

**COLEBROOK ACADEMY
2017-2018**

Colebrook, New Hampshire



**STUDENT HANDBOOK
2017-2018**

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PHILOSOPHY

- We, at Colebrook Academy, will work as a team to help our students grow into independent thinkers, responsible and productive citizens, and confident, lifelong learners.
- We will protect and nurture students and treat them fairly and with respect.
- Everyone is his or her own person. Each person has different opinions and should be treated as an individual. Given the proper time and place, teachers and administrators should value and listen to student opinions.
- We encourage students, teachers, administrators, parents, and community members to create a safe and healthy environment where they and other students can learn.
- All students will be treated as equally as possible, no matter what the situation.
- Since the world is changing, students must be provided challenging and relevant learning experiences and opportunities.

VISION STATEMENT

“Colebrook Academy students and staff will meet high standards by being engaged and collaborative. We will possess the skills necessary to be productive and passionate members of Society.”

COMMUNICATION

Communication between parents/students and school staff is key to a good school system. If you have a concern or complaint, we want to hear about it so it can be dealt with. However, there is a chain of command or path you must follow:

- First, the parent/student should talk with the teacher/staff member about his concern or complaint.
- Second, if, after the discussion, the parent/student is not satisfied with the response, he can go to the Principal.
- Third, if there is still no satisfaction, then the parent/student can make an appointment to see the Superintendent (237-5571; Ext. 15).
- Fourth, if there is still no satisfaction then the parent/student should bring his concern/complaint before the School Board. They meet on the 1st and 3rd Tuesdays of the month. To get on the agenda, please call the Superintendent at 237-5571.

Conferences: Colebrook Academy encourages all parents to have conferences with our teachers. A conference early in the year gives you and the teacher a chance to discuss your child’s strengths and weaknesses. This enables teachers to plan better for individual needs. It is also an opportunity for you to understand the teacher’s methods and general expectations. Please refer to the staff directory for e-mail addresses or call 237-8351 to schedule an appointment. Parents will be contacted if there is any serious academic or discipline problem.

Telephone Calls/E-Mails: You will be receiving periodic phone calls or e-mails (if you choose) from the staff regarding the academic progress of your child.

Records: A copy of your child's birth certificate, immunization record and physical exam must be on file with the nurse prior to enrollment. Your child will not be allowed to attend school without these documents. Divorced or separated parents will be asked to provide documentation of custody arrangements. The information is kept in a confidential file apart from your child's permanent record. If you wish to see or have a copy of any portion of your child's records, please submit your request in writing to the principal's office. The Colebrook School District has policies regarding student information. A copy of these policies can be obtained from the SAU 7 office on Academy Street (237-5571, ext. 10).

Residency Requirements: To attend Colebrook Academy, a student must reside with a parent in Colebrook or its "feeder" districts. The word "parent" in this handbook means the person who has legal responsibility for the student. The school may require that a parent demonstrate proof of custody in order to determine enrollment eligibility.

Transferring Students: Parents should notify the school when their child will be leaving Colebrook Academy for another school. All library books, school books and school material must be returned to the school. All accounts including lunch accounts shall be paid in full. The student's academic and health records will be forwarded upon receipt of written request from the enrolling school.

Special Education Services: Colebrook Academy has two resource teachers to support the education of students with special needs. Students identified with disabilities are entitled to assistance under an IEP (Individual Education Program). For more information, please contact Mandie Hibbard, Special Services Coordinator at 237-5571, ext. 17.

Student Assistance Program: The Coordinator of this program works closely with our guidance department, is available to talk with your child regarding any issues he/she might have. For more information, please call 237-4801.

Website: Colebrook Academy maintains a website with general information about our school, including a two-week calendar of events and the hot lunch menus. The web page has links to Colebrook Elementary, the Academy, school board minutes, the Colebrook Academy Alumni Association, Booster Club, and The Town of Colebrook. The website's address is: www.colebrook.sau7.org

Wellness Committee: New federal legislation has been enacted to help communities deal with issues of student health habits. The Colebrook School District has a "wellness policy" which addresses good nutrition and adequate exercise during the school day and school activities. The school has made recent changes in school lunch as well as the type of foods and drinks offered or sold at school functions. If you are interested in learning more about the district's wellness policy, please ask at the school office.

LAWS AND POLICIES

Many of the procedures and other items in this handbook are dictated by law or by district policy. If you have any concerns about an item in this handbook, please give **the principal or assistant principal** a call (237-8351).

GENERAL INFORMATION

Adult (18 Year-Old) Students: will be able to sign some school paperwork (parents will need to co-sign items such as field trips, senior privilege forms, etc). The general rule is that if you live with your parents, we will have your parents sign school documents. If you are an emancipated student, you will be able to sign documents yourself upon proof of emancipation.

Office Hours: The Colebrook Academy office is available from 7:30 AM to 4 PM daily. Summer hours are 8:00 AM to 4 PM.

Arrival/Dismissal/Cancellation: Colebrook Academy is a split campus - Physical Education, Art, and Music are held at the Elementary school. The Academy will have courses in the afternoon for 7th and 8th grade students. Therefore, to accommodate the busing for those classes, there are two sets of departure times.

