported at the end of each marking period and are translated as follows:

Course Score	Letter Grade
3.77 - 4.00	A+
3.50 - 3.76	A
3.30 - 3.49	A-
3.10 - 3.29	B+
2.83 - 3.09	B
2.63 - 2.82	B-
2.43 - 2.62	C+
2.17 - 2.42	C
2.00 - 2.16	C-
< 1.99	NC

No credit is awarded for grades less than C-. A grade of less than C- for a marking term will receive either No Credit (NC) or Incomplete (I), based on specific individual circumstances. To remove an Incomplete, students must complete the missing work within two weeks of the close of the reporting period. If the Incomplete is not resolved, the grade becomes No Credit. If a student receives a No Credit in a class for the year they must engage in competency recovery.

In addition to reporting on academic competencies (reflected in the course score), students also receive feedback and scores on Work Study Practices which are reported separately on report cards and transcripts.

The Community of Souhegan recognizes students who have demonstrated academic excellence at the end of each year. There are three Honor Roll levels:

Honors - All grades of 'B' or higher (no B-'s)

High Honors - All but one of the grades 'A-' or above and no grade lower than a 'B'

Highest Honors - All grades 'A-' or above

For additional information regarding grading and reporting procedures please see the [Guide to Grading Procedures at Souhegan High School](#)

Assignments and Score Notification

Grades in PowerSchool

All students and parents/guardians have access to student records such as attendance, assignments, grades, and other school documentation via the PowerSchool portal. If you are unable to access the portal, please check with your school counselor.

Google Classroom Assignments

Teachers may share assignment information via Google Classroom. For information specific to your courses or how to access this service, please contact the classroom teacher.

Promotion & Retention of Students

At Souhegan, course credit is earned when a student earns a course score of a 2.0 or higher and all competency scores for that course are at a 2.0 or higher. A competency recovery summer school will be available for students that have been unable to earn credit for a course during the school year. See policy IKE.

Valedictorian & Salutatorian Determination

The Community Council has established that the enrolled senior students who earn the highest and second highest weighted GPAs will be awarded with the titles of valedictorian and salutatorian, respectively. In order to be eligible for valedictorian or salutatorian, a student must be legally enrolled as a full-time student at Souhegan High School for both junior and senior years. They must successfully complete the graduation requirements of both the State of New Hampshire and Souhegan High School. The valedictorian and salutatorian will be identified toward the end of second semester to ensure the most accurate identification. Senior grades from this date will also be used to determine Latin Honors.

Latin Honors

In addition to the Valedictorian and Salutatorian, Souhegan High School recognizes students' academic achievements by bestowing Latin Honors. The Latin Honor system is used to acknowledge three tiers of accomplishment: cum laude - "with honor", magna cum laude – "with great honor" and summa cum laude - "with highest honor." in accordance with the following unweighted Grade Point Average cut-offs:

- GPA 3.7-3.84 - Cum Laude
- GPA 3.85-3.99 - Magna Cum Laude
- GPA 4.0 and above - Summa Cum Laude

Latin Honors will be identified toward the end of second semester to ensure the most accurate identification.

Additional information regarding graduation requirements and expectations, GPA calculation, late work and re-assessment practices, and transfer grades can be found in the [Souhegan Program of Studies](#).

Student Services

The Student Services office, located at the main entrance of Souhegan, houses the visitor sign-in and Attendance Desk, school counselors, school social worker and campus coordinator. The main office, school nurse and school resource officer are located nearby.

Counseling

Students are primarily assigned a counselor according to their grade level and last name as follows:

	Grade 9	Grade 10	Grade 11	Grade 12
Melissa Fraley	Team 9B		Last Name L-Z	
Erin Perry		Former 9A	Last Name F-K	Last Name F-Mc
Kylé Robson	Team 9A		Last Name A-E	Last Name A-E
Megan Worster		Former 9B		Me-Z

Families are encouraged to reach out to their child's assigned counselor in navigating needs in the areas of mental health, peer conflict, loss, family changes, etc. Counselors also assist families in connecting with resources and supports, and managing needs at school.

The College Process

Your school counselor, advisor and registrar in Student Services will support you through the college application process. Counselors will have individual meetings throughout high school to assist students in the process. There are also a number of scheduled activities, workshops, and informational evenings for parents and students to facilitate this process. Your counselor will work closely with you to assist you in meeting your goals.

Free Application for Federal Student Aid (FAFSA)

Students and families must file the FAFSA in accordance with RSA 193:26-a

Post-secondary and Career planning

Students participate in several career exploration activities in 9th and 10th grades which assist them in identifying their personal goals and creating a post-grad plan during junior and senior years. Students are also encouraged to utilize resources available to them and meet with their counselor on a regular basis.

College Visits and College Fairs

Souhegan High School recognizes that making a choice about which college a student wishes to attend is enhanced by college visits. Therefore, we strongly encourage juniors and seniors to visit colleges with their parents. While we hope that such visits can take place outside of school/class time (during vacations, weekends, etc.), we recognize that there are times when missing school for a college visit is unavoidable. If you have to arrange for a college visit during the school day, please call or provide a note to the Attendance Secretary the day before the visit, and this will be an excused absence. Without proper notification, the absence will be unexcused and consequences will follow as outlined in our attendance policy. The student should let their teachers and coaches know about the planned absence so that there will be no disruption to class and practice plans. There are also over 100 colleges that visit SHS in early fall to meet with juniors and seniors. Students are highly encouraged to attend these visits which are listed in Naviance each year.

Student Visitors and Student Shadows

Visitors are welcome at Souhegan, but they must adhere to the same level of responsibility that we expect from attending students. Souhegan Policy [KI](#) requires that all visitors must report to the main office and obtain permission prior to being allowed entrance.

Per Souhegan student [Visitor](#) practice, prior to bringing a visitor you must speak with and obtain permission from the Dean of Students. Prospective students who wish to shadow a Souhegan student for the day must also obtain permission from the Dean of Students. An appointment can be made in Student Services.

All visitors and student shadows must park in visitor parking, enter and sign-in through the main entrance.

Working Papers

Working papers are often required by employers for students who are seeking employment that are under the age of sixteen. See the Attendance Secretary in Student Services and they will give you all the details and the paperwork. During the summer you may pick up working papers at the SAU offices (Brick School). During the school year, papers can be obtained from the main office.

Community Service Program

This requirement was developed based on our philosophy of learning through service. The opportunity to serve develops an awareness of the need for helping others, builds self-esteem, and stimulates knowledge of people with broader needs and experiences.

Off-campus service is any work or time given to any non-profit, civic, or religious organization. This may include service in the areas of commitment to children and young people, schools, local community activities and recreation programs, environmental agencies, health care and elderly services.

On-campus service is also available. Students can determine the validity of a community experience by seeing the Dean of Students, school registrar or their counselor. The class of 2024 is required to complete a minimum of 30 community service hours. 40 hours is required by the time of graduation for classes of 2025 and beyond.

Service Log Sheets are available in Student Services or on the [school website](#). Recorded hours should be signed off by the person supervising the activity. The log sheet can be turned in to the registrar at any time, but at least by the end of every year. Logging of community service hours may begin following graduation from Grade 8.

Withdrawing from School

Students withdrawing from Souhegan must submit a Withdrawal Form whether it be for relocation purposes or to pursue other interests (employment, or High School Equivalence Test (HiSET)). If you are withdrawing for reasons other than relocation, you must be 18 years old. The student must contact the registrar to obtain a Withdrawal Form. The form is then taken to all present teachers and the Information Center to show that all books and materials have been returned. Teachers will also post current grades in the "Marks to Date" column. The form must be signed by a parent (regardless of the student's age), the principal, the school nurse, and the case manager, if applicable. No school records will be forwarded to any school or educational institution until this form is returned to the Registrar in Student Services with all the required signatures.

Mental Health Resources

Students can sometimes experience symptoms of stress, anxiety, depression and other mental health concerns. Students who might be having symptoms should seek out their counselor, school nurse, social worker, and or school psychologist who can offer support and refer them to appropriate resources if needed.

Below is a list of mental health resources. Students and parents/guardians are encouraged to seek help at school by coming to Student Services or talking with a trusted adult.

