

# Principal's Message

Dear Parents and Students,

On behalf of the administration, faculty, and staff of Keene High School, I would like to welcome you to the 2017-2018 school year. This handbook serves as a guide and reference for the school year. Please take the time to review it, and contact us if you have any questions.

This *Handbook* includes the following:

- General staff, department, and administrative information.
- Basic expectations, rules, and policies that govern the way we relate to each other in our school community.
- Annual school calendar that includes important events.

At Keene High School we urge all students to follow a simple plan for success:

1. Get involved - We have clubs and teams that fit a variety of interests.
2. Be responsible - Respect yourself, others, and property.
3. Be a team player - Work collaboratively with all members of the school community.
4. Practice good work habits - Prioritize what needs to be completed and schedule the time to complete it; stay focused.

Keene High School is a very busy place, and you will be presented with many options over the next four years. Ask questions and explore your opportunities, set personal and academic goals, and create the path for a positive high school experience. Working together will enable each of us to be successful. We wish you a very enjoyable and productive school year.

Sincerely,  
James Logan  
Principal

The information included in this handbook is based on school district policy and is subject to change. Changes will be reflected on the Keene High School website ([khs.keeneschoolsnh.org](http://khs.keeneschoolsnh.org)) and communicated through the *Blackbird Beacon*.

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## **Mission Statement**

The mission of Keene High School is to cultivate the academic, civic, and social growth of all students to empower them to become contributing members of the global community.

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## **School-Wide Competencies**

To support our mission, school-wide competencies are used to gather data regarding work study practices in order to guide students to be college, career, and life ready.

### **Problem Solving**

Students will solve problems critically and creatively.

### **Responsibility**

Students will be accountable for themselves and show concern for others.

### **Collaboration**

Students will collaborate respectfully in diverse groups to achieve a common goal.

### **Communication**

Students will communicate in a variety of ways in diverse situations.

Keene High School is accredited by the New England Association of Schools and Colleges and the New Hampshire Department of Education.

## Communication

**Switchboard Hours:** (603) 352 – 0640 During the school year the switchboard is staffed from 7:00 am until 4:00 pm. During the summer, the switchboard is staffed from 7:00 am until 3:00 pm.

**KHS Website:** khs.keeneschoolsnh.org

**Cheshire Career Center Website:** www.cheshirecareercenter.org

**School Closings/Delay Procedure:** Snow days, delayed openings, and other emergencies will be announced on local radio stations, via Blackboard Connect, and on the KHS website (khs.keeneschoolsnh.org), usually by 5:30 AM.

**Blackboard Connect:** This system affords schools the opportunity to send out both personalized or, in the event of an emergency, critical information regarding student welfare. Typical announcements through this system include Open House information, school closings, school delays, or early release days. Blackboard Connect uses data in PowerSchool (student management system) to generate the messages to parents/guardians. Therefore, it is important that parents/guardians notify school house offices with any changes regarding phone numbers or emergency contacts.

**Administration:** Keene High School utilizes a house system for administrative purposes; in addition to the Office of the Principal, the administration is divided into two houses (Green and Blue) with separate administrators for each house. The House Office is responsible for student discipline, attendance, and dismissals, and is the primary contact point for most verbal and written parent/school communication or contact. The Director of the Cheshire Career Center, Director of Athletics, Special Education Administrator, Director of Curriculum, Instruction, and Assessment, and Director of School Counseling, and their respective departments, constitute the remainder of Administrative Team at the high school which is led by the Principal.

**Notification of Student Absence or Dismissal:** When a student is going to be absent from school a parent must call the student's **House Office** to state specifically the reason for the absence/tardy as soon as they are aware that the student will absent. Phone messages can be left 24 hours a day at the extension below. Parents may also email the House Office. "Personal" reasons are not acceptable as an excused absence from school. **Green House ext. 3564      Blue House ext. 3164**

House Administrative Assistants will make an attempt to contact parents at home or work to verify the reason for the absence if they have not yet received notification. If no telephone contact has been made, then students must present a note explaining the reason for the absence(s) on the day the student returns to school. Only the school administration may excuse a student from school attendance. A telephone call or a note from a parent does not, in itself, excuse an absence. Failure to call or present a note within 48-hours will automatically result in the absence being unexcused and will be deemed a truancy. Once the reason is made known to the administrator, a determination will be made as to whether it is excused or unexcused. **Per RSA 193:1 only the school administration may excuse a student from school attendance. To properly dismiss a student a parent/guardian must call or provide written documentation stating the reason for the dismissal prior to the student leaving the building. Students must report to their house office to obtain a dismissal slip. Students are not to leave the building unless they have coordinated their dismissal properly with their house office.**

**Make-up Work:** Students who miss class time often find themselves at a disadvantage since no amount of make-up work can be substituted for actual classroom experience and teacher instruction.

**Excused absence or tardy:** Students are required to make up any work missed due to excused absences or tardiness. Students are generally allowed the same number of days to make up the work as the number of days missed. Students must make appropriate arrangements with their teachers and should not assume that they know their new due dates without asking.

**Unexcused absence or tardy:** Students will not be permitted to get credit for work missed due to unexcused absences or tardiness. The assignments will earn grades of zero. This includes class work, quizzes, and tests, as well as homework due on the day of the absence. Students are expected to complete make-up work, but credit will not be granted.

**Homework Requests for Absences:** It is the responsibility of the student to make arrangements directly with the teacher for making up any work missed for an excused absence. Generally, one day will be allotted for each day absent to make up work missed due to an excused absence. For students who have an excused absence, missed work may be made up for credit. Students should meet with teachers on the first day back to school to insure that all missed assignments/projects are understood. If a student has an excused, extended absence of three or more days, parents should request homework/schoolwork by calling their House Office. Homework will usually be ready for pick-up within 24 hours of the request.