Arrival/Dismissal

- Colebrook Academy - 7:50 am start and 2:50 pm dismissal
- Colebrook Elementary - 7:55 am start and 2:49 pm dismissal

Cancellation announcements will be on:

- TV - Channel 9 - Manchester and Channel 3 - Burlington
- Radio - 92.9 Burlington and 103.7 WOKQ
- Internet – www.wmur.com
Left column click on weather
Next page click on closings
Closings will be listed alphabetically
- One Call Now System: We have an automated system in place to notify you of any cancellations, school delays or important events

Attendance/Absences/Tardiness/Dismissals: RSA 193:1, the state law on school attendance, says the child shall attend school full-time when school is in session unless the child has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Parent is defined as “a parent, guardian, or person having legal custody of a child.”

Attendance is taken in each 45-minute period or 90 minute block class. A student must be in class for at least 25 minutes or 50 minutes respectively, in order to get credit for it. Unless the parent can provide the principal substantial, justifiable reasons, the maximum absences allowed before losing credit for the class is: five days for quarter courses, ten days in a semester course and twenty days in a year long course.

On the report card, attendance is recorded only by half days. A full day is defined as from the attendance bell until dismissal, which is divided in half by using 11:25 am as the line between morning and afternoon.

Absences: Parents should:

- Call school, preferably by 8:30 AM, to notify us that your student is absent. Dismissal notes should be into the office prior to 8:00 AM the day of the dismissal for announcement purposes.
- Upon returning to school, the student will present a note to the office. The note and all the data submitted with it will help us determine whether to label the absence, excused or unexcused, and to determine if there are any extenuating circumstances.
- The note should include:
 - Name of the student,
 - Date(s) of the absence, and
 - Reason for the absence, including any appointment cards or any letters from doctors, etc. that verify the absence.

If we do not receive a note, the absence will be considered UNEXCUSED.

Types of Absences:

- **Excused absences**, for which students are entitled to make up work missed, will be granted for medical reasons, such as illness or an appointment with a doctor, dentist, optometrist, or counselor. Students will have two days to make up work for every one day absent. Absences will also be excused for a death in the family, appointment with a lawyer, court appearance, or other extenuating reasons approved by the principal. Extenuating reasons for an absence will be approved by the principal and/or assistant principal. It is the student's responsibility to ask the teacher for all missed assignments.
- **Unexcused absences**, Students who have unexcused absences will be expected to make up all missed work within 2 days of returning to school. It is the student's responsibility to ask the teacher for all missed assignments.

THE ABSENCE NOTE MUST STATE THE REASON FOR THE ABSENCE

*If you have a question or concern about an absence, **please contact** the office. However, it should be noted that the final decision regarding whether or not the absence is excused or unexcused will be made by the principal or the assistant principal.*

Dismissals: The student should bring a note to the office:

- on the day of the dismissal
- giving the name of the student,
- giving the time the student has to leave,
- giving the reason(s) for the dismissal, and
- signed by the parent.

Preplanned trips, such as a family vacation, must be pre-approved in the office by the principal. Requests should be made two weeks prior to the trip. Students are requested to receive assignments in advance. The length of the family trip is limited to five school days. Any other length must have prior approval by the principal.

Tardy to School:

Academy Campus

- Students arriving between **7:56-8:05 AM** will be recorded as tardy
- Students must report to the office and sign-in
- *After 8:05 am, they will be considered absent and the attendance rule will be applied to all classes or parts of classes missed*

Elementary Campus

- Students arriving between **7:56 and 8:00 AM** will be recorded as tardy
- Students will report directly to class and the teacher will record them
- *After 8:00 am they will be considered absent and the attendance rule will be applied to all classes or parts of classes missed*

Students are NOT penalized for the FIRST TWO tardies EACH QUARTER

- After reaching the first two tardies, an administrative letter will be mailed to the parent or guardian.
- Starting with the THIRD offense EACH QUARTER, students will meet with the principal to develop a plan for promptness.

- *If the tardiness is chronic (5 offenses and up), a parent meeting will be requested and an extended or Saturday School detention may be issued. A definite plan for eliminating student tardiness will be developed by the student, guardian, and principal.*

If there are extenuating circumstances for a student being late, then the reason should be given immediately to the office or the teacher involved. The principal or the assistant principal will determine the course of action based on the circumstances affecting the tardiness.

Lockers:

- Each student will be assigned a locker and given their combination. Students should not give the combination to another student. Lockers should be kept locked. Students are responsible for school district property that they are issued and to safeguard their personal property.
- Fire code regulations require that all backpacks or book bags be kept in your locker. Time will be provided during the day for students to access their lockers.
- The student will be charged a minimum \$10 fee for any damage to a locker that requires maintenance.
- THE STUDENT MUST REALIZE THAT SCHOOL LOCKERS ARE SCHOOL PROPERTY AND THEY MAY BE INSPECTED AT ANY TIME.
- We also recommend students not leave any cash or valuables in the lockers. If a student needs to have a valuable item(s) in school, she/he should have it secured in the office.

Use of phone/intercom: The phone/intercom systems are combined and are our way of notifying the people in the building about anything, particularly emergencies. Students should not be using the phones without the permission of the teacher. Students can come to the office if they need to use the phone. No student should be using the intercom.

Media Center/Library: Students will be allowed to use the media center on an as needed basis. Normally, ten - twelve students will be allowed in the media center each period but ONLY AFTER reporting to their homeroom or advisory for attendance.

Medical items:

- **Illness:** Students who are ill should report to the school secretary and request permission to see the nurse. If the nurse determines the students should not be in school, she will call a parent or person listed on the emergency card prior to dismissing the student. If the nurse is not in the building, the school secretary is the substitute.