<p>988 Suicide & Crisis Hotline 24/7, free and confidential support for people in distress, prevention and crisis resources</p> <p>Call or text 988</p>	<p>NH Rapid Response Access Point 24/7, free NH contact center for individuals experiencing a mental health and/or substance use crisis.</p> <p>Call or text 833-710-6477</p>	<p>The Trevor Project 24/7, free and confidential support for LGBTQi+ individuals in need of crisis support, and/or if you are looking for resources.</p> <p>Text HELLO 678-678 Live call 1-866-488-7386</p>	<p>CRISIS textline serves anyone, in any type of crisis by providing access to free, 24/7 support.</p> <p>Text HOME to 741741</p>
<p>National Alliance for Eating Disorders run by licensed therapists specialized in eating disorders, and are here to help. Provides free referrals, for all levels of eating disorder treatment and care.</p> <p>Call 1- 866-662-1235 M-F 9am -5:30pm</p>	<p>NAMI NH provides a comprehensive list of crisis lines for students and adults. This is a grassroots organization working to improve the quality of life for all by providing support, education and advocacy for people affected by mental illness and suicide.</p>	<p>Bridges NH provides a variety of resources and services to those who have experienced sexual or domestic violence. Advocates are available in person without appointment M-F 8:30-4:30 or via a 24 hour confidential hotline.</p> <p>603-883-3044</p>	<p>Greater Nashua Mental Health is the community mental health provider who serves Amherst and Mont Vernon. GNMH offers individual, family and group therapy. Open Access services are available at 440 Amherst St, Nashua, NH. Mon-Thursday 8-11:30am</p> <p>603-889-6147</p>

The building suicide prevention liasion is Sheelu Joshi Flegal and can be reached at jsoshiflegal@sau39.org .

The SAU Suicide Prevention Policy can be found on the SAU website.

Helping Friends with a chemical dependency like alcohol, tobacco or marijuana?

All of the Souhegan counselors provide confidential and professional assistance and support to students regarding chemical dependency and other problems that are adversely affecting their lives, academic performance or school behavior. Souhegan regards alcohol and other drug abuse problems as any other illness. Consequently, no punitive action will be taken against any student who refers herself/himself to a counselor and is making satisfactory progress in following the planned recommendations. However, work with the counselor does not alter school disciplinary measures or policies for students caught in violation of our Drug/Alcohol Rules. It is an alternate source of assistance to help insure successful academic performance and student well-being. If you would like to inquire about getting help with substance use, and we encourage it, come to Student Services. We can help you and/or your friends.

Additional Support Contacts

SAU 39 Suicide Prevention Coordinator

Meg Beauchamp mbeauchamp@sau39.org

SHS Suicide Prevention Liasion

Sheelu Joshi Flegal sjoshiflegal@sau39.org

SHS McKinney Vento Liaison

Sheelu Joshi Flegal sjoshiflegal@sau39.org

SHS Foster Care Point of Contact

Sheelu Joshi Flegal sjoshiflegal@sau39.org

Nurse's Office

The Souhegan High School Nurse's office is open from 8:00 am to 3:30 pm to ensure that all students have access to health services, treatment of injuries or illness during the school day. The nurse can advise students, their parents or guardians and staff on health issues, prevention, promotion following state and local health policies for schools. The school nurse will support students with chronic illness or disabilities. With parental/guardian permissions, students have access to a wide variety of health services. If a dismissal is necessary for medical reasons, the nurse will dismiss students with parent/guardian consent.

Students are prohibited from carrying medication (prescription or over-the-counter) in school. If medication is necessary during the school day, a signed permission note from a parent or guardian and a doctor's order must accompany the medication. A licensed nurse cannot administer prescription medication without a doctor's order. Students with asthma and/or life threatening allergies can carry and self-medicate inhalers and/or Epi-pens as long as there is a written consent from the prescribing care provider and written parent/guardian permission on file in the Nurse's office. Parents are responsible for completing the "consent to treat" portion of the registration process in order for the school nurse to provide health services and/or over-the-counter medication to their student.

A temperature of 100.0 or greater will require a dismissal from school. If a student is dismissed or absent from school due to a fever, vomiting or diarrhea, they can return to school once they have been free of these symptoms for at least 24 hours without the use of fever-reducing medication. This is to prevent the potential spread of any infections or illnesses throughout the school population.

Students who are absent for an extended period of time may be asked to provide a doctor's note.

State law prevents any student from attending school without updated immunizations. Students needing updates on shots will be notified. Students should bring to the nurse evidence from the doctor's office that the shots have been updated. Students and parents are encouraged to speak with the nurse if they have any concerns.

For the most up to date COVID-19 guidelines please visit the [SAU 39 website](#).

Insurance

A school insurance plan is available to all students. If you plan to participate on athletic teams, you are strongly encouraged to have insurance. Information can be found in the Athletic Department Office.

Elevator

There is an elevator located in each building. The main building elevator is located to the left of the stairway at the flagpole door entrance. The Annex elevator is located on the left-hand side of the first floor after the Special Education office. It is reserved for the use of those who have ambulatory problems.

Additional Student Resources

SHS Library & Information Center

Library & Information Center hours are from 7:30 am to 4:00 pm Monday through Friday. The Library & Information Center provides a wide range of resources for students & staff: books, ebooks & audiobooks, digital magazines, newspapers, DVDS, tech equipment, games/puzzles, academic databases, instructional materials and more! All members of the Souhegan High School Community are eligible to use the facilities and borrow resources. Almost all materials may be checked out. The borrower assumes full responsibility (i.e. cost of repairs or replacement) for proper care and treatment of any resources borrowed.

The Learning Commons

The Learning Commons is a space at Souhegan where students can work, get support, and relax. Drop-in tutoring in math, reading, and writing is available each period. We can also help students prepare for the SAT through Khan Academy's personalized practice materials. Be sure to check the Learning Commons Support Schedule to see what support is available during each period. This schedule can be found on the [Souhegan website](#), Google Classroom, and at tinyurl.com/SouheganLearningCommonsSupport.

School Store

The school store is located to the right of the "B-Wing" entrance. Hours of operation are posted on the [school store website](#) and store entrance.

SAU 39 School Nutrition Program

Our objective is to serve the highest quality food available to our students and meet the requirements established for all schools participating in the National School Lunch Program.

Menus are analyzed and designed to follow guidelines established by the U.S. Department of Agriculture (USDA) for calories, fat, protein, calcium, iron, vitamin A, and vitamin C. School lunches are to provide 1/3 of the Recommended Daily Allowances (RDA) for healthy children.

It is a proven fact that well-nourished children perform better in school and have higher test scores. A full lunch includes an entrée (usually consisting of a meat and grain), a serving of vegetables and fruit, and milk. Students who receive free or reduced meals must purchase a complete lunch with at least three of the above mentioned groups, one of them must be a fruit or vegetable.

Special Diets:

If you have any questions, please don't hesitate to contact the Manager of our school.

School Nutrition Contacts:

SHS Manager - Mark Newtown x5333 mnewton@sau39.org

SAU 39 Director of School Nutrition kgendreau@sau39.org

Technology & Fees

You must use technology appropriately. When using the Internet, the whole world is watching. Please be respectful of people's views and opinions. You should also be considerate of the equipment and other students—if you break or take something, other members of the community won't be able to use it. Students must sign the "Standards of Acceptable Use" agreement before they will be allowed to use the technology.

1-1 Device Users Agreement

Souhegan High School agrees to allow the student to use an assigned laptop while registered at Souhegan High School in accordance with the terms and conditions set forth in the agreement. The laptop will remain in the possession of the student for the entire time he/she is enrolled at Souhegan High School. It is expected that the laptop is brought to school daily, charged and in working order. The agreement is summarized below.

1. Souhegan High School agrees to allow {{first_name}} {{last_name}} to use the assigned laptop while registered at Souhegan High School in accordance with the terms and conditions set forth in this agreement. The laptop will remain in the possession of the student for the entire time he/she is enrolled at Souhegan High School. It is expected that the laptop is brought to school daily, charged and in working order.
2. A one-time technology fee of \$75 will be assessed to the parent/guardian and collected before issuing the 1:1 laptop. The technology fee will cover a warranty for the laptop should it incur and accidental damage or defective parts.

Does not cover cosmetic damage, a self-repair "gone bad"/unsuccessful installation (mount to wall, etc.), lost/stolen, fire damage, intentional damage/misuse, natural disasters (lightning, floods, tornado, earthquake, hurricanes)

* Parent/guardian will be responsible for loss or intentional damage to the laptop or power cord (laptop \$458, power cord \$45).

3. If Parent/Guardian's child leaves Souhegan High School prior to graduation, the laptop must be returned to Souhegan High School.
4. Use of the laptop, both on school property and off school property, must adhere to the Student Network/Internet User Agreement signed by the parent at registration and shared with the student. This includes, but is not limited to, the following norms:
 - a. The laptop may not be modified in any way including installing operating systems or software that is not required for school.
 - b. The laptop may not be defaced visually including painting, drawing, or writing, purposeful scratching, excessive stickers or removing keys.
 - c. If the laptop incurs any damage or isn't working properly, it should be brought to tech support for repair/replacement.
 - d. There may be no use of unauthorized methods or computer programs to gain access to restricted content in violation of SAU 39 [filtering policy](#).

Student Network/Internet Acceptable Use Policy and Agreements

In the spirit of Trust, Respect, Courage, you are expected to exhibit appropriate behavior while utilizing school-provided technology and internet connectivity. Your behavior, as was agreed to when signing the Users Agreement in the registrations process, should reflect a manner that is consistent with school and district policies and guidelines.