**Contacting Faculty (For contacting faculty by e-mail, reference the back page of this handbook)** For most academic questions or situations please contact, in order as needed:

A. Classroom teacher   B. Department head   C. School Counselor   D. Supervising Assistant Principal   E. Principal

**Lost School Materials/Lost and Found** Students losing school materials, which would include but not be limited to textbooks, library books, uniforms, tools, calculators, etc., will be charged for the replacement cost of the item. Keene High School property includes all materials, books, lockers, and other materials, including athletic equipment and/or uniforms, issued to students. The student or parent/guardian must pay for any lost or damaged property. Outstanding financial obligations, including but not limited to library fees and food service balances, may result in the loss of certain student privileges and/or administrative holds on student records (i.e., report cards, diplomas, etc.), and the opportunity to participate in school-sponsored events and class activities. (i.e., class trips, picnics, Commencement, etc.) Students are responsible for their own personal belongings. Items found should be turned in to the Communications Office and students may inquire there about lost items. Report thefts as soon as possible to your Assistant Principal.

# **Social Contract**

## **Everyone is responsible for:**

- Behaving in a manner that provides for a safe, respectful, and productive educational environment
- Learning and supporting Keene High School's Code of Conduct
- Respecting the rights of others and their property
- Working cooperatively with one another
- Being responsible for their own actions
- Understanding the importance of regular school attendance

## **Parents are responsible for:**

- Being an active participant in their child(ren)'s education
- Helping their child(ren) learn about Keene High School's behavioral expectations and the consequences of breaking rules (Student Code of Conduct)
- Ensuring that their child(ren) attends school daily
- Encouraging their child(ren) to do his/her best
- Communicating the needs and concerns of their child(ren) to the school
- Notifying the school if their child(ren) will be absent
- Being available for conferences

## **Teachers are responsible for:**

- Providing students with a positive and safe school environment
- Enforcing Keene High School's Student Code of Conduct
- Informing students and parents of classroom rules and behavioral expectations
- Managing classroom behaviors
- Communicating with parents regularly
- Encouraging and modeling exemplary behavior and attendance

## **Administration is responsible for:**

- Ensuring a positive and safe school environment for students and staff
- Communicating school rules to students, staff, and parents
- Enforcing Keene High School's Student Code of Conduct
- Communicating the discipline action taken with student(s) to parents and involved staff
- Maintaining discipline and attendance files
- Encouraging and modeling exemplary behavior and attendance

## **The Central Office Administration is responsible to:**

- Ensuring a positive and safe school environment for all students and staff
- Ensuring that all Keene High Administrators enforce the Keene High School's Student Code of Conduct
- Providing support and guidance to school staff

# Student Responsibilities and Rights

## Safe and Orderly Educational Environment

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>● To only engage in behaviors which support a positive educational environment</li><li>● To express needs and concerns appropriately</li><li>● To understand and follow school behavior expectations and to report instances of bullying and dangerous/unsafe situations to school administrators</li></ul>	<b>Student Rights</b> <ul style="list-style-type: none"><li>● To attend school in a safe, supportive, respectful, and engaging learning environment</li><li>● To have school staff that support the needs and concerns of students</li><li>● To feel safe from crime, violence, intimidation, bullying, harassment, racism, and other discrimination at school</li></ul>
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## Attendance

(For more information please reference Keene School District JH – Attendance, Absenteeism and Truancy Policy found on the SAU 29 website)

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>● To attend school each day; to be on time; to actively participate in all classes</li><li>● To provide documentation of the reason for an absence (Excused absences include illness, recovery, court, medical, dental, bereavement, religious holiday, approved college visits, ISS/OSS, and approved planned absences. All other absences will be considered unexcused.)</li><li>● To request make-up work for an absence and arrange to complete it upon return to school (Please see the communication section for more information on make-up work)</li></ul>	<b>Student Rights</b> <ul style="list-style-type: none"><li>● To be informed of School Board policies and school rules about absences and tardiness</li><li>● To arrange to make up class work/tests (Please see the communication section for more information on make-up work)</li></ul>
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## Dress Code

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>● To dress in a way that contributes to the health and safety of the individual and promotes an orderly educational environment (no sunglasses, hoods, bare feet, etc.)</li><li>● To refrain from wearing clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art or on-the-job training</li><li>● To refrain from wearing clothing that displays offensive or disruptive symbols or statements (ex: topics of sex, drugs, alcohol, weapons, etc.)</li><li>● To refrain from wearing revealing attire such as muscle shirts, bathing suits, exposed undergarments, midriff, etc.</li></ul>	<b>Student Rights</b> <ul style="list-style-type: none"><li>● To have a dress code that is clear and reasonable</li><li>● To have dress requirements for participation in shop, lab work, physical education, art or on-the-job training education and other designated activities that do not impose a financial hardship on them or their families</li></ul>
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## Acceptable Use Procedure for Technology

(For more information please reference Keene School District JICL – Student Acceptable Use Policy for Grades 9 through 12 found on the SAU 29 website)

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>• To use all technology in an ethical and legal manner</li><li>• To read, sign, and comply with the Keene School District Acceptable Use Procedure for Technology (AUP)</li></ul>	<b>Student Rights</b> <ul style="list-style-type: none"><li>• To feel safe from cyber-bullying and harm inflicted through the use of technology</li><li>• To know that electronic work is safe from tampering</li><li>• To have access to technology for educational purposes</li></ul>
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## Cell Phone Use

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>• To use cell phones for personal use during passing time and lunch time only</li><li>• To use cell phones for educational purposes with teacher permission only</li><li>• To turn off or set cell phones to silent to minimize distractions</li></ul>	<b>Student Rights/Privileges</b> <ul style="list-style-type: none"><li>• To have a work environment that is distraction free from cell phones</li></ul>
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## Honor Code

(For more information please reference Keene School District JICB –Academic Honesty Code Policy found on the SAU 29 website)

<b>Student Responsibilities</b> <ul style="list-style-type: none"><li>• To be honorable and possess integrity</li><li>• To acknowledge that cheating is an act of dishonesty (refer to SAU 29 Honor Policy)</li><li>• To read, sign, and comply with Keene High School's Honor Code</li><li>• To accept responsibility for actions and subsequent consequences if SAU 29 Honor Policy is violated</li></ul>	<b>Student Rights</b> <ul style="list-style-type: none"><li>• To have an honor policy that is clear and reasonable</li><li>• To participate in a community where teachers, staff members, and students pledge to be truthful in words and deeds</li></ul>
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## **STUDENT CODE OF CONDUCT AND INTERVENTIONS/CONSEQUENCES FOR VIOLATIONS**

**Rules of conduct apply to and are to be complied with at all school sponsored activities on and off school grounds.**

It is expected that teachers will maintain a safe and orderly environment by utilizing a variety of classroom management techniques. Actions that are disrespectful, constitute a refusal, and are disruptive or unsafe will not be tolerated. Assistant Principals will assess each individual situation and apply educationally sound interventions/consequences for violations of student code of conduct and ensure compliance with federal and state laws: Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), and Section 504.