- Nurse's hours: A nurse will be available for consultation by phone at Colebrook Elementary when a school nurse is not available for Colebrook Academy. If deemed necessary, the Colebrook Elementary nurse will go to Colebrook Academy to evaluate the student(s) in need of being seen when a school nurse is not scheduled at Colebrook Academy.
- **Insurance:** Students are required to show proof of insurance to participate in athletics.
- **Medications:** Students are not allowed to carry medication in school.
 - Medication with the order from the physician, should be given to the nurse to dispense.
 - No internal medications will be dispensed or administered to any child by school personnel except by the school nurse (or under his/her supervision) upon the written order of the physician who has examined and prescribed for a particular child
 - Parent must also sign a written consent form or **note** requesting school personnel to administer medication during school hours.
 - If no documentation is provided, the school secretary or nurse will call to verify the authenticity of the prescription.

Emergency cards must be completed and returned by each parent/guardian at the beginning of the year. *Please alert us to any changes in address or phone numbers.*

Parking:

- Municipal lot – is available for student use.
- CA lot – parking here is a Senior Privilege that will be allocated on a rotating basis determined by the administration.
- Elementary lot – Students must sign up to be in this lot. They can only park in the southern most rows. The make, model, and plate number of the vehicle will be submitted to the administration.
- NO MATTER WHERE *students* PARK, THEY ARE NOT TO USE THEIR CARS TO GO BACK AND FORTH BETWEEN CLASSES. STUDENTS ARE NOT TO PARK IN THE DOLLAR STORE PARKING LOT.

Safety: Each student will be given safety instructions related to the course being studied and will be expected to exhibit knowledge of the safety rules. **Chronic** failure by students to comply with the established rules and procedures set for each course **will** be cause for their removal from that course.

Security/Emergency Procedures:

The school will be locked via a security system. Visitors will be admitted only via the front entrance, the door nearest to Howard's. People must be identified prior to being 'buzzed in'. Once in, people must sign in at the Main Office and will be issued a visitor's tag. **Students will NOT open the door for anyone.**

Students and staff will practice the following emergency procedures during the year: fire drills (10), lockdowns (2), evacuation (1), and reverse evacuation (1).

Sign-Out Procedures: Once students become the responsibility of the school system, any student leaving school grounds must sign out and **must receive permission from his/her parent/guardian, and** the Principal, Assistant Principal, or secretary BEFORE leaving. Students should submit their dismissal notes on the day they are being dismissed.

BACKPACKS: Students are **not** allowed to carry their backpacks during school hours from class to class. Backpacks and items not needed for class must be stored in their lockers. The schedule will allow time for students to go to their locker during the day, so they can change books, etc.

Lost and Found: We have a lost and found box for various articles belonging to students that have been lost and turned into the office. This is located in the cafeteria. Please check this box often. Anything that is left in the box for a period of time will be disposed of.

Consumption of Food:

"Breakfast" The students will be let in to the cafeteria at 7:30 AM to participate in the Breakfast Program. Grab-N-Go Breakfast will be offered at approximately 9:27 AM.

- The Food Service program will be selling items such as juice, milk, muffins, etc. in the morning. The students should sign up the day before. The menu will be announced regularly.

Hot Lunch: There will be two lunch periods. (11:00-11:28 and 11:30- 11:55)

See Policy EFC – Food Service Program on page 50 for information on charging meals.

NO FOOD will be consumed in the classrooms (except the Consumer Ed room, at the teacher's discretion for projects, during Grab-N-GO, and during the afternoon fruit program.) Students caught eating at any time other than these are subject to disciplinary action. Students with medical documentation will be dealt with on a case by case basis.

Water bottles WILL be allowed in the classroom. The water bottle must be clear and must contain water. However, the student will be expected to abide by the classroom rules and expectations of each teacher.

Dances and Social Functions: In conducting school functions, such as dances, parties, entertainment, and sports events we want students to be a credit to the school and to the communities of the area. Students will abide by the following rules:

- Once students have entered the building, they will not be re-admitted if they leave. Once a student leaves a social function, he/she must leave the school grounds. Students are not permitted to loiter in parked automobiles at any time on school property
- Most school social functions are open only to Colebrook Academy students. However, a guest accompanied by a student is welcome, if signed in as a guest of a CA student. When a student brings a guest, he/she is responsible for that guest and should remain with that guest as long as he/she is in attendance
- Charter School students are regarded as guests even though they may be enrolled in a class at Colebrook Academy. Therefore, they will not be admitted to the dance unless their name appears on the guest list in the office *prior* to the function.
- Any student who becomes a behavior problem may be asked to leave at the discretion of chaperones or police. Disciplinary action, including suspension from future events, will be taken.

Debts:

Students must pay for books and materials lost and/or damaged, hot lunch, items purchased via fundraising etc., and other expenses incurred such as class and club dues. Bills will be sent home and disciplinary action will be taken if the debts are not paid.

Dress Code:

The school is an academic and professional environment. Your personal appearance reflects upon yourself, your home and your school. When selecting school attire it is the responsibility of each student to use good, mature judgment allowing for both comfort and clean appearance. The dress code represents the values of Colebrook Academy; respect for ourselves and others, the importance of community and seriousness of academics. *The Principal, guided by the dress code, is the final judge of what constitutes "appropriate attire". (Appropriate attire is attire that is casual and business-like in nature. Business like- is defined as the standard level of attire expected to be worn and dictated by this dress code.)*

Footwear:

No footwear is to be worn which is destructive to school property. Footwear is expected to be worn in the building. **Flip Flops** may be worn at your own **risk** and with teacher approval. Sturdy sandals with a back "should be" worn in warm weather instead of *flip flops*.