For more information, please see the following district/school policies:

- [JICL](#)- School District Online Access for Students
- [Souhegan Student Network/Internet Acceptable Use Policy](#) and Parent Permission Forms

Cell Phone/Electronics

Privately-owned electronic devices have become a common means of communication and information access in today's society. However, you are responsible for *respecting everyone's right to teach and the right to learn*, including yourself. To make sure we are consistent with our users agreements and state and federal law, Privately Owned Electronic devices may not be used in a way that threatens, bullies, humiliates, harasses, or intimidates any school-related individual. This includes students, employees and visitors. Devices should never be used in a way that violates local, state or federal law. Devices will not be used to access inappropriate material on the internet while using school services or connectivity whether on or off school property. Privately owned electronic devices may not be used during standardized assessments.

Building Access Cards

Beginning the 2023-2024 school year, all exterior doors to both the main building and the annex building will be locked during the school day. There will be one door for each building that will automatically unlock five minutes prior and remain unlocked five minutes after each passing time. The two doors are as follows: the main building doors leading to the Annex and the main Annex door leading to the main building. Each door will have an audio-visual doorbell unit connected to the main office. Students will still be allowed to travel between both buildings throughout the school day but will need to be buzzed in if they do not have their access card.

To assist with student access, all students will be issued building access cards during the first week of classes. These cards will allow student access to both the main and annex buildings throughout the school.

Fees:

- Original fee: \$0.00
- Replacement card(s): \$5.00 ea.

You are expected to hold onto your access card for the duration of your time at Souhegan High School and abide by the terms and conditions set forth in the [Access Card Agreement](#). It will allow you access to both buildings during school hours without having to get buzzed in. Cards may be deactivated for disciplinary reasons. Cards should be returned and will be deactivated upon graduation and/or withdrawal from Souhegan High School.

Please visit Student Services if you lose or misplace your card.

Student Behavior and Expectations

“Souhegan High School aspires to be a community of learners, born of respect, trust, and courage.”

We believe that by extending meaningful, appropriate privileges to you as students, you will feel a substantial ownership in the fairness of our system and will respond respectfully and responsibly to our governing rules. Where privilege is granted, responsibility is expected. If the extension of privilege and trust is abused by poor student decision making, then logical disciplinary consequences must be initiated. It is up to us as a learning community to prove we are worthy of the trust and respect that is being granted to us. Thoughtful, not mindless, rules are needed to help us achieve our goal of becoming a community of learners.

Violating Souhegan’s Rules

You can expect that you will have logical consequences assigned to you in a timely manner. Some of the possibilities include

- Guided Discussion (GD) - During this time you will have a productive, guided conversation with an administrator, focusing on developing positive outcomes and relationships. A plan will be developed for future growth and to correct any actions that may need to be addressed. GD runs from 8:00 am - 8:25 am, during the school day, or from 3:00 pm to 3:25 pm in an assigned location.
- Restricted Lunch/Free Periods - You will be assigned to a specific location for the lunch period and any free periods during the day. Juniors and Seniors who have off-campus privileges will not be allowed to leave.
- Loss of Off-Campus Privileges - For Juniors and Seniors who violate the off campus rules, you can expect a loss of privileges for a designated period of time.
- Loss of Driving Privileges - For students who drive to school and violate the driving and/or off-campus rules, you can expect to lose your driving privileges for a designated period of time.
- Restricted Day In-School - This is reserved for repeat or more serious offenses and is the step before a traditional In-school Suspension. Students will be required to spend 8 am - 8:25 am or 3 pm - 3:25 pm with administration. Lunch and any free time will also be spent with administration. Students will still attend their classes but social time outside of the classroom is restricted.
- In-school Suspension - This is reserved for repeat or more serious offenses. If you are assigned in-school suspension, you can expect to be present from 8:25 am to 3:00 pm. During this time, you will be expected to do work for your classes. School work completed during in-school suspension may receive credit up to 100%. An in-school suspension may require that you and one of your parents/guardians meet with the Dean before returning to classes. During the time of your suspension, you may not participate in or attend any school functions (including athletics). Depending on the reason for the In-school suspension, you may also be required to complete a specific learning activity.
- External Suspension - This is reserved for very serious offenses. If you are assigned to external suspension, you are not allowed to be in the school or on the grounds for any reason during the suspension period. You will be expected to keep up with schoolwork. School work completed during suspension may receive credit up to 100%. At the conclusion of external suspension, you and a parent/guardian will meet with the Dean before returning to class. During the time of your suspension, you may not participate in or attend any school functions (including athletics).

Appealing Discipline Decisions

- If you appeal the discipline decision you may bring your case to the Community Review Board. For information, see the Community Review Board section.

Restorative Practices

The Dean of Students office utilizes a team approach that reinforces education, opportunity, and accountability for each student. When a student is issued a consequence, a restorative conversation takes place between administration and the student and their parent/guardian. Upon re-entering the learning environment after a suspension, students and parent/guardians sit with the child's team to review expected behaviors and agree to a re-entry plan. Depending on the circumstances, the team may consist of administration, the student's advisor and counselor, and other support staff as needed (e.g. nurse and case manager).

Different types of restorative measures take place depending on the severity of the situation and who it may have impacted. For example, if a dilemma occurs that disrupts the classroom setting, the teacher may choose to utilize a restorative circle. Circles are designed to create a brave space for all voices to be heard and to encourage each participant to advocate for themselves. Should an individual dilemma arise, the teacher and/or counselors and administration will focus on restorative inquiry. Restorative inquiry is used to get to the root of a problem and create space for accountability by someone who has caused harm. This process involves active and non-judgemental listening while the wrongdoer reflects on a situation. At the end of a process participants make a plan to repair harm and check back in after a period of time. Participants may also use mindful inquiry. This is the process to become fully present as participants with the experience from moment-to-moment without judgment, while holding a question or reflection, and allowing answers and insights to emerge and unfold. Finally, should a student be required to miss class or school due to the nature of the offense, there will be time set aside for a re-engagement conference. The re-engagement process is to help ensure students returning from suspension or other long-term absence are held accountable and receive positive support for the transition back into school. Restorative Conferences happen after harm has been done to a person or community. The conference is set to repair relationships through open, honest dialogue.

Smoking/Vaping

No student or adult may smoke on campus, on a school bus, or any school related event, per NH state law. This includes vaping or any other form of tobacco use. Please reference the [Tobacco Policy](#) for more information.

Dress Code

All students are expected to give attention to personal grooming and to dress appropriately for school and school functions. The intent of the dress code is to foster an environment that is sanitary, safe, and conducive to teaching and student learning. It is also to provide guidance to prepare students for their role in the workplace and society.

A student's dress, grooming, and appearance shall:

- Be safe and not disrupt or interfere with the educational process.
- Not include any item that is vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal substances, and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to follow these rules may be subject to discipline.

Food and Drink

Eating and drinking are allowed in the cafeteria, classrooms, uncarpeted areas, and the pit area. Eating and drinking are not allowed in the gym, theater, on the turf, or in computer labs. Eating and drinking privileges may be restricted by teachers within their classrooms. All community members are responsible for keeping the campus clean.

Due to safety concerns, students are not allowed to have food delivered by a food delivery service to campus during the school day. This includes food delivery services such as UberEats, DoorDash, GrubHub, etc. The school will not be held liable for, nor incur expenses related to, lost/missing/misplaced deliveries.

Athletics & Clubs/Activities

Athletics

Fall Sports

Bass Fishing- V
Cross Country - V
Field Hockey - 3rd, JV, V
Football - Freshman, JV, V
Girls' Soccer - JV, V
Boys' Soccer - JV, V
Golf - JV, V
Cheerleading - V
Girls' Volleyball - JV, V
Unified Soccer

Winter Sports

Boys Basketball - Fr, JV, V
Girls Basketball - JV, V
Indoor Track - V
Alpine Skiing - V
Nordic Skiing - V
Wrestling - V
Gymnastics - V
Cheerleading - V
Boys Ice Hockey – V
Girls Ice Hockey - V
Swim Team - V
Bowling – V
Unified Basketball

Spring Sports

Baseball - JV, V
Softball -JV, V
Girls Track - V
Boys Track - V
Boys Lacrosse - JV, V
Girls Lacrosse - JV, V
Boys Tennis - V
Girls Tennis - V
Boys Volleyball – JV, V
Unified Track and Field

For more information regarding athletics, please consult the [Student Athlete Handbook](#).