### **Tier I**

Tier I offenses include student behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. An adult or staff member in the classroom manages these behaviors.

<b>Actions (not limited to)</b>	<b>Behavior</b>	<b>Management</b>	<b>Possible Interventions/Consequences</b>
<ol style="list-style-type: none"> <li>1. Not following classroom/school expectations</li> <li>2. Violation of the dress code</li> <li>3. Tardy</li> <li>4. Cell phone usage</li> <li>5. General derogatory comments</li> <li>6. General profanity and gesture</li> <li>7. Inappropriate drug/alcohol references (language, conversations, talking, joking, drawings, etc.)</li> <li>8. Failure to identify self when asked</li> <li>9. Loitering on school property</li> </ol>	<ol style="list-style-type: none"> <li>1. Refusal</li> <li>2. Refusal</li> <li>3. Refusal</li> <li>4. Refusal</li> <li>5. Disruption</li> <li>6. Disruption</li> <li>7. Disruption</li> <li>8. Refusal</li> <li>9. Refusal</li> </ol>	<ul style="list-style-type: none"> <li>• Tier 1 Student behaviors are managed in the classroom.</li> <li>• The staff member maintains a proper, accurate record of the offenses and disciplinary action.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal redirection</li> <li>• Compass</li> <li>• Alternative assignment</li> <li>• Withdrawal of classroom privileges</li> <li>• Conference with student privately (after class, during teacher detention, I-Time, during class if appropriate, etc.)</li> <li>• Teacher detention</li> <li>• Parent contact</li> <li>• Referral to School Counselor</li> <li>• Referral to CORE Team</li> </ul>

## Tier 2

Tier 2 offenses include student behaviors of such frequency or seriousness that the learning climate of the classroom is disrupted. These infractions, which usually result from the continuation of Tier I behaviors, require the intervention of personnel on the administrative level because the application of Tier I consequences/interventions has failed to correct the situation. Also included in this level are behaviors, which do not represent a direct threat to the health and safety of others, but the educational consequences are serious enough to require corrective action on the part of administrative team.

<b>Actions (not limited to)</b>	<b>Behavior</b>	<b>Management</b>	<b>Possible Interventions/Consequences</b>
<ol style="list-style-type: none"> <li>1. Continuation/repetition/escalation of Tier I behavior that impacts instruction</li> <li>2. Excessive Tardies to school or class</li> <li>3. Derogatory comments directed towards another individual</li> <li>4. Profanity or gesture directed towards another individual</li> <li>5. Cutting class/detentions</li> <li>6. Leaving an assigned area without permission or being in an unassigned area of the building</li> <li>7. Violation of the Honor Code</li> <li>8. Violation of the Acceptable Use Policy "AUP"</li> <li>9. Truancy, falsely calling in or forging Notes</li> <li>10. Parking/driving violations</li> <li>11. Bus conduct</li> </ol> <p>For the following, the student remains in class, and the teacher immediately calls the House Office</p> <ol style="list-style-type: none"> <li>12. Vandalism</li> <li>13. Theft</li> </ol>	<ol style="list-style-type: none"> <li>1. Refusal</li> <li>2. Refusal</li> <li>3. Disrespect</li> <li>4. Disrespect</li> <li>5. Refusal</li> <li>6. Refusal</li> <li>7. Refusal</li> <li>8. Refusal</li> <li>9. Refusal</li> <li>10. Refusal</li> <li>11. Refusal</li> <li>12. Refusal</li> <li>13. Refusal</li> </ol>	<ul style="list-style-type: none"> <li>● <b><u>Staff member completes referral form documenting the incident</u></b></li> <li>● The administrator meets with the student and/or teacher and affects the most appropriate response</li> <li>● The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>● The House Office informs the student, parent, and teacher of the action taken by the administrator.</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact by teacher</li> <li>● Administrative detention</li> <li>● Saturday detention</li> <li>● ISS</li> <li>● Bus suspension</li> <li>● Parking suspension</li> <li>● Referral to School Counselor</li> <li>● Restoration/restitution made by student</li> <li>● Parent conference</li> <li>● Referral to CORE Team</li> <li>● Behavior contract</li> <li>● Referral to outside agency</li> <li>● Referral to Truant Officer</li> <li>● Referral to law enforcement</li> <li>● Student removal from class (only for behavior that severely impacts instruction)</li> </ul> <p><b>Violation of the Honor Code also includes</b></p> <ul style="list-style-type: none"> <li>● Zero on the assignment</li> <li>● Notification to All National Societies</li> </ul> <p><b>Violation of the AUP may also include</b></p> <ul style="list-style-type: none"> <li>● Loss of computer and/or other technology privileges</li> </ul>

### Tier 3

Tier 3 offenses are student acts that are directed against persons or acts that warrant immediate intervention. These acts may require assistance from outside agencies including law enforcement. All Tier 3 behaviors/actions require staff to immediately contact the House Office to report the incident.