Messages on clothing: No clothing may be worn that:

- Displays words or pictures which may be construed as pornographic, vulgar, obscene, advocating alcohol/drug use or abuse, or having an inappropriate "double meaning" (i.e. NO shirts with brand names of beer, liquor, cigarettes, etc...)
- Uses slang to refer to any part of the human body
- Advertises establishments, which makes direct reference by word or picture to drugs, alcohol, sex, violence or bullying

- Degrades members of the opposite sex, or any class or groups of people, or that could be interpreted as harassing by others

Tops: Tank tops may be worn as an inner shirt only. Shoulder straps are to be a minimum of 2” wide. Shirts will be worn that cover the midriff, sides, and chest. If you raise your hands above your head and flesh is showing, you need to change your outfit.

Bottoms: The length of dresses, skirts, or shorts shall be appropriate in length. (No short shorts or short skirts above 4” from the knee will be allowed). Pants should be worn to the waist or top of the hips. Gym type shorts with “V” cuts on the sides are acceptable. Spandex, tight fitting pants or yoga pants will be permitted to be worn by students when dressed appropriately and in a business like appearance. Underwear or bare skin is considered inappropriate for the school atmosphere, and not to show at any time. Undergarments of color should not show through your clothing. .

Headgear: No headgear, including hoods are to be worn in school from the time the student enters the building during the regular school day until after they leave the building at the end of the regular school day. Headgear includes: baseball caps, bandanas, and hats.

DRESS NOT PERMITTED:

- Sunglasses shall not be worn unless the student has a prescription from an optometrist
- Halter tops, tube tops, spaghetti strap tops
- Pajamas
- Extreme or unusual makeup
- Heavy chains or studded accessories/dog collars for neckwear
- Clothing that is ragged or tattered
- Clothing that is purchased with rips and tattered material (no tape shall be used to cover clothing)
- Clothing that reveals underwear
- NO spandex, yoga pants, leggings, or jeggings may be worn without a business like blouse or sweater covering to the mid-thigh, sweatshirts with hoods are not considered business like in attire and should not be worn
- Hats
- Bandanas (unless rolled up and used as a hair tie)

The only exceptions to these rules will be for special events approved in advance by the Principal or assistant principal. The Principal, Assistant Principal, and front office shall be the final authority on all judgments and rulings pertaining to the dress code.

Other styles or types of clothing or makeup not mentioned above may also be considered inappropriate. The faculty and administration will ultimately determine the appropriateness of a student’s appearance. When possible, students found in violation of these guidelines will be permitted to stay in school if they change out of, or remove the inappropriate attire.

Dress Code Discipline Procedure:

If your child violates the dress code, he/she will be asked to turn shirts inside out, change, or call you for a change of clothes. If that is unsuccessful, he/she will call you and you will be asked to come pick your child up from school.

If In Doubt, Keep This in Mind:

THE 6 B'S SHOULD NEVER BE VISIBLE----NO BELLIES, BOXERS, BRAS, BUTTOCKS, BREASTS OR BARE BACKS.

EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY

Students on academic probation (failing two subjects) *may not* be allowed to participate in extra-curricular activities. The eligibility for trips and activities which require early commitment and are scheduled for a later quarter in the school year may be determined by the student's teachers and the school principal by applying the student's grade trend and effort toward a passing grade in the quarter of the scheduled activity.

Alcohol: Any student *in the presence of* observed drinking, under the influence, or in possession of alcohol during the extra-curricular season will be subject to the same type of consequences as set forth by the three strike rule as outlined in the athletic policy. Consequences will result in drug and alcohol counseling.

LIST OF ACTIVITIES AND ATHLETICS

Astronomy
Consumer Science Club
Drama
Granite State Challenge
Key Club
National Honor Society
SADD
Student Council
Technology Student Association
World Language Club
Yearbook
Varsity Sports
Junior Varsity Sports

It is our philosophy that extra-curricular activities and sports attribute to a well- rounded student and promotes leadership in many cases. As a Division IV school, our varsity sports teams have had successful seasons that have resulted in tournament play, as well as Key Club, and other student organizations.

Sports: NHIAA regulations indicate that the athletes must pass four classes and that this eligibility is determined each quarter. Fourth quarter grades determine eligibility for first quarter of the next school year. See the Athletic Director and/or Coaches for clarification.)

PLEASE REFER TO THE ATHLETIC POLICY IN THE APPENDIX

Attendance Policy for Extra Curricular Activities:

- Students must be in the building by 10:30 in order to participate in the activity.
- Students are expected to be in school at the regular time on the day following the activity.

School Sponsored Activities Rules/Behavior: Students participating in dances, athletic trips, field trips, extra-curricular activities, etc. are under the jurisdiction of Colebrook Academy so all school rules apply to them during these events just like they do in school. In addition to the normal penalty for any infraction, students may be deprived of their opportunity to participate in these activities.

Transportation: Transportation will be provided for the students as students are not allowed to drive themselves to school sponsored events. Students wishing to ride with their parent or other responsible adult must turn in a written request to the Principal for his/her signature. A signed copy will go to the student so the driver will have verification of the permission and one will be kept at CA.

Suspended Students, out of school: Students who have been suspended from school are ineligible to participate in or be a spectator at extra-curricular activities for the length of the suspension.

Dues: Class and club dues are voted on by the members of a particular class and or club. Dues will be paid during each school year. All dues are considered a class debt that is to be paid. If there is a family hardship this will be addressed on an individual basis by the class advisors and or the principal. All class dues will be paid in two increments, half in the first semester and half in the second semester.