Clubs and Activities

Math Team*
Mock Trial Team*
Book Club
National Honor Society
Chess Club
Table Tennis Club
Best Buddies
Historical Conservation Club
Mountain Biking Club
Saber Super Fan Club
Choir/Handbells*
Outing Club
Knitting Club
Ocean Bowl Team
A Cappella
Community Council
Programming Club
Souhegan Friendship for Peace
Coding Club
Environmental Club
Theatre Club - Fall Play, Spring Musical
Prom Committee
Equestrian Club*
Ethics Club
The Claw
Sociedad Honoraria Hispánica
F.I.R.S.T. Robotics Team*
Société Honoraire de Français
Souhegan Crew Club/Baboosic Lake Rowing*
French Honor Society
GSA
Interact
Disc Golf Club
Yearbook
Jazz Band*

**Activities that compete or perform for SHS*

National Honor Society

The National Honor Society is an organization whose purpose is "to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and to develop character in secondary level students." ([NHS By-laws](#)) NHS membership is an honor bestowed by a faculty council and is based on outstanding scholarship, character, leadership, and service. Each year, at the close of the first semester all junior and senior students with a 3.60 cumulative GPA or higher are invited to fill out an application documenting accomplishments in the areas of leadership, service, and character; and the entire faculty and staff are asked to give feedback for each student they have worked with. A faculty council reviews each student's application and candidates are notified of acceptance or of areas to be worked on prior to reapplying. There is an annual induction ceremony to welcome accepted members. Students must be active members and maintain a 3.60 GPA or higher, participate in service and leadership activities, and maintain strong character. All active members will be recognized as NHS members at graduation.

Sociedad Honoraria Hispánica and Société Honoraire de Français

The Sociedad Honoraria Hispánica (SHH) and Société Honoraire de Français (SHF) are honor societies for high school students enrolled in Spanish or French courses. The purpose of the society is to recognize high achievement of students in these languages.

The purpose of the society is to stimulate interest in the study of Spanish and French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm for and an understanding of hispanic and francophone cultures and civilization, to promote and perpetuate international friendship, and to reward efforts toward furthering solidarity in the Spanish/French-speaking world.

Each year students meeting the following criteria will be invited to apply by a member of the Spanish/French Department:

- Student is enrolled in Intermediate B Spanish/French or higher.
- Transfer students must have spent one full semester in the program.
- Student must have an A average in all Spanish/French classes.
- Student must have an overall B average.
- Student must never have failed a class due to attendance.
- Student must have a behavioral record free from suspension, instances of academic dishonesty (i.e. plagiarism), and/or a pattern of inappropriate behavior.

A faculty committee will review all applications and will notify applicants of acceptance. After the induction ceremony, students will be required to be active members of the Society through academic commitment, community commitment, and society commitment. All active members will be recognized as SHS members at graduation.

Student Governance

Community Council

Established in 1992, the Community Council is the governing body of Souhegan. Everyone is invited to help shape the future of Souhegan by participating on the Community Council. You do not need to be a voting member to attend a meeting, bring a proposal, or participate in the discussion on an issue. You are also always encouraged to talk with your class representatives. They are on the Community Council for you and will be more than happy to raise an issue of concern to you. The Community Council will meet weekly. One of those meetings each month will be in the evening. All others will be held after school.

Community Review Board

Purpose

Souhegan is a community built on the trust that community members will be responsible. Unfortunately, sometimes that trust will be broken and disciplinary action will need to take place. Each situation that requires disciplinary action is unique. No one likes a bunch of rules; therefore, many decisions concerning consequences are left up to the administration. In order to ensure that those decisions are fair, a Community Review Board will be able to review any disciplinary actions taken with the exception of violations which involve legal action and the police.

The Community Review Board hears grievances brought to it by students and staff members to determine the fairness of any disciplinary action assigned to the student. The Community Review Board is another way to give students a voice in administrative decisions and ensure the integrity of those decisions. Because it is made up of a cross section of community members, the point of view of the parties involved may be better understood.

The Community Review Board shall serve an assemblage of students and faculty who offer fair, personalized, and creative approaches to conflict resolution and/or consequences to students who violate our community norms. This work is conducted in the spirit of restorative justice where individuals are expected to right any harm they have brought to an individual or the community. The idea behind restorative justice is that people do less harm in a community if they feel connected to that community. This sense of connectedness is critical to the achievement of our mission.

Use of the Community Review Board process is encouraged, but optional for a student. It is the prerogative of the student to accept this opportunity if the opportunity is given, or keep their case in the Dean's office. The student and their parent or guardian will be notified if the case is to be heard by the Community Review Board. Together, a parent/guardian and student may discuss the option and choose to submit the matter directly for an administrative decision.

Membership/Election

The Community Review Board will consist of eleven members including: one elected student from each grade, one student randomly drawn for each case by a voluntary lottery from each grade, two elected faculty, and one elected Community Council member, who shall serve as the chairperson. All members (students, teachers, and Community Council, with the exception of randomly selected members) will serve for terms of one school year. A minimum of five members, including one faculty member, must be present at each meeting of the Community Review Board.

The chairperson will coordinate elections alongside the Community Council advisor.

Requesting a Hearing

Students shall be granted the opportunity to request a hearing in writing. Hearing Request Forms shall be provided to students upon request by the Dean of Students, the Campus Coordinator, or the school Receptionist.

Cases brought to the Community Review Board should involve issues of student and student, student and school property, student and staff, student and community concerns.

The Community Review Board chairperson will be responsible for notifying other members and the public (unless the plaintiff requests otherwise) of the hearing, finding a location for the hearing, and acting as a moderator at the hearing. A hearing will be arranged for the next available day when enough members can stay after school. Hearings must be held after school so that the members aren't rushed or forced to miss classes. If no hearing can be arranged within a week of receiving the hearing request, the student will go through the Emergency Appeals process.

The Community Review Board will consider all cases that are presented to the board. However, this will not necessarily guarantee a hearing. At the start of each hearing, the Community Review Board will take five minutes to read through all of the forms and decide on whether or not to proceed with hearing the case. If the Community Review Board decides to hear the case, then the hearing will proceed. If the Community Review Board decides not to hear the case, the case will be dismissed.

Procedure for Hearings

Each side will be allotted five minutes to present their case. After each side's presentation, the members will have a chance to ask questions. After the questions have been answered, either side may be allotted a two-minute rebuttal if they wish to clarify or contradict something that was mentioned earlier. The rebuttals are the only forum to challenge the other side. Interruptions and arguments will not be allowed at Community Review Board Hearings.

After both sides have presented their case, the members will deliberate privately. Members with a conflict of interest in any case should excuse themselves from deliberation. If a decision hasn't been reached within a reasonable time, the members may schedule another time to continue deliberation. If a decision isn't reached by 4:00 on the school day following the hearing, the administration's decision stands. A unanimous decision is preferred, but a majority may decide on a consequence when a consensus cannot be reached. At the end of the hearing, the chairperson will return all documents to the Dean of Students or their designee, and the member of the administration will be responsible for reading the Community Review Board's decision to the plaintiff the next available day.

The Community Review Board cannot challenge existing policies or hear any case in which outside agencies (i.e., police) are involved.

The Community Review Board can take the following actions:

1. Decide whether or not to hear a case;
2. Uphold the decision of the administration;
3. Set a new consequence that better fits the situation;
4. Nullify the consequence set by the administration.

If, after the decision is finalized, new evidence arises that could significantly change the opinion of the Board, it will be up to the discretion of the Chair to bring the case to Community Review Board. At least three members who were present at the original hearing must be present to decide whether to hear the appeal and also at the appeal hearing.

Procedure for Filing Community Review Board Forms

After a hearing, copies of all forms involved will be given to the plaintiff, administration, plaintiff's file, and Community Review Board file. The Community Review Board file will include forms from all cases to be used as precedent in future cases. It will be kept by the Dean of Students.

Emergency Appeals

If the Dean of Students, or acting representative, decides that a decision must be made on an appeal before the Community Review Board is able to meet, there is an emergency appeals process available. For a copy of this process, see the Dean of Students. In situations where the Community Review Board is not in session (vacation, etc.), all appeals will be heard by the Principal.

Policies and Future of Souhegan

The future of Souhegan depends on student involvement. The Community Council is an excellent place to take an active role in implementing your ideas or addressing your concerns. You do not need to be a voting member to attend a Council meeting or to raise an issue.

Souhegan Practices & Policies

Below are the practices and policies most frequently used in our building. For a full list of policies, please visit the Souhegan Cooperative School District Policies website as [found here](#).

Academic Integrity

The fifth item listed on the Souhegan Six states: 'Be truthful; communicate honestly.' This applies throughout the school and has particular bearing on your academic work. Souhegan High School consistently encourages academic achievement but this is never justification for using the ideas, words, or thoughts of another person without acknowledgement of the other person's work. Academic integrity is violated when a student attaches their name to a paper or product and attempts to pass it off as their own work without proper citation.