<b>Actions (not limited to)</b>	<b>Behavior</b>	<b>Management</b> All Tier 3 behaviors/actions require staff to immediately call the House Office to report the incident.	<b>Possible Intervention/Consequences</b>
<ol style="list-style-type: none"> <li>1. Continuation/Repetition/Escalation of Tier 2 behavior that warrants immediate intervention</li> <li>2. Smoking, chewing, and possession of tobacco products, including other nicotine delivery devices (School Board Policy JICH-Substance Use by Students)</li> <li>3. Possession of incendiary device (lighter, matches)</li> <li>4. Leaving campus without permission</li> <li>5. Unauthorized access</li> <li>6. Smoke bombs/stink bombs/fireworks, etc.</li> <li>7. Fighting</li> <li>8. Pulling a false fire alarm</li> <li>9. Possession of a dangerous instrument</li> </ol> <p>The following actions will be reported by the administration to the NH DOE.</p> <ol style="list-style-type: none"> <li>10. Bullying, Cyber-bullying, Threats, Harassment, Hazing, Intimidation, Taunting</li> <li>11. Assault</li> <li>12. *Possession of a Weapon(s) (School Board Policy JICI - Weapons on School Property)</li> <li>13. Arson</li> <li>14. Threats to the safety of the school (bomb threats, etc.)</li> </ol> <p>*Students are not permitted to bring “toy weapons” on school property due to the safety risks associated with toys that look like weapons and could endanger the school community.</p>	<ol style="list-style-type: none"> <li>1. Refusal</li> <li>2. Safety</li> <li>3. Safety</li> <li>4. Safety</li> <li>5. Safety</li> <li>6. Safety</li> <li>7. Safety</li> <li>8. Safety</li> <li>9. Safety</li> <li>10. Safety</li> <li>11. Safety</li> <li>12. Safety</li> <li>13. Safety</li> <li>14. Safety</li> </ol>	<p>Staff member completes referral form documenting the incident.</p> <ul style="list-style-type: none"> <li>● The administrator initiates consequences/interventions by investigating the infraction and conferring with student(s) and staff regarding the situation.</li> <li>● If contraband is involved, it will be confiscated and disposed of.</li> <li>● The House Office maintains a proper and accurate record of offenses and disciplinary action.</li> <li>● The administrator meets with the student to discuss the student’s misconduct and the resulting consequences/interventions.</li> <li>● The administrator notifies the parent of the action. The teacher is also informed of the administrative action.</li> <li>● A re-entry plan is developed.</li> </ul>	<ul style="list-style-type: none"> <li>● Temporary removal from class</li> <li>● Administrative detention</li> <li>● Saturday detention</li> <li>● ISS</li> <li>● OSS</li> <li>● Bus Suspension</li> <li>● Referral to School Counselor</li> <li>● Restoration/restitution made by student</li> <li>● Behavior contract</li> <li>● Referral to outside agency</li> <li>● Referral to CORE Team</li> <li>● Law enforcement officials are contacted</li> <li>● Re-entry meeting (may include one or more of the following: administration, member of the Student Assistance Team, parent, student, case manager, teacher)</li> <li>● Suspension from co-curricular activities</li> <li>● Expulsion</li> <li>● Loss of school privileges, including, but not limited to:               <ul style="list-style-type: none"> <li>- Parking</li> <li>- Early Release</li> <li>- Late Arrival</li> <li>- Attendance at school dances</li> </ul> </li> </ul>

## SUBSTANCE USE POLICY FOR THE KEENE SCHOOL DISTRICT

(For more information please reference Keene School District JICH – Substance Use by Students found on the SAU 29 website)

The Keene School District values and supports a safe environment free of alcohol, tobacco or other drugs (and drug paraphernalia) as part of our school culture. A student’s involvement with alcohol, tobacco or other drugs can negatively impact the student directly as well as his/her peers and the larger school community. The involvement in alcohol, tobacco or other drugs, and/or drug paraphernalia is prohibited on any school district property, in any district-owned vehicle, or in any other district approved vehicle used to transport students to and from school or district activities. This will also apply to any district-sponsored or district-approved activity, event or function regardless of location. Violations of this policy shall result in the Keene School District applying supportive discipline, which will include school disciplinary actions and may include legal ramifications. **All behaviors/actions related to the Substance Use Policy require staff to immediately call the House Office to report the incident. The student will be escorted from the classroom.**

### **Prescription/Over the Counter Medication**

Actions (not limited to)	Behavior	Management	Intervention/Consequences
1. Possession of non-controlled substances/over the counter medication	1. Safety	<ul style="list-style-type: none"> <li>● The staff member immediately notifies House Office.</li> <li>● The Administrator meets with the student and/or teacher and affects the most appropriate response.</li> <li>● The parent/guardian is notified.</li> <li>● The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>● The House Office informs the student and parent/guardian of the action taken by the administrator.</li> <li>● A re-entry meeting occurs.</li> </ul>	<ul style="list-style-type: none"> <li>● First offense - Administration and Health Office Intervention</li> <li>● Second Offense - 2 days OSS, referral to the Student Assistance Counselor, and re-entry/Planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Third Offense - 2 days OSS; assessment by the Student Assistance Counselor; student ineligible for any school related activities for 5 weeks (3 weeks may be waived if student participates in recommendations made by team); and a re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team. Additional consequences may apply.</li> </ul>

### **Paraphernalia**

**Students found to be in possession of paraphernalia that contains or has residue of an illicit substance will be held to the same disciplinary action as being in possession of such substances.**

Actions (not limited to)	Behavior	Management	Intervention/Consequences
1. In possession of paraphernalia	1. Safety	<ul style="list-style-type: none"> <li>● The staff member immediately notifies House Office.</li> <li>● The Administrator meets with the student and/or teacher and affects the most appropriate response.</li> <li>● The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>● The House Office informs the student and parent/guardian of the action taken by the Administrator.</li> <li>● Law enforcement/SRO are notified</li> <li>● A re-entry meeting occurs.</li> </ul>	<ul style="list-style-type: none"> <li>● First offense: Administrative intervention and referral to Student Assistance Counselor</li> <li>● Second offense: Administrative intervention and re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Future offenses will result in additional interventions/consequences. This may include loss of privileges, ISS, and/or OSS.</li> </ul>