Fees: Students ordering materials for a project will pay for the materials upon receipt.

Fundraisers: Students selling items turn in the money received promptly the next school day. Receive payment from the buyer prior to delivery.

Day Guests in school:

- Final approval must be given by the principal
- Permission slip: Students may have guests but must obtain permission from each of their teachers and the office at least one school day BEFORE they bring their guest. Students will pick up a Student Guest Form in the office, complete it, and return it to the office. Failure to do this will result in the guest not being allowed entry into the building.
- The student hosting the guest is responsible for their guest. Any infraction by the guest will result in the guest's immediate removal from school and the host serving any penalty incurred by the guest.
- If the guest plans to eat in the cafeteria, they must bring cash to purchase their lunch.

ACADEMIC INFORMATION

Requirements for Graduation: 22 Credits

Students are required to complete:

4 credits	English
3 credits	Mathematics (1 credit must be Algebra)
1 credit	Physical Education
½ credit	Economics
½ credit	Computers
½ credit	World History or Geography
2 credits	U.S. History
½ credit	Civics
2 credits	Science (Biology and a Physical Science)
½ credit	New Hampshire History
¼ credit	Careers
½ credit	Fine Arts (Art, Music, or Multi-Media)
½ credit	Health
½ credit	Introduction to Technology

All other credits can be in the student's track or elective areas

Beginning with the Class of 2019:

Requirements for Graduation: 23.75 Credits

Beginning with the Class of 2020:

Requirements for Graduation: 26 Credits

Students are required to complete:

4 credits	English -9, 10, 11, 12	
4 credits	Mathematics	One Must Be An Algebra Course
2 credits	U. S. History	
½ credit	New Hampshire Government/Civics	
½ credit	New Hampshire History	Grades 11 & 12
½ credit	Economics	
½ credit	World History or Geography	
1 credit	Biology	
1 credit	Physical Science	or Equivalent
1 credit	Physical Education	
½ credit	Fine Arts	
½ credit	Information & Communications Technology	
½ credit	Health	
½ credit	Personal Finance	Taken Junior or Senior Year
¼ credit	Careers	
6 credits	Electives	
½ credit	Community Service (must complete 50 hours)	

Project Running Start Calculus, Project Running Start Pre-Calculus, and Project Running Start Statistics are dual enrollment courses offered through The Project Running Start Program at White Mountains Community College.

Rank in Class: Rank in class is determined by a quality point index (QPI). College preparatory courses (“A”) are assigned a multiple point value of 1.1, general courses (“B”) receive a value of 1.0 and “C” level classes receive a value of .9. Life Skills courses and courses graded with a Pass/Fail are not included. The final rank is determined by the end of the 7th semester.

Credits needed for class and graduation status:

Sophomore - 5 credits	Senior - 16 credits
Junior - 10.5 credits	Graduation - 22 credits

Credits needed for class and graduation status 2019:

Sophomore- 6 credits	Senior- 18 credits
Junior- 12 credits	Graduation- 23.75

Credits needed for class and graduation status 2020 and beyond:

Sophomore- 6 credits	Senior- 18 credits
Junior- 12 credits	Graduation- 26 credits

To be eligible as the valedictorian and/or salutatorian, the student must attend Colebrook Academy for a minimum of three (3) years.

Students will be assigned to a class and activities according to the credits earned to date. These requirements will be strictly enforced.

If a student passes a class, but would like a higher grade and elects to take the class over again, the class will be identified as an Audit on the transcript and will not reflect a grade.

Academic Probation: Students who fail two or more classes will be considered on academic probation. This eliminates their eligibility to participate in any extracurricular activity (including all senior class privileges).

Colebrook Academy Dedicated Instruction Facility (CADIF): Participation in the CADIF will be assigned by the Guidance Counselor and/or the building administrator when necessary to accommodate students who are not meeting school standards academically

Media Center/Library: If you are failing two classes, you must receive a note from the classroom teacher regarding the specific assignment that you will be working on in the library.

If you are failing two or more classes, you will be allowed to participate in a field trip. However, you must receive permission from your teachers and the principal prior to the trip.

Field Trips: Field trips and class trips are taken to enrich the learning experience. As such, they are considered part of the school day and attendance is required. Students going on field trips must supply (prior to the scheduled trip date) a permission form signed by their parent or guardian. A medical release form is now required for all trips. Students must follow the school rules and regulations while on a field trip. Students, likewise, are required to bring in a written excuse from their parents if, for good reason, they wish to be excused from attending a field trip. Students who do not attend a field trip are expected to come to school that day and will be assigned additional work to make up for the missed field trip. On overnight trips, bags will be checked by the principal and assistant principal. *Please note: If you do not have your permission slip in by the due date, you will not be going on the field trip. We will no longer allow phone calls so that you can get the permission slip signed. You must adhere to the deadlines.*

Classroom Expectations: Students are expected to come to class prepared with their texts, their assignment notebooks, something to write with, something to write on and any other material required by their teacher. They are required to arrive on time and behave properly and should not disrupt other students or the teacher's ability to conduct their lesson. Students assigned to a class at the Colebrook Elementary School are required to be in that class and on time.

Computers: All students have access to the computers in the Library. The number of computers in each classroom varies and the teacher determines who can use them.

Computer Passwords: Each student is assigned a password by the Technology Coordinator provided the student has filled out and turned in the Acceptable Use Policy Form. All accounts are monitored and can be shut down if infractions occur. (See Acceptable Use Policy in the appendix for the form.)