Academic dishonesty, plagiarism, and cheating may include, but are not limited to:

- Copying homework or projects from other students
- Copying from or looking at another student's paper during a test or quiz
- Allowing someone else to cheat off of your work
- Asking or telling other students about an assessment's content
- Passing answers to other students
- Improperly using electronic translators (language classes)
- Cutting and pasting from an electronic source without proper citation
- Paraphrasing without proper citation
- Not citing any direct quotations or unique ideas
- Downloading papers or sections of papers without proper citation
- Having someone else write your paper (friend, parent, native speaker, etc.)
- Absenting yourself consistently the day of a test, quiz, or final exhibition in order to gain an advantage on the assessment
- Sharing answers with other students and/or electronically (calculator, cell phone, photo, etc.)
- Using any kind of "cheat sheet" during a test or quiz
- Manipulating data on a science lab write-up to make it appear legitimate

Academic dishonesty, plagiarism and cheating are unacceptable at Souhegan and consequences for these behaviors will be assigned accordingly. Examples of potential consequences include but are not limited to: a zero for the assignment, restricted day, in-school suspension, loss of off campus privileges, and completion of a learning module regarding academic dishonesty.

Artificial Intelligence /Large Language Models

Artificial Intelligence /Large Language Models (ChatGPT type interfaces) are impacting student learning. Teachers will be deliberate and purposeful in communicating expectations surrounding their use. It is imperative that standards of academic integrity be maintained - student work needs to be student work. Artificial Intelligence /Large Language Models have the ability to enhance student learning as well. AMS/SHS will continue to look for innovative ways to engage students and increase student achievement.

Cell Phone Usage

In order to respect the right to teach and learn, we ask everyone to minimize distraction by putting electronic devices (phones, headphones, airpods, earbuds, portable gaming devices, etc...) away for the duration of each class.

When directed by a teacher, students may use electronic devices appropriately.

1. If a student uses an electronic device when not permitted by the teacher, the teacher will verbally request that the student put that device away.
2. If a student persistently uses electronic devices when not permitted by the teacher, the teacher and student will have a conversation about respecting the right to teach and learn.
3. If, after the discussion between teacher and student, the student continues to use electronic devices when not permitted, that student will be asked to surrender their device to the teacher for the remainder of the period. *this could look different in each classroom (phone motel, on the board, on a table in the front of class, etc)
4. If a student continues to use electronic devices when not appropriate even after discussions and surrendering their phone for the period, that teacher will contact home about appropriate use of electronic devices.
5. If no other interventions have helped the student use electronic devices appropriately, the student will be referred to the Dean of Students for next steps.

Drug and Alcohol Policy

The Souhegan High School Community supports a policy of total abstinence from alcohol and illegal drugs, and abides by a policy which prohibits abuse of all legal drugs including over-the-counter medicines, prescription drugs and inhalants.

The Souhegan High School Community believes that substance abuse is primarily a medical issue. Therefore, the main focus of policies and procedures is to provide medical assistance and support for those who are identified as potentially or actually in need of services. Disciplinary and legal matters need to be addressed within this context.

The Souhegan High School Community believes that policies and procedures should apply to all school sanctioned activities — academic and co-curricular — in a similar manner.

The Souhegan School Board recognizes the use of alcohol and illegal drugs, or dependency thereon, as a serious health, safety, legal, and security problem. Therefore, students are strictly prohibited from manufacturing, transporting, distributing (or representing what they are selling), dispensing (or representing that they are dispensing), possessing, using, or being under the influence of illegal drugs or alcohol on the school site. "School site" means any school buildings and land, the drug-free zone defined by RSA 318-B:27 and any school-owned vehicle or any other vehicle used to transport students to and from school activities or school property during any school-sanctioned activities, events, or functions such as field trips or athletic events, where students are under the jurisdiction of the school district. School site also includes off-school property during any school-sanctioned activities, events, or functions such as field trips or athletic events, where students are under the jurisdiction of the school district.

Any student who brings prescription or over the counter drugs onto the school site for ingestion, as prescribed by their doctor, will notify the school nurse and, unless approved by the school nurse, the medication will be kept in the nurse's office.

School Counselors will maintain a list of area resources for substance abuse counseling and rehabilitation.

What happens if I'm involved with alcohol or other drugs?

Students suspected of violating any or all of the prohibitions stated in the School Board Policy on Student Alcohol and Other Drugs (JICH) will be referred immediately to the Dean of Students. All students who violate the alcohol and drug policy will lose off-campus privileges for 60 school days.

In the event a student appears to be under the influence of alcohol or some other drug on the school site, the student can expect the following:

- The parent will be immediately notified by the school authorities and asked to come to the school.
- The school nurse will conduct an "Impairment Assessment". The student's school counselor and/or advisor will be notified. If the Impairment Assessment indicates probable substance use, Section II will go into effect. If a student challenges the finding of the Souhegan school nurse, the student has the option of taking a blood or urine screen at a medical facility or lab within 24 hours. This appeal test must be a "chain of evidence test" for "drugs of abuse," and the test results must be sent to the Dean of Students. If the results are negative, there will be no further consequences. If the results are positive, then the student will be held accountable according to the existing Drug and Alcohol Policy. Further information or questions regarding this process may be directed to the Dean of Students.
- In severe cases, when the parents or the school doctor cannot or do not come to the school within the necessary response time, the nurse is authorized to call an ambulance to take the student to the hospital. Parents will be notified of this action and will be responsible for any incurred expenses.

A student found in possession and/or use of alcohol or other illegal drugs on the school site can expect the following:

- The parent and the police will be immediately notified by school authorities.
- First Offense: External suspension up to 10 school days with up to 100% credit for work missed. *This may be reduced to three-days external suspension if the student agrees to seek out help in the form of an assessment by a Licensed Alcohol and Drug Abuse Counselor (LADC).* The student and parents must also agree to sign a release of information form for the school. A written report, including the LADC's recommendations, must be sent to the Dean of Students and the student's guidance counselor. Recommendations should be included in the report and must be complied with for a calendar year. If any part(s) of this agreement are not complied with or completed, the full 10-day suspension will occur. [Note: If convicted in court for possession or use of illegal substances, the student will lose their driver's license for not less than 90 days but not more than one year (NH law 263.56-b).]
- Second Offense: External suspension up to 10 school days with a recommendation to the superintendent for an additional 10-days suspension with up to 100% credit for work missed. *The suspension may be reduced to five days with no recommendation for an additional 10 days if the student completes a substance abuse assessment under the direction of a Licensed Alcohol and Drug Abuse Counselor (LADC).* The student and parents must also agree to sign a release of information form for the school. A written report, including the LADC's recommendations, must be sent to the Dean of Students and the student's guidance counselor. Recommendations should be included in the report and must be complied with as stated. If any parts of this agreement are not complied with or completed, the original suspension will occur.

The School Board reserves the right to suspend a student for an extended period of time, or permanently, for the failure to conform to this policy, as authorized by RSA 193:13 (Suspension and Dismissal of Pupils) and RSA 193:5 (Exemption from Attendance).

Souhegan High School Policy Related to Drugs/Alcohol/Tobacco Use for Co-Curricular Activities

The use of tobacco products, alcoholic beverages, illegal drugs or other controlled substances is strictly forbidden at all times including out-of-school activities.

Students involved in athletics or co-curricular activities where they represent the school either in competition or performance are affected by this policy. Souhegan High School recognizes that the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of tobacco, alcohol, and illegal drugs, or dependency thereon, has serious health, safety, legal and security issues. Further, participation in co-curricular activities requires that students refrain from the use (defined as ingestion, possession, transportation, dispensing, distributing, or being under the influence) of tobacco, alcohol, and illegal drugs.

If a student is found to be using (defined as above) substances, the student will be subject to the following consequences:

First Offense in High School

- The student will be suspended from participation for 21 calendar days. If the number of days is greater than the remainder of the season, the days will be added on to the next season or activity in which the student participates. *If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor (LADC), the suspension can be reduced to 7 days.* The student and parents must sign a release of information form for the student's guidance counselor and dean of students. A written report, including the LADC's recommendations, must be sent to the Dean of Students. Recommendations included in the report must be followed for one calendar year. If any part of this agreement is violated, an additional 14 days of suspension will result.

Second and Subsequent Offenses in High School

- The student will be suspended from participation for one calendar year. *If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor (LADC) or enrollment in an appropriate program, the suspension from participation can be reduced to 28 days.* If the number of days is greater than the remainder of the season, the days will be added on to the next season or activity in which the student participates. The student and parents must sign a release of information form for the student's guidance counselor and the dean of students. A written report, including the LADC's recommendations, must be sent to the Dean of Students. Recommendations included in the report must be followed for one calendar year. If any part of this agreement is violated, a suspension of one calendar year (starting from the date of the offense) will be implemented.