### Possession of Controlled Substance/Alcohol

Actions (not limited to)	Behavior	Management	Intervention/Consequences
<p>1. In possession of a controlled substance and/or alcohol</p> <p>2. In possession of paraphernalia that contains or has residue of illicit substance</p>	<p>1.Safety</p> <p>2. Safety</p>	<ol style="list-style-type: none"> <li>1. The staff member immediately notifies House Office.</li> <li>2. The Administrator meets with the student and/or teacher and affects the most appropriate response.</li> <li>3. Law enforcement/SRO are notified.</li> <li>4. An investigation is conducted.</li> <li>5. A search is conducted.</li> <li>6. The parent/guardian is notified</li> <li>7. The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>8. The House Office informs the student and parent/guardian of the action taken by the Administrator.</li> <li>9. A re-entry meeting occurs.</li> </ol>	<ul style="list-style-type: none"> <li>● First offense: 2 days OSS and 3 days ISS, referral to the Student Assistance Counselor, and re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Second Offense: 3 days OSS and 4 days ISS; assessment by the Student Assistance Counselor; student ineligible for any school related activities for 5 weeks (3 weeks may be waived if student participates in recommendations made by team); and re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Third Offense: 5 days OSS and referral to the Principal and/or referral to the Superintendent for additional consequences and/or possible expulsion.</li> </ul>

### Under the Influence

Actions (not limited to)	Behavior	Management	Intervention/Consequences
<p>1. Under the influence of a controlled substance and/or alcohol</p>	<p>1.Safety</p>	<ol style="list-style-type: none"> <li>1. The staff member immediately notifies house office.</li> <li>2. The Administrator meets with the student and/or teacher and affects the most appropriate response.</li> <li>3. Law enforcement/SRO are notified.</li> <li>4. An investigation occurs.</li> <li>5. A search is conducted.</li> <li>6. The parent/guardian is notified</li> <li>7. The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>8. The House Office informs the student and parent/guardian of the action taken by the Administrator.</li> <li>9. A re-entry meeting occurs.</li> </ol>	<ul style="list-style-type: none"> <li>● First offense: 2 days OSS and 3 days ISS, referral to the Student Assistance Counselor, and re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Second Offense: 3 days OSS and 4 days ISS; assessment by the Student Assistance Counselor; student ineligible for any school related activities for 5 weeks (3 weeks may be waived if student participates in recommendations made by team); and re-entry/planning meeting with parent/guardian, student, and members of the Student Assistance Team.</li> <li>● Third Offense: 5 days OSS and referral to the Principal and/or referral to the Superintendent for additional consequences and/or possible expulsion.</li> </ul>

## Sale of or Distribution of Drugs/Substances

Actions (not limited to)	Behavior	Management	Intervention/Consequences
1. Sale of and/or distribution of drugs/substance	1.Safety	<ol style="list-style-type: none"> <li>1. The staff member immediately notifies House Office.</li> <li>2. The administrator meets with the student and/or teacher and affects the most appropriate response.</li> <li>3. Law enforcement/SRO are notified.</li> <li>4. An investigation occurs.</li> <li>5. A search is conducted.</li> <li>6. The parent/guardian is notified</li> <li>7. The House Office maintains a proper and accurate record of the offense and the referral form action.</li> <li>8. The House Office informs the student and parent/guardian of the action taken by the Administrator.</li> <li>9. A re-entry meeting occurs.</li> </ol>	<ul style="list-style-type: none"> <li>● OSS indefinitely</li> <li>● Report to Law Enforcement/SRO</li> <li>● Referral to Principal</li> <li>● Referral to Superintendent</li> <li>● Expulsion</li> </ul>

### Intervention Definitions

**Intervention** refers to the action(s) taken or recommended by the Administrative Team and/or Student Assistance Team that work closely with students, school staff, and parents in an effort to:

- Prevent/change the behavior
- Reduce the number of violations of the Student Code of Conduct among students
- Enhance the factors that help protect students from risks taking behavior that violate the Student Code of Conduct

**Compass** provides an immediate response to a behavior, a space for de-escalation and to process, problem solve, and to reinforce self-regulation skills.

**Student Assistance Counselor** provides substance use assessments, individual and group counseling services, school-wide prevention and education for students, and referral and follow-up with students and families needing substance abuse treatment or mental health services in the community.

**Referral to Student Assistance Counselor** can be made by anyone, including self-referrals, teachers, administrators, school counselors, coaches, staff, parents, friends, or anyone else who is concerned about a student's possible substance use.

**Assessment by the Student Assistance Counselor** is a face-to-face meeting between the student and the Student Assistance Counselor where the counselor gathers information about the student's substance use history, emotional health, and family, social, legal, and school involvement. Based on the needs identified in the assessments, the Student Assistance counselor makes recommendations, which may include but are not limited to, education, family involvement, treatment, treatment planning, and/or referral.

**Student Assistance Team (SAT)** includes, but is not limited to, the Personal Counselor, School Counselors, Student Assistance Counselor, School Resource Officer, School Nurse, and members of the administration team. Members of this team are engaged in a positive, problem solving approach to interventions that focuses on the academic, social, and emotional growth of all students.

**Confidentiality** All substance use related services at Keene High School are confidential. A student's substance use records are protected under federal law (42 CFR Part 2) that is designed to protect the student's right to privacy and prohibits the disclosure of any substance use information without the student's written consent, unless the student was threatening to harm him/herself, or harm someone else.

**Re-entry/Planning Meeting** will be scheduled when a Tier 3 intervention/consequence is necessary. The student, parents/guardians, School Counselor, Administration, and if appropriate other members of the SAT meet to:

- review violation(s)
- review recommendations
- develop a plan
- develop a timeline for follow-up and progress review

The student may invite a staff member of his/her choosing as an advocate/support.

**Teacher Detentions** are Tier One interventions given by the classroom teacher. Prior to a teacher detention the teacher will have worked to redirect the behavior through a variety of classroom management strategies. The student is required to serve time after school with that teacher at the teacher's convenience; 24-hour notice is expected. Students are given one day's notice to arrange schedules and transportation. The length of time is solely at the discretion of the classroom teacher. If a student does not serve the teacher detention, additional consequences may be assessed.