Correspondence Courses: Students may get credit for a maximum of three correspondence courses during their high school career. No more than two courses will be allowed in any one year.

Courses Offered/Required: See *Program of Studies* booklet compiled by the Guidance Department.

Exams – Mid-Year and Final: At the end of each semester, the school schedule will change to give longer periods for exams. These days are considered 'open campus' which means the students are only required to be in school for their exams. Study hall rooms will be provided. If parents do not want their student in 'open campus' they must let the school know in writing.

You must be in your seat before the scheduled exam time. Once the door is closed, you will not be allowed to enter the exam room to take the exam and you will receive a zero. No makeup exams will be allowed if you are late.

If a student does not contact the school *prior* to the final examination time or does not make any attempt to make arrangements prior to the examination regarding an absence, the student will be considered absent for the exam and will receive a zero on the exam.

In the event a makeup exam is scheduled, the time and date will be determined by the teacher. This make up exam and the time scheduled must also be approved by the principal.

The Mid-Year and Final Exam will be weighted as 20% of the semester grade.

Grading system:

A+ 97-100	B+ 90-92	C+ 82-84	D+ 74	F (failing) 0-69
A 95-96	B 87-89	C 78-81	D 72-73	P = Pass, F= Fail
A- 93-94	B- 85-86	C- 75-77	D- 70-71	W= Withdrawn, I = Incomplete

Honor Roll: *Highest Honors* is a Grade Point Average (GPA) of 93 or above with no grade below 87 and *Honors* is a GPA of 85 or above with no grade below 80. The student must carry four courses. No pass/fail courses, except STW, are included in the four courses counted for the Honor Roll.

Make-Up Work:

- For each day absent, the student has 2 days to make up the work.
- Teachers may give extensions depending on the amount of work missed and the difficulty of scheduling time for the work.
- When the student returns from an absence, a note is required to be submitted to the office. If the student returns without a note, the absence will be considered an unexcused absence and all work will be graded with zeros until the note comes in.
- The student is responsible for contacting teachers to determine what work/assignments they missed.

National Honor Society: Juniors and seniors are eligible for membership in The Mohawk Chapter of The National Honor Society based on scholarship which is determined by a cumulative average of 85 in non-weighted classes and 93 in weighted. Leadership, character and service are also required and evaluated by the faculty. Members will be re-evaluated at the end of every semester.

Report Cards: They are mailed home at the end of each quarter (9 weeks).

Summer School: A student may make-up a course in summer school provided the lowest quarter's grade can be raised enough mathematically to warrant a passing grade and we have a teacher or teachers who are willing to teach the course. English, math, science, and history courses are usually offered. Check with Guidance.

Textbooks/Assignment books: Textbooks should be covered. Students who lose or damage textbooks will be required to replace them. Students will also be issued assignment notebooks. If the student loses their agenda book, it will be their responsibility to replace with their own assignment book.

Progress Reports: Starting with the 2017-2018 school year progress reports will not be reported as in the past. Student progress may be monitored through our MMS portal by parents and guardians. Staff members will keep grades current at all times. Parents and guardians of students in danger of failing will be notified by the school as soon as this issue arises. If it is determined between the parent and staff member that a progress report needs to be issued. One will be issued at that time.

CONCEPT OF DISCIPLINE

Prevention of misbehavior is the best disciplinary policy. We believe it is only fair that the school establishes “reasonable rules” and the students are given an opportunity to be aware of those rules and the punishments associated with those rules.

- Most students are well behaved, know the rules, and comply with the reasonable rules of the school.
- We believe in a progressive discipline system. There are several levels of discipline.

Generally speaking the sequence of punishment will proceed along these lines: This means a second offense will generally receive more punishment than the first offense, unless there is a substantial amount of time between the offenses.

- Special Education students will be treated the same as regular education students unless there is a Behavior Plan in his/her Individualized Education Plan or specifications in the IDEA law.

Student Control Policy: In the event that any student is disruptive to the educational process, the staff member shall have the right and responsibility to follow the procedures listed below:

- Resolve the disturbance in the event the disruption is not creating a danger to any student(s) and/or staff member(s).
- In the event the staff member is unable to resolve the disturbance, the staff member shall contact the principal for immediate assistance.
- In the event the actions of the student creating the disturbance, constitutes a danger to himself/herself, to other students, and/or to the staff member, the staff member shall have the right to use only such physical force as is necessary to prevent injury.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

We are a PBIS school. As part of PBIS, all staff members in our school are responsible for the enforcement of discipline of all students. There are clear rules and expectations for behavior and learning that will be taught and posted throughout the building. These “STARR” expectations are described below.

Additional rules for individual homerooms are sent home to parents at the beginning of the year. Parents will be notified by phone, if possible, and in writing of any disciplinary action taken at school. Parents are encouraged to request conferences with teachers or the principal if inappropriate student behavior continues.

Special education students are treated the same as regular education students unless there is a Behavior Plan in the IEP or specifications in the IDEA law that call for different procedures.

General Expectations for Student Behavior

Every classroom has the following general school rules posted:

- **Be Safe.** Act responsibly so that you and others are safe. Don't do things that hurt or could hurt others physically or emotionally.
- **Be Tolerant and Accepting.** Understand that we all have differences, strengths, and weaknesses. Not only tolerate these but learn to appreciate these differences.
- **Be Respectful.** Treat others the way you want to be treated. Respect other people's rights. Use manners ("Please," "Thank you," "Excuse me," "I'm sorry") at all times.
- **Be Responsible.** Take care of school materials and property. Come to class prepared to do your best.