Self-Reporting

- If a student voluntarily seeks out assistance for a substance or tobacco use problem by contacting his or her guidance counselor, the student will not be subject to suspension from participation provided that the student has not already been found by the school, parents, or the police to have violated the policy. The purpose of this part of the policy is to provide students with the ability to seek out help, not to circumvent the policy. If the student seeks out help in the form of an assessment by a licensed alcohol and drug abuse counselor or enrollment in an appropriate program, the student will not be suspended from participation. The student and parents must sign a release of information form for the student's guidance counselor and the dean of students. Recommendations are included in the LADC's report and must be followed for one calendar year. If any part of this agreement is violated, a suspension will be implemented as outlined above.

Tobacco Product Policy

Similar to our Drug and Alcohol Policy, Souhegan High School believes that the use of tobacco products (cigarettes, cigars, snuff, smokeless tobacco, vapes) is both a medical and discipline issue. Policies and procedures are to provide both consequences for the action and education/support for those in need of services. The policy for all students, staff, parents, and visitors needs to address the following goals:

- To prevent the initial use of tobacco products by the Souhegan community
- To deter and reduce the use of tobacco products among the Souhegan Community through educational programs
- To comply with all New Hampshire laws
- To retain a smoke-free building and campus at all times

Student users of tobacco of any age who are found to possess or use any tobacco products on Souhegan property or at any SHS sponsored event or field trip, at any time, can expect the following consequences:

First Offense (possession or use)

- Tobacco products and related items confiscated
 - a. 2 days in-school suspension OR
 - b. 1 day in-school suspension and required appointment with counselor or school nurse
- Parental, counselor, and advisor notification
- Refer to police for court action and possible fine up to \$100.00

Second Offense (possession or use)

- Tobacco products confiscated
 - a. 5 days in-school suspension OR
 - b. 3 days in-school suspension and participation in approved tobacco cessation program
- Completion of an approved educational module during suspension
- Parental, police, counselor, and advisor notification
- Refer to police for court action and possible fine, up to \$100.00

Third Offense (possession or use)

- Tobacco products confiscated
 - a. 10-days external suspension OR
 - b. 5 days in-school suspension and participation in an appropriate program with a signed release and report to the student's counselor and an agreement to comply with the recommendations for one year
- Parental, police, counselor, and advisor notification
- Refer to police for court action and possible fine, up to \$100.00

Fourth or More Offenses (possession or use)

- Tobacco products confiscated
- 10-days external suspension
- Parental, police, counselor, and advisor notification
- Refer to police for court action and possible fine, up to \$100.00
- Refer to superintendent for possible further action

Staff members, parents, and visitors who violate the policy will be referred to the police for court action and possible fine, up to \$100.00.

Video and Audio Surveillance

Video and audio surveillance at SHS are used to ensure the health, welfare, and safety of all students, staff and visitors and to safeguard district buildings, grounds, and equipment. Please see policy EEAA for further information.

Student Misconduct Leading to Suspension or Expulsion

A student may be suspended or expelled from school for acts of theft, destruction or violence occurring on school property, at school-sponsored events, at bus stops and on bus routes; also, a student may be suspended or expelled for gross misconduct or neglect or refusal by the student to conform to the rules of the school. Suspension can occur for acts of theft, destruction or violence including homicide, assault, sexual assault, harassment, criminal mischief/vandalism, arson, burglary, and robbery. Suspension can also result from the illegal sale or possession of a controlled drug or alcohol and the unlawful possession or sale of a firearm or other dangerous weapon (explosives, clubs, and unlawful possession or sale of a firearm or other dangerous weapon (explosives, clubs, artificial knuckles, switch blades or knife blades). A weapon, or replica of a weapon, is considered any object which, in the manner it is used, or threatened to be used, is known to be capable of frightening, threatening, intimidating, or injuring another person. Suspension can occur for any act by a student that is deemed to be dangerous to the student, others, or the school community. Any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval by the superintendent of schools 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, and district policy. Authorized law enforcement officials are not included in this policy in the performance of their duties.

Notification of Amherst Police Department

The Board has a memorandum of understanding with the Amherst Police Department which requires the high school to notify the police whenever a serious offense has been committed. Students and parents should expect the police to be included in investigating such incidents.

Due Process and Procedures

Level 1 Suspension Hearing (10 school days or less):

- The Principal or the Dean of Students is authorized to suspend a student from school for up to 10 school days. The student is entitled to oral or written notice of the charges, an opportunity to present their side of the story and a written statement explaining any disciplinary action taken. An appeal of the suspension may be made to the principal in writing within 24 hours and then to the superintendent. (Note: Level 1 suspensions which do not involve the police may be appealed to either the Souhegan Community Review Board or the principal. An appeal of this decision may be made to the superintendent.)

Level 2 Suspension Hearing (11-20 Days):

- The Superintendent is authorized to suspend a student beyond 10 school days. The student is entitled to a due process hearing (see below). The principal and the superintendent shall participate in any hearing when it appears that the length of suspension will be between 11-20 days. Appeal of a Level 2 suspension must be made to the school board. The superintendent must receive the appeal in writing within 10 days after the issuance of the suspension. The suspension will be enforced during the time that the appeal is pending.

Level 3 Hearing (Suspensions 21 or more school days or Expulsion):

- The school board is authorized to suspend a student beyond 20 school days or to expel that student from school. Due process requirements for a Level 2 hearing and a Level 3 hearing, which are the same, are as follows: The student is entitled to know what they are charged with and the evidence supporting the charge. The student has the right to be represented by legal counsel at the non-public hearing, the right to present any evidence and to cross-examine witnesses. Formal rules of evidence do not apply; however, the school shall present evidence through exhibits and testimony in support of the charge. Certain evidence may be taken in private to respect the privacy rights of other students. A taped record will be made of the hearing and a written decision will be issued as soon as possible after the hearing.

Hearing Waivers and Appeals

The school board and parents may agree to waive, modify or extend certain procedural requirements of this policy, including the need for a hearing. Such agreements should be in writing whenever possible. Appeals from decisions of the principal shall be to the superintendent. Appeals from decisions of the superintendent shall be to the board. Appeals from decisions of the board will be to the State Board of Education or other body as designated in state law. In any appeal, the reviewing officials may rely on the record and any documentary evidence submitted at the hearing.

Attendance Policy

Souhegan believes in the concept of "student as worker" in the educational process. Therefore, attendance at school is a necessity for success. Conversely, sporadic attendance compromises the achievement of the individual. For this reason all students are expected to arrive at school on time, before 8:25 am for an 8:30 am first period starting time and attend all classes and activities. The parent/guardian and the student may be required to meet with the Dean of Students or Campus Coordinator to discuss reasons for perpetual absenteeism and steps to maintain good standing in the class.

Unexcused Absences & Truancy

Souhegan takes attendance seriously and complies with the NH law relative to attendance *RSA 193.1 Duty of Parent: Compulsory Attendance by Pupil and the NH law relative to truancy: NH RSA 189 (189:34 Appointment, NH RSA 189:35 Truancy Defined and NH RSA 189:36 Duties).*

Students are required to be in school every day that school is in session unless their attendance is exempt per NH law or their absence meets criteria to be considered an excused absence. Unexcused absences are not acceptable. Souhegan will address habitual unexcused absences consistent with the NH laws which include the filing of educational neglect petitions with the Court, and the pursuit of civil fines and penalties against parents and students who violate state laws.

The school sanctions class absences and/or early dismissals for the following reasons: personal illness (if in school, student must be dismissed by the school nurse), recovery from an accident, required court attendance, medical and dental appointments (with dated and approved note on office letterhead), death in the immediate family, observation and celebration of a bona fide religious holiday, tending to mental or behavioral health* and such other good causes as may be acceptable to the Principal or permitted by law.

Students may access up to three (3) days excused due to mental health. Per Policy JH, *"The school will refer students to the school's mental health professionals if the student is absent for more than 3 days in a semester due to mental health. The school will also refer students if they miss two consecutive days in a row due to mental health."*

Per Souhegan policy, in the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional

documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

Students who have not received approval by the school for an absence or lateness will have cut school. Anyone who is more than fifteen minutes late to class will be considered tardy from that class. Students who skip class or are habitually late should expect to receive logical consequences from their teachers and administration for their choices.

Unexcused absences (truancy) are absences that are not sanctioned by the school. When a student is identified as truant or on the path to becoming truant, Souhegan administration, in conjunction with the student services office will:

- Investigates the cause(s) of the student's truant behavior
- Considers, when appropriate, modification of their educational program to meet particular needs that may be causing the truancy
- Involves the parents in the development of a plan designed to reduce the truancy
- Seek alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline

See attendance policy [JH](#) for more information.

Athletics and Activities Attendance Policy

Daily School Attendance

A student's attendance record is final once daily attendance reports are published (based upon the PowerSchool SIS). It is the responsibility of the student-athlete to be sure to follow proper school procedures for absences and tardies at the beginning of each school day. The Athletic Office cannot override the official school attendance. There will be no changes **once the report has been sent to coaches** (exceptions to this will only be made if the absence was recorded in error).