**Administrative Detentions** are used as a Tier Two intervention. Students must arrive on time at 2:30 pm and stay until 3:45. Students who arrive after 2:30 pm will be referred back to their House Office. Students are to bring work with them, sign in, take their seat, and work quietly and individually. If students are sleeping, talking or being unproductive, they will be asked to leave and additional consequences will be assessed. Detention takes priority over any other school activities including sports, extracurricular clubs, work and driver's education. If students are absent on the assigned day, they should report to their House Office to reschedule on the first day they return to school.

**Saturday Detention** is used as a Tier 2 and Tier 3 intervention. Saturday Detention runs from 8AM - 11AM and is held in the cafeteria

Students must:

- Arrive on time
- Remain in Saturday Detention for the duration of 3 hours.
- Bring plenty of schoolwork, reading materials (books/magazines/newspapers) etc., writing materials, artwork, project materials or puzzles to keep busy for the 3 hours.
- Remain quiet and working for the duration of the 3 hours

Students will receive a 5-minute break every 35 minutes and must stay in in the cafeteria lobby only. Students may receive additional consequences if they:

- Do not come with something to do
- Are late or do not attend
- Are disruptive in any way
- Sleep or listen to MP3 Players/IPods/IPhones/cell phones/music or personal devices.
- Do not adhere to the Dress Code

**In School Suspension (ISS)** is used as a Tier 2 and Tier 3 intervention. ISS may include, but is not limited to, students participating in:

- Educational materials and research
- Self-Reflection and goal setting
- Make-up work for missed class time and homework
- Meetings with members of the Student Assistance Team

In ISS students must fulfill the following requirements:

- Report to their respective House Office at the start of each day for attendance
- Bring all necessary assignments, books, and study material with them each day

Students will be allowed limited bathroom breaks and will eat their lunch under ISS supervision. There will be no communication between students. No notes, hand signals, talking, or other disruptive behavior will be allowed. Students may not use iPods/MP3 or CD players; no food, candy, drink (except water) is allowed; there is no sleeping or leaving early for any reason. Students who can't control their behavior in ISS could be subject to the next level of discipline.

**Out of School Suspension (OSS)** Students on out-of-school suspension (OSS) are not allowed on any school grounds or permitted to attend any school related or school sponsored activities These include, but are not limited to, home or away athletic events, events sponsored by clubs, prom or other dances, senior activities that include commencement and senior week activities, either as a participant, observer, or guest. Make-up work is the responsibility of the student. Students will be permitted one day for each day of suspension to complete make-up work. Students are encouraged to stay after school to make up work.

**Co-Curricular Activities** are defined as any school sponsored activity. Examples may include but are not limited to, clubs, athletics, field trips, dances, and athletic events, either as a participant or spectator.

**Keene School District's Reservation of Rights** The Keene School District reserves the right to bring suit against any person responsible for disrupting the school by making bomb threats, causing a false fire alarm, or otherwise interrupting instruction. The district will seek restitution and other damages permitted by law.

**Discipline Appeals Procedures** Administrative actions that include warnings, directives, restitution, detentions, ISS, etc., cannot be appealed. Out-of-school suspensions may be appealed on the basis of due process. When such scenarios occur, the student or parent must appeal to the Principal in writing. This is an opportunity for the student to provide new information to be considered, if any, and/or for the Assistant Principal to affirm the due process procedure. Once due process has been established, an appeal is not permitted. The Principal is the ultimate authority in building-based disciplinary matters, and thus, administrative actions by the Principal may not be appealed.

**Discipline and Due Process Rights of Students** There shall be the following levels of discipline available to school officials enforcing RSA 193:13, D1-4 of the New Hampshire Education Laws Annotated and Keene School District Policy relative to the suspension and expulsion of pupils in a safe school zone.

1. A suspension for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school shall be considered a short-term suspension and shall be administered by the Superintendent or designee for a period not to exceed 10 school days;
2. A suspension for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of an air soft, pellet, or BB gun or rifle under RSA 193:13, II shall be considered a long-term suspension and shall be administered by the School Board or designee in order to continue the short-term suspension for a period in excess of 10 school days.

**“Weapon” means:**

1. A firearm to include in addition to a pellet, BB gun or rifle, any object prohibited, licensed, or requested under RSA 159;
2. A knife, utility tool, and/or any other substance or object which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing serious injury.

In a short-term suspension of a student, (10 days or less) the student shall be entitled to the following due process:

- The Assistant Principal or Principal shall inform the student of the purpose of the meeting.
- An oral or written notice of the charges and an explanation of the evidence against the student will be provided.
- The student will receive an opportunity to present his/her side of the story.
- A written statement will be provided to the student and at least one of the student's parents or guardian, explaining any disciplinary actions taken against the student.

In a long-term suspension of a student (11-20 days) written communications to the student and at least one of the student's parents or guardian shall be provided and delivered in person or by mail to the student's last known address. The written communication will contain the following:

- The specific charges and evidence against the student
- The Superintendent's written or oral recommendation for student action to correct the discipline problem
- A written decision which includes the legal and factual basis for the conclusion that the student should be suspended

The student will receive a hearing in accordance with Ed 317.04(d)(3)g; if the hearing was conducted by the School Board's designee, the decision may be appealed to the local board under RSA 193.13, I; and if the school board conducted the hearing, the decision may be appealed to the state board. After a hearing, the Superintendent, the Assistant Superintendent(s) and/or the Principal shall have the authority to extend a short-term suspension to 20 school days.

In an expulsion of a student by the School Board, due process shall be afforded the student, and a formal hearing shall be held before any expulsion is decided. The hearing shall provide an opportunity to address the written charges against the student, an opportunity to be represented by counsel at parent/guardian's expense, and an opportunity to question witnesses.

Any student who brings or possesses a firearm as defined in Section 921 of Title 18 of the U.S. Code in a Safe School Zone as defined in RSA 193 D: 1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. However, the superintendent is authorized by local board policy to modify the expulsion requirement on a case-by-case basis.