Students are expected to follow these rules at all times, whether in the cafeteria, classroom, library, on the playground, or on the bus. There are specific rules of behavior for specific settings, which are posted on large posters throughout the building.

Staff will also be working to acknowledge and give incentives for positive behaviors. Incentives will be explained at the beginning of the school year and all students have equal access to receiving these incentives.

CONSEQUENCES FOR OFFENSES

General: School officials can't possibly anticipate all possible infractions. The offenses are listed under the category that would be the minimum consequence. This section identifies the most frequent offenses and their typical punishments. Multiple offenses may be dealt with individually or combined. Colebrook Academy has adopted the Positive Behavioral Interventions & Supports (PBIS) model. Consequences listed on the following pages have been aligned to this model.

Due Process – Each student has a right to know of what and why he/she is being accused. Please refer to the Colebrook School District Policy JICD-P in the appendix.

Minor Offenses: These offenses will cause minor disruption of school-related learning activities and will normally result in teacher or office detention(s). Normally, violations of these offenses will result in a teacher detention first and subsequent violations will result in office referrals. Multiple offenses or a combination of offenses may require a higher level of punishment.

Verbal Reprimand/counseling: Both teachers and the Principal/Assistant Principal can use this consequence. Verbal counseling by a teacher, staff member, or administrator is often all that is needed for minor disruption in the classroom.

Loss of Privileges: Both the teachers and the Principal/Assistant Principal can use this as a consequence.

INTERNET

- **First Offense** -all computer privileges are lost for 5 school days
- **Second Offense** - 30 school days
- **Third Violation** - 180 school days/school year. The Technology Coordinator refers the student to the Office; he is the one who monitors the accounts. Depending on the severity of the violation, building administrators/superintendent reserve the right to recommend alternative consequences.
- **Other:** Any privilege given can be lost, i.e. use of passes, use of library.
- Students will be issued codes to operate the system. There will be a separate Internet policy (see *appendix*) which students and parents must sign before the student is allowed access to the school Internet.
- These codes allow tracking of what a student has accessed.
- **THE SCHOOL RESERVES THE RIGHT TO CHECK THESE FILES AT ANYTIME. THE STUDENT HAS NO EXPECTATION OF PRIVACY WHEN USING THE SCHOOL'S INTERNET.**
- Students who bring their personal laptops in for academic use are expected to abide by the internet use policy. This includes wireless hardware.
- Electronic Readers, such as Kindles, Nooks, etc... may be used in school for academic reasons and will fall under the guidelines of the acceptable use policy.

Detention (Teacher/Office) - minimum consequence

- **Teacher Detention** – The length of this detention will be 45 minutes. If the student skips a teacher assigned detention, the teacher may choose to handle the situation him/herself or to refer the student to the office.
- This detention will be expected to be served within 24 hours...Either the same day or the next day, parents will be contacted by the staff member or principal.
- If a student is asked to leave the classroom, this will automatically result in a 45 minute detention which will be served with this teacher.

Office Detention is the minimum consequence for the following offenses.

Office detentions are scheduled Monday through Thursday from 3:00-3:45.

- Students who are assigned office detentions must serve the detention either the day of the infraction or the next school day in which office detentions are held. The only exception that will be allowed to this rule is in the event that the student has a medical appointment on the day the detention is to be served. The student will be required to present a slip from the doctor or dentist.
- Disruption of class, study hall, or other instructional activity that deprives others of their right to learn and the teacher's obligation to teach.
- Gum chewing/chewing on foreign objects
- Loitering in the halls or restrooms.
- Misuse of school property or property of others

- Public displays of affection (i.e. kissing, full body contact) during school hours or during school-sponsored events.)
- Repeatedly reporting to class without materials
- Rude or disrespectful behavior toward others
If this behavior is considered harassment/bullying, it will be considered a major offense.
- Squirting/Spraying any substance such as water, any other liquid, perfume, hairspray or any other 'aerosol'/aerosol like substance is prohibited due to safety and health reasons.
- Tardy to class or to school
- Throwing objects such as snowballs, spitballs, pencils, etc. Anything thrown has an inherent danger and this danger will be weighed in assigning the punishment.)
- *Unauthorized electronic devices should not be used in school*
 - Electronic Devices
 - Cell, Track or Smart Phones
 - Blackberry
 - Cameras or IPods
 - Text Messaging Devices
 - Laser Pointers
 - IPads

The consequences for “unauthorized” use of electronic devices will be as follows and in accordance with school board policy JICJ-R. This is found in the appendix of this handbook.

First Offense- Student warning and device is picked up at the end of the day

Second Offense- Student loses device for 5 school days, picked up by student at the end of the day.

Third Offense- Student loses device for 10 school days, parent will pick up device

Fourth & Final Offense- This is to be considered blatant disregard for school rules. The device will no longer be allowed in school for the remainder of the year.

The Principal can make an exception if a student needs to use one of these items for a project, etc. The Principal will verify the need with the teacher(s). Kindles, Nooks, or other reading devices may be used for reading if approved by the principal.

Extended Detention is the minimum consequence for these offenses:

This detention runs from 3:05 until 5:00 pm, usually on Thursdays. Extended detention is the minimum consequence for the following offenses:

- Failure to report for teacher or office detention.
- Skipping a class- To include high school classes at CES-
 - Depending on the time that is skipped, the student will be assigned double time for time that is missed, which may result in more than just the time for an extended detention.

- Leaving school grounds without permission.
- Repeated minor offenses.