Absences

- All students must be in attendance for all of their class periods and Advisory in order to participate in practice or an event that day.
- If a student-athlete is dismissed by the School Nurse due to illness; he/she is ineligible to participate in athletics that day.
- If a practice or contest is scheduled on a weekend or over a school vacation, the student must be in attendance the preceding Friday (or last school day prior) in order to participate.
- A suspension (in-school or out) is considered an absence from school. Once notified of the suspension the student is ineligible for extracurricular activities until returning to a full day of school.
- Exceptions, such as school field trips, college visits, family emergencies, funerals, religious holidays, and scheduled appointments, must be cleared through the Athletic Office prior to participating in the day's events.
- Unique or extenuating circumstances not listed above may be excused at the discretion of the Athletic Director or Assistant Athletic Director.

Excused Tardies and Dismissals for appointments

- If a student has a legitimate appointment (for example: doctor, dentist, orthodontist), it is expected that the student attends school for as much of the day as possible.

Unexcused Tardies

- Student-athletes will be allowed three unexcused tardies without athletic consequence (we understand that “life happens”).
- On the 4th unexcused tardy: the student-athlete will not be permitted to practice or compete that day. The student is expected to attend practice or event but may not be in uniform or participate.
- On the 5th through 9th unexcused tardy: the student-athlete will not be permitted to practice or compete that day AND will not be permitted to participate in the next scheduled contest (if the 5th through 9th unexcused tardy occurs on a game day, the student sits that game and the next).
- On the 10th unexcused tardy the student will be excused from the team.
- The unexcused tardy count begins on the first day of the season and continues for the duration.

Any coach who allows a student to practice or compete when he/she should not have will be suspended from coaching the next contest.

Athletics & School/Family Vacations, Extended Absences

Every student-athlete is expected to be present for all team practices and contests. Because of scheduling demands set by the NHIAA and Division schools, many of our high school teams practice and/or play during scheduled school vacations.

Student-athletes who take school sponsored trips during the scheduled season should not be penalized. However, it must be understood that time away from practice and games will impact one’s ability to immediately return to competition. Student-athletes will be evaluated upon their return, if participation in a game or practice may be considered a health or safety concern, the Head Coach will not allow them to compete. This is to make certain they are not putting the student-athlete at risk for injury or that they are a detriment to the team.

If the student-athlete takes any other type of vacation, the student-athlete will be suspended for the same number of contests he or she missed while on vacation. Additional consequences may be imposed for missed practices at the coach’s discretion. Any issues or problems arising from this policy should be addressed to the Athletic Director.

Athletic and Co-Curricular Activities Eligibility Policy

Students wishing to participate in high school interscholastic athletics must complete the following in order to be eligible. A student MAY NOT participate until all items are completed and verified.

1. Online registration through PowerSchool for each season of participation
During this registration process, the parent/guardian will
 - give permission for participation and provide emergency and medical information
 - provide proof of health insurance.
 - accept policies, procedures, and expectations as outlined in this handbook.

Opportunities will be provided for families to use a school computer if other internet access is not available.

2. Proof of medical examination clearing student for athletic participation
This is required once in the student’s high school career. It is required prior to participation at any level. For students new to high school athletics, the physical must be dated on or after July 1 of the previous year. For example: for the 2019-20 school year the physical must be dated on or after July 1, 2018 (last summer). If necessary, please see the Athletic Department for information regarding locations of free or inexpensive athletic physicals.

3. Academic Eligibility – In addition to the [NHIAA Eligibility By-Laws \(article II\)](#), Souhegan also has the following requirement for athletics and co-curricular activity participation.
 - Students must be passing 4 classes and advisory in order to participate in athletics.
 - For fall sports, it is the second semester grades from the previous year which determines eligibility.
 - For winter sports, first semester progress report grades determine eligibility for the beginning of the season.
 - For spring sports, first semester final grades determine eligibility for the beginning of the season.
 - If students do not meet eligibility criteria, they can apply for a waiver through the athletic office.

Students who do not meet these academic requirements at the beginning of a season may apply for an academic waiver through the athletic office. Mid-season waivers are not granted.

4. Impact Testing for contact sports

All freshmen, juniors, and students new to high school athletics in Souhegan who wish to participate in a contact sport will need to take the computerized Impact test. This test will provide baseline data which will aid in the return to participation in the event of a head injury. High school sports which do not require Impact testing: cross country, golf, swim (except divers), tennis, track (except pole vaulters), and unified sports.

5. Athletic User Fee Payment

Athletic user fees can be paid online during the registration process or by cash or check delivered to the athletic office in the respective high school. Checks should be made payable to “Souhegan School District”. There will be a \$35 charge for all checks returned due to insufficient funds. Students may try out prior to this fee being paid but students will not be issued a uniform until the fee is settled (ie: paid, free/reduced lunch or financial hardship granted, family cap, 3-season athlete verified, or payment plan agreed to). Dual sport athletes (two sports in one season) are required to pay both fees.

Fee Waivers

- Students who qualify for free or reduced meals through the Food Services Program are exempt from athletic fees and should indicate this at the time of registration.
- Any student-athlete who is a three-season participant in good standing in the same school year will not be charged the user fee for the spring season.
- No family will be required to pay more than \$400 in any single school year. Ice Hockey does not count towards the cap.

A fee waiver or payment plan may be requested if there are extenuating circumstances regarding financial hardship. This request can be made during the online registration process.

Parking Privileges

Senior and junior student parking on campus is allowed with a parking permit. An application for the permit can be obtained from the Attendance Secretary and must be completed with both parent and student signatures before a parking permit can be issued. Parking permits for sophomores will be issued on a lottery basis with a letter of request submitted to the Dean of Students.

A \$100 fee will be charged yearly for the permit. Fees for new student's/drivers will be prorated. Stickers are to be placed in the rear window on the driver's side. If another vehicle, without a sticker, must be driven to school, the student must see the Attendance Secretary to obtain a temporary parking permit.

The school reserves the right to restrict the parking privileges of students at any time, due to but not limited to, the following:

- Improper conduct with a motor vehicle on school grounds at any time. This includes unsafe operation, excessive speed, and driving through any barricades or restricted areas. This includes unpaved roads intended for campus monitor or maintenance equipment or on grassy areas not intended to be roads for public access.
- Leaving campus without permission during a scheduled class period.
- Leaving campus when off-campus privileges have been suspended.
- Transporting a student off campus during the school day who does not have off-campus privileges.
- Transferring a parking sticker to any other student.
- Parking in an unassigned area.

Please note that the parking permit application states "Illegally parked cars will be towed at the owner's expense."

Off-Campus Privileges

Off-campus privileges will be extended to students in Grades 11 and 12 who have a signed parental permission form on file in the attendance office, maintained good behavior, and have earned grades of all 'Cs' or above based on their previous semester reporting period. Grade 10 students who meet the above criteria in the last reporting term are eligible for off-campus privileges the 1st semester of their 11th grade year. Juniors and Seniors must be caught up on all of their graduation requirements to utilize off-campus privileges.

The school retains the right to revoke off-campus and/or parking privileges for students who are found in violation. A campus coordinator will help ensure consistent enforcement. Repeated violations from the school community will result in a closed campus.

Accountability for Students & Staff During Emergency Situations

To enable the Amherst Fire, Rescue, and Police Departments to know if they have a situation in which a rescue is required, in March 2007 the Community Council passed an accountability procedure to ensure the safety of all students and staff during the school day. Any student entering or exiting the campus at a time other than the normal start or end of the school day must sign in/out as appropriate via a provided QR code or in the Attendance Office in the main building. Signing in/out must be done at the same location. Students are not permitted to sign for anyone other than themselves. The consequences for failure to follow this emergency procedure are:

First Offense

- Loss of off-campus privileges for up to one week.

Second Offense

- Loss of off-campus privileges for up to two weeks.

Third Offense and Beyond

- Loss of off-campus privileges for an amount of time will be determined by the Dean of Students' Office.

Harassment Policy

All students, faculty and staff will be provided a safe and harassment-free environment in which the entire community treats its members with respect and dignity. Harassment is defined as physical conduct, gestures, or verbal communication that have the effect of creating an intimidating, hostile or offensive environment. These behaviors interfere with a safe educational environment for all students and staff. Student misconduct that constitutes harassment or bullying under the Pupil Safety and Violence Prevention Policy (Policy JICK) may

constitute harassment on the basis of race, color, national origin, sex, age, or disability. In situations where the bullying may constitute sexual harassment, the requirements of Policy ACAC, Sexual Harassment Policy, must also be met. Where the bullying may constitute harassment on the basis of race, color, national origin, age, or disability, the requirements of Policy KED, Grievance Procedure for Alleged Discrimination, must also be met. Policies JICK, ACA, and KED can be found in their entirety on the SAU39/Souhegan School Board website.

Harassment by 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 student which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

Harassment by Hazing

Hazing is a form of harassment that includes rituals that belittle, degrade, injure, or dehumanize another person. The hazing of any students will not be tolerated. This includes those who are members of teams, clubs, or organizations or students who are new to Souhegan. (See policy JICFA)

Responsibility for Reporting of Harassment Issues:

Students have an obligation to report any form of harassment, experienced or witnessed, to any staff member, who will then forward the information to the Dean of Students. Staff members are required to report any incidents of harassment that they become aware of to the Dean of Students or their designee.

Consequences:

Refer to NH RSA-193:F. Violators of this policy shall be subject to appropriate disciplinary action, including suspension and expulsion.

Non-Discrimination Policy

The Amherst School District, Mont Vernon School District, Souhegan Cooperative School District and SAU 39 does not discriminate in its education programs, activities or employment practices on the basis of race, color, religion, pregnancy, language, sex, national origin, age, disability, sexual orientation, genetics or veteran, marital or citizenship status. This policy is in accordance with state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Equal Pay Act, the Genetics Information Nondiscrimination Act, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and RSA 354-A.

Grievance Procedures to address alleged violations of Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 are contained in Souhegan School District Policy KED. Grievance procedures to address alleged violations of Title IX of the Education Amendments of 1972 are set forth in Souhegan School District Policy ACA. Policies KED and ACA are available in their entirety on the SAU39/Souhegan School Board website, the Souhegan High School website, and at the SAU and Souhegan High School offices.

Visitors

Students who wish to invite a visitor to spend a day with them at Souhegan must ensure the following guidelines are observed prior to bringing a guest to school:

- Pick up and fully complete a Student Visitor's Permission sheet from the Attendance Desk at least one day prior to the visit.
- Students suspended from their school may not visit.
- Visitors over 18 years old need prior approval from the Dean of Students.
- On the day of the visit, both the host and the visiting student must check in with the Attendance Secretary before school begins and make sure everything is in order.

Yearbook

The purpose of our yearbook is to inform and entertain our audience in a broad, fair and accurate manner on all subjects that have affected the school community over the course of one school year. The decision-making process for content in the yearbook includes the student yearbook staff with the help of the advisor/instructor. The staff is open to talking with the administration about theme, story ideas, and content. The staff encourages constructive criticism and suggestions before, during and after publication, but reserves the right as the final authority for the content of the yearbook. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content. The yearbook advisor and classroom instructor are the decision makers for the yearbook. If a student disagrees with the decision of the yearbook advisor and classroom instructor, the student may appeal to the principal for a review and final decision. There will be nothing published in the yearbook that is libelous, slanderous, obscene, or copyrighted, or that advocates illegal activities or may cause substantial disruption to the school. The yearbook is a school publication and is subject to all school and school board policies. Clothing, props (including but not limited to display of firearms, other weapons, drugs, tobacco or alcohol) and gestures etc. that are not appropriate in school are not appropriate for publication in the yearbook.

Portraits

Underclass portraits will be taken and submitted only by the school's contracted photographer to ensure the highest quality of reproduction. At least two opportunities will be provided for all students and employees to have their photos taken. Students who miss both the regular and make-up portrait days will not be included in the yearbook. If a student wishes to be excluded from the yearbook, they must submit a written request to the yearbook staff and a parent or guardian must sign it.

Seniors may, at their own cost, use the school's yearbook photographer or a photographer of their own choosing. Appropriate attire is required. Senior portraits (as well as any other picture/graphic placed in the yearbook) may not display anything that is inappropriate. This includes, but is not limited to firearms, other weapons, drugs, tobacco or alcohol. Seniors who miss the deadline for submitting their senior portrait cannot expect to be included. Either a black & white or color wallet-size picture, or digital picture, should be submitted to the yearbook staff. The staff reserves the right to not include portrait pictures that do not meet their specifications.

SAU 39 District Policies

Listing of SAU 39 district policies and respective hyperlinks

[AC](#) - Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan

[ACAC](#) - Title IX Sexual Harassment

District Title IX Coordinator

Meghan Beauchamp - Director of Student Services
1 School Street, P.O. Box 849
Amherst, NH 03031-0849
(603) 673-2690 x 2116 and mbeauchamp@sau39.org

[ADC/GBED/JICG](#) - Tobacco Product Ban

[EEAA](#) - Video Recording

[ECAAF](#) - Audio and Video Surveillance on School Buses

[EFAA](#) - Meal Charging

[IKA](#) - Grading and Reporting

[IKE](#) - Promotion / Retention

[ILD](#) - Non-Academic Surveys

[JH](#) - Attendance, Absentee

[JIC](#) - Student Conduct

[JICG](#) - Tobacco Products Ban

[JICFA](#) - Hazing

[JICK](#) - Bullying

[JIH](#) - Student Searches

[JLF](#) - Reporting Child Abuse and Neglect

Other Information

Individuals With Disabilities Education Act (IDEA) & Section 504 OF Rehabilitation Act Child Find Notice

Souhegan School District has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education and/or related aids, accommodations, and services.

Children eligible for special education under IDEA may include those children with disabilities who have an intellectual disability, autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Children eligible under Section 504 of the Rehabilitation Act/ Title II for accommodations and services may include those children who have a physical or mental impairment that substantially limits one or more major life activities. If you suspect your child has a disability and may need special education and/or aids, accommodations, and services, or if you would like additional information, please contact the Director of Special Services, Meg Beauchamp, at 673-2690, extension 2116.

Parent Rights Under Section 504 of the Rehabilitation Act/Title II

Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act of 1990 provides rights for persons who, because of a disability, need or are believed to need special instruction or related services. You have the following rights:

- The right to be informed of your rights in this document.
- The right to be notified about the decisions about your child's identification, evaluation, and accommodations.
- The right to have decisions regarding your child's evaluation and program/placement based upon a variety of information sources, and made by persons familiar with the student, the evaluation data, and the program/placement options. The right to have your child reevaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program.
- The right to have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make appropriate accommodations, modifications, or provide related aids and services necessary to allow your child an equal opportunity to participate in school and school-related activities and to benefit from their educational program.
- The right to review relevant school records relating to your child. If in order to access the records, you need to obtain a copy of them, said copies will be made available at a reasonable cost, unless the fee will effectively deny you access to the records.
- The right to request changes related to the educational program of your child as it is affected by their disability.
- The right to request an impartial hearing to be conducted by a person who is not an employee of the district, related to the district decisions or actions regarding students under Section 504 of the Rehabilitation act of 1973 and Title II of the Americans with Disabilities Act of 1990 regarding identification, evaluation, and educational program/placement. You and the student may take part in the

hearing and have your attorney represent you at your expense. Hearing requests must be made to the Director of Special Instructional Services, P.O. Box 849, 1 School Street, Amherst, NH 03031. If your concern regards your child's eligibility under IDEA, your request for a hearing should be made to the NH Department of Education, 101 Pleasant Street, Concord, NH.

- The right to file a local grievance through local grievance procedures regarding any alleged violation of Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act of 1990. Grievance procedures can be found in your School District's Policy KED.
- The right to file a complaint at any time with the Office for Civil Rights, U. S. Department of Education, 8th floor, 5 Post Office Square, Boston, MA 021093921.

**The Director of Special Instructional Services is the 504 Coordinator/Title II
Compliance Officer**

Meg Beauchamp, 603-673-2690, ext. 2116

Section 504 of the Rehabilitation Act/Title II Procedures Regarding Identification, Evaluation, and Placement

These are available on the SAU website under Student Services, at the SAU 39 and Souhegan High School, and published annually in the local newspaper.

- School District staff members will be familiar with the Section 504 referral form and the process utilized in addressing a 504 referral. A 504 referral can be made by parents, students, staff, or other personnel. The referral should be made in writing. If a parent requests a 504 referral, they will be provided with assistance.
- Upon receipt of the referral the Building 504 Coordinator will schedule a 504 team meeting, send written notice of the 504 team meeting in advance to parents and other members of the team, enclose a copy of the "Parent/Student Rights under Section 504/Title II" with the meeting notice.
- At the 504 team meeting, the student's eligibility under Section 504 will be considered by review of all available evaluation data. Under Section 504, a qualified individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities. If the team determines that additional information is necessary to determine eligibility, they will obtain consent to conduct additional evaluations from the parent/adult student. An additional eligibility meeting will be scheduled.
- Parents will be provided with a copy of the "Parent/Student Rights under Section 504/Title II" again at the conclusion of the eligibility meeting. The notice states that the parent has a right to an impartial hearing for parental disagreements with regard to identification, evaluation, and program/placements of students under Section 504 and Title II. The notice also states that the parent/student has a right to utilize the grievance procedure (Policy KED).
- If the team determines that the student is eligible under Section 504, the team will proceed to develop the student's 504 Plan.