## Regulations

**Title IX Compliance Statement:** The Keene School District receives federal financial assistance. In order to continue receiving such federal financial assistance, this school district will not discriminate in educational programs, activities or employment practices on the basis of race, language, sex, age or handicapping condition, under the provisions of Title IX of the 1972 Educational Amendments: Section 504 of the Rehabilitation Act of 1973. Complaints regarding compliance with Title IX regulations should be submitted in writing to the Title IX liaison for N.H. School Administrative Unit 29, the Director of Human Resources, SAU 29, 193 Maple Ave., Keene, NH. Complaints regarding compliance with the Rehabilitation Act of 1973-Section 503 should be submitted in writing to the Director of Special Education, SAU 29, 193 Maple Ave., Keene, NH.

**Equal Opportunity:** Keene High School is an equal opportunity employer and is nondiscriminatory in their course and extracurricular offerings. Anyone who feels s/he has been a victim of discrimination should file a written report, detailing the complaint within five (5) school days to the building principal.

**Nondiscrimination Statement:** The Keene School District does not discriminate in the administration of its admissions and educational programs, activities or employment practices on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status. This statement is a reflection of the Keene School District and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII or the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1975
- N.H. Law against Discrimination (RSA 354-A)
- State Rule: Ed. 303.01 (i), (j), and (k)

Any person having inquiries concerning the Keene School District's compliance with the above mentioned laws may contact the Director of Human Resources, SAU 29, 193 Maple Ave., Keene, New Hampshire 03431, (603) 357-9007. Inquiries may also be directed to the U.S. Department of Education, Office for Civil Rights, Region I, J. McCormack Post Office and Courthouse Building, Room 222, Boston, MA 02109-4557, (617) 223-9696. Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Government Center, Boston, MA 02201, (607) 565-3200; NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767.

**Pupil Harassment/Bullying/Hazing** (For more information please reference Keene School District JICK –Pupil Safety and Violence Prevention-Bullying Policy found on the SAU 29 website)

Bullying means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which physically harms another pupil or the pupil's property; causes emotional distress to the pupil; interferes with the pupil's educational opportunities; creates a hostile educational environment; or substantially disrupts the ordinary operations of the school. Keene High School is committed to providing a safe school environment in which the members of the school community are treated with respect. "Bullying" interferes with this proper school environment. Accordingly, Keene High School follows a procedure intended to minimize and prevent bullying by dealing with such acts physical or mental abuse and/or publicly embarrasses or humiliates the student.

**Cyber-Bullying:** Cyber-bullying means conduct defined in the previous paragraph, yet enabled by electronic or telecommunication devices. The policies of Keene High School regarding these situations are the same as above and will follow the NH Pupil Safety and Violence Prevention Act, RSA 193-F:3-10.

**Sexual Harassment:** No student should be made to feel uncomfortable because of remarks or touching directed to or about the student in a way that is offensive. "Sexual harassment." is described as, but not limited to the following:

- a. Sexually-oriented teasing or kidding
- b. Derogatory gender-based or sexually suggestive humor
- c. Graphic comments about a person's body
- d. Sexually suggestive objects or pictures in the school environment, which serve a derogatory purpose
- e. Unwelcome touching of a sexual nature such as patting, punching, or frequent brushing up against another's body
- f. Subtle or direct pressure for sexual activity
- g. Demands for sexual favors accompanied by implied or direct promises or threats that submission or rejection will affect any decision concerning the status of the harassed person

Students are encouraged to discuss such harassment, whether by a peer or an adult, with their parents and/or school personnel such as a teacher, counselor or administrator with whom the student feels comfortable. A copy of Keene School District Policy #JBAA on sexual harassment can be obtained online through the Keene School District's policies site, or by request through the student's House office, the Main Office, or by contacting the Director of Human Resources, SAU 29, 193 Maple Avenue, Keene, NH 03431, (603) 357-9002.

### **Reporting Child Abuse**

State law requires that school officials, the school nurse, teachers, and counselors report to the Division of Children and Families any reason to suspect that a child has been abused or neglected.

### **Access to Students' Records**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents and eligible students will have access to educational records maintained by the district, including the right to inspect and review educational records and to request their amendment to ensure that the records are not inaccurate, misleading, or in violation of a student's privacy or other rights. A request for access must be made in written form to the Principal, House Administrator, Student Services Administrator, or Director of Athletics. Under FERPA, a school must provide access within 45 days of the request.

### **Pledge of Allegiance**

The Pledge of Allegiance will be facilitated by the Administration, or designee(s), at designated times during school or school sponsored events, either on or off campus. While participation is voluntary, there is an expectation for the removal of hats and that participants or non-participants will stand or sit quietly.

### **Photo/Video Waiver**

Periodically, N.H. Administrative Unit 29 publishes printed material, prepares PowerPoint presentations, and updates websites and other social media that may use photographs, and/or video of students in a classroom or school setting. **Names of students are not used except to celebrate achievement.** If you do not want your child's photo used, please notify the principal of your child's school.

### **Deliveries**

We will only accept the following items for students:

- Academic items such as texts, projects, etc.
- Sports equipment
- Lunches
- Envelopes containing money for student lunches

We will not accept deliveries of flowers, balloons, restaurant food, or coffee for students.

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29  
THE SCHOOL DISTRICTS OF CHESTERFIELD,  
HARRISVILLE, KEENE, MARLBOROUGH, MARLOW,  
NELSON, WESTMORELAND

**NOTIFICATION OF RIGHTS UNDER "FERPA"**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 14 days of the day the District receives a request for access.

Parents or eligible students should submit to the appropriate school principal a written request that identifies the record(s) the parent or eligible student wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may request the school district amend a record that is believed to be inaccurate or misleading. The parent or eligible student should write the appropriate school principal, clearly identify in such letter the part of the record which is believed to be in need of change, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory information is not published by the school districts of SAU 29 except as it may occur in school formats such as yearbooks, award announcements, school newsletters, programs/bulletins published for athletic or other co-curricular events, and similar achievement-oriented publications. A parent or eligible student who objects to a student's directory listing in such publication should contact the building principal or the Superintendent of Schools in writing by September 20 of the school year. In addition, federal laws require school districts to release names, addresses and telephone listings of secondary school students to United States Armed Forces recruiters unless a parent or eligible student directs the school district in writing not to disclose such data to armed forces recruiters. Such direction must be submitted in writing prior to release of information to the recruiter.

*Robert H. Malay*

*Superintendent of Schools*  
EEO/EEO

N.H. SCHOOL ADMINISTRATIVE UNIT 29  
CHESTERFIELD, HARRISVILLE, KEENE,  
MARLBOROUGH, MARLOW, NELSON,  
WESTMORELAND

**CHILD FIND**

In accordance with Public Law 108-446, the individuals with Disabilities Education Act (IDEA), the school districts of Chesterfield, Harrisville, Keene, Marlborough, Marlow, Nelson, and Westmoreland are required to seek and identify children with disabilities, ages birth through 21, including children placed in private schools, charter schools, and home school settings.

If you know of a child who may be in need of special education services, please contact the Director of Special Education, 193 Maple Avenue, Keene, New Hampshire (Telephone: 357-9001).

*Robert H. Malay*  
*Superintendent of School*  
EEO/EEO

# Academics

## Bell Schedule

*Students arriving prior to 7:20 am are asked to wait in the cafeteria/north lobby or the library. Students may not be in classrooms without supervision by an adult.*

Regular School Day	Early Release Day	Delayed Opening Schedules One Hour Delay	Delayed Opening Schedules Two Hour Delay
First Bell 7:20 am Block 1 7:25 - 8:45 Advisory/I-Time 8:50 - 9:31 Block 2 9:36 - 10:55 Block 3 11:00 - 12:54 Block 4 12:59 - 2:18	First Bell 7:20 am Block 1 7:25 - 8:18 Block 2 8:23 - 9:16 Block 3 9:21 - 10:14 Block 4A 10:19 - 10:39 Block 4B 11:39 - 11:02 Block 4C 11:02 - 11:25 Block 4D 11:25 - 11:48 No Advisory or I-Time	<b>Advisory or I-Time will take place</b> Block 1 8:25 -9:15 Advisory/I-Time 9:20 – 10:02 Block 2 10:07 – 10:55 Block 3 11:00-12:54 Block 4 12:59-2:18 All Cheshire Center 1 <sup>st</sup> and 2 <sup>nd</sup> block sending school cancelled. Advisory or I-Time will take place.	Block 1 9:25 - 10:08 Block 2 10:13– 10:55 Block 3 11:00-12:54 Block 4 12:59-2:18  All Cheshire Center 1 <sup>st</sup> and 2 <sup>nd</sup> block sending school cancelled. No Advisory or I-Time.

**Grading System:** The grading system records and reports students' achievements in their studies. The grading rationale used in a class will be presented to students as part of the teacher's class prospectus. It will also be available to parents during Open House sessions, in PowerSchool, or in electronic format upon request. Letter grades are used to indicate the degree of achievement. Pluses and minuses indicate gradations within each category.

SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	FAILING
98-100 A+	89-91 B+	80-82 C+	71-73 D+	Below 65 F
95-97 A	86-88 B	77-79 C	68-70 D	<b>Physical Education</b>
92-94 A-	83-85 B-	74-76 C-	65-67 D-	“MED” = Medically Excused

**End of Semester/Year Final Exams:** All students are expected to attend school for the entire 180 days and take all exams/assessments as scheduled. The final exam/assessment activity will count for 10% of the final grade.

**Grading Periods, Progress Reports, and Report Cards:** The year will be divided into two semesters, each approximately ninety days. Therefore, the end of the first semester may change if there are snow days or other cancellations of the regular school day. The dates for progress reports and quarter grade reports may also have to be altered slightly to accommodate changes in the semester schedule. See the calendar for tentative dates during this school year.

**Classes that Meet for One Semester Only:** Printed grade reporting will include: two progress reports, two-quarter grade reports, the final exam/assessment grade, and the final grade. The final grade will be calculated from two-quarter grades (at 45% each) and the final exam/assessment grade (at 10%).

**Classes that Meet for the Full Year:** Printed grade reporting will include: four progress reports, fourth-quarter grade reports, the final exam/assessment grade, and the final grade. The final grade will be calculated from four-quarter grades (at 22.5%) and the final exam/assessment grade (at 10%).

**Honor Roll:** To be on honor roll, students must achieve a grade point average of 3.0 (with no grade lower than a C) for regular honors and 3.7 (with no grade lower than a B) for high honors, based on a four-point scale. Students must be enrolled in at least three blocks per semester to be eligible.

**Graduation Requirements:** A Keene High School diploma is issued to students upon successful completion of all graduation requirements. Credits are awarded upon a student's successful completion of course and attendance requirements. For more information regarding graduation requirements please refer to the *Program of Studies*.

**Early Graduation Requirements:** Students interested in applying for early graduation must apply at least one semester prior to their requested graduation date (ie: by January for June graduation, by June for January graduation). Applications and the early graduation checklist are available in the school counselor's office. Keene High School encourages and values a 4-year high school plan. Each year provides a unique opportunity for students to take courses that reflect their abilities and interests, and prepares them to be college and career ready (please see page 9 in the Program of Studies). We also believe that a 4-year plan helps cultivate the academic, civic, and social growth to empower all students to become contributing members of the global community.

**Program of Studies/Course Selection Process:** The Program of Studies specifically answers questions about academic courses, the selection process, course prerequisites, and other academic issues.

### Advisory/I-Time

**Advisory:** The purpose of Advisory is to create a cohesive, ongoing community of learners and to provide all students with a connection to a staff member who will guide and support them with their academic, personal, and social growth. Students will be rated based on attendance and participation, and may earn .25 credit per year.

**I-Time:** The purpose of I-Time is to provide each student the opportunity for remediation, intervention, and enrichment, based on individual needs in order to become college and career ready. The focus will be academic in nature. Students will be rated based on attendance and participation, and may earn .25 credit per semester.

### Course