Major Offenses: The following are considered major offenses and the first violation will normally result in more than just a detention. Any violation of State Law should be turned over to the police; however, the Board expects the Principal to use some discretion and common sense in choosing when to refer or not refer an incident to police.

Saturday School (SS) is usually the *minimum* consequence for the following offenses. This is served from 8:00am - 12:00 PM with a teacher who will determine exactly what the students do for the four hours (homework, sit quietly, community service, etc.) This is considered a detention, which means students may participate in school activities after Saturday School has been completed.

- Failure to report for an extended detention.
- Cheating/Plagiarism: The student will receive a zero on the assignment, quiz, or test and will serve one Saturday School. Cheating is using 'cheat sheets', copying/using part of or all of another's work, passing in someone else's work as your own, talking to another student during tests/quizzes/other similar conditions, etc.
- Defacing or destruction of school property or property of others of a minor nature. (Vandalism, the damage would be more costly, is under OSS.) The student would pay for the damage. This may be reported to the Police.
- Extreme disobedience/disrespect of teachers or other staff members
- Falsehood, lying, forgery
- Use of obscene or inappropriate language/gestures/drawings/pictures not directed at a staff member
- Use of threatening language/gestures, etc. not directed at a staff member. Criminal threatening incidents will be turned over to the local police and may result in suspension

Out-of-School Suspension (OSS) is the minimum consequence for these offenses:

- Students who are given an Out-of-School suspension will receive zeroes for all work missed. Students will not be given OSS during mid-term or final examinations, unless the severity of the offense warrants it.
- Students who have been suspended are ineligible to participate in or be a spectator at extra-curricular activities or to be on school grounds for the length of the suspension. You may not attend any school games, dances or other functions until such time the student returns to school.

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

- Physically harms a pupil or damage to the pupil's property; or
- Causes emotional distress to a pupil; or
- Interferes with a pupil's educational environment; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school

Bullying also includes “actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors or beliefs.

Cyberbullying includes conduct defined in the definition of bullying undertaken through the use of electronic devices. The punishment is not limited to OSS or Expulsion. (Please refer to the Bullying policy in the appendix)

Sexual Harassment is any form of sexual abuse, verbal or physical. The punishment may be a warning, but more likely it will be OSS or Expulsion. (Please refer to the Sexual Harassment policy in the appendix)

Drugs or Alcohol:

- possession /under the influence =The first offense is a 5-day OSS; second is a 10-day OSS
- the matter is turned over to the police
- for furnishing or selling: expulsion is recommended
- Student Alcohol and Drug Use Policy included in the appendix

Theft or attempted theft. Students are encouraged not to leave valuables in their lockers. The thief should return the item or pay for it. The police may be called.

Tobacco products in or on school grounds: Students are not to use, possess, or attempt to buy or sell any tobacco product (cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form). The first offense is a 3-day OSS and reported to the police. Subsequent offenses are 10 days or more of OSS with the possibility of expulsion. (Please refer to the policy in the appendix)

Violent behavior such as throwing chairs or other items which may or could reasonably be expected to cause injury to another person or school property.

Vandalism: Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and/or expulsion may result. Vandalism will be reported to the police. If you happen to damage something by ACCIDENT, report it to the office immediately.

Fighting/Assault – if both students actively participated, then both will normally be given at least an OSS. Fighting is an assault and may be reported to the Colebrook Police Department. Remember, students 17 and older are considered adults according to criminal law.

- **Possessing dangerous articles/ Weapons** include but are not limited to: firearms; BB and pellet guns; explosive or incendiary devices; knives or pikes; martial arts sticks/clubs/stars; and razors. Be aware that state and federal law(s) dictate the consequences of the possession of dangerous articles, particularly in the area of firearms, rather than school policy. The police will be called. Suspension from school will be determined on an individual basis in concurrence with applicable laws. The length of a suspension will be determined by the principal or his/her designee based on the severity of the infraction. It is intended that the principal use discretion when applying the consequence. (Please refer to the policy in the appendix)
- **Failure to serve a Saturday School**

- **Use of obscene/inappropriate language and threats - - pictures, drawings, gestures, etc. - - said to or addressed to a staff member will be a 2-5 day suspension for the first offense, subsequent offenses may result in expulsion. The severity of the offense will be determined between staff member, principal, and or assistant principal. Consequences are as follows:**

Two Day OSS

- A simple gesture as in flipping off the teacher or the like
- Drawings of an inappropriate nature

Three Day OSS

Obscene or inappropriate language directed at a staff member

Four Day OSS

Obscene or inappropriate language directed at a staff member along with verbal abuse

Five Day OSS

Verbal Threats and or obscene abuse toward a staff member (student out of control)

Note: The principal and or the assistant principal, along with the staff member involved, has the right to review each case on an individual basis, and assign consequences accordingly. Verbal threats toward any staff member are not taken lightly and may result in the recommendation of expulsion to the superintendent.

Expulsion:

At this point the student will normally have a lot of discipline infractions, has demonstrated flagrant disregard for the reasonable rules of the school, and has shown little desire to change. The student will be referred to the Superintendent with a request for an expulsion hearing. The Superintendent may decide on further punishment, or may choose to recommend expulsion to the Board. Laws, such as the ones on weapons, require expulsion.

- **Possessing/using dangerous articles such as firearms, knives, etc.**
- **Assault/Injury to another student or staff member**
- **Bullying**
- **Drugs/Alcohol**
- **Extreme/Continual misconduct or constant failure to follow the rules**
- **Sexual Harassment**
- **Tobacco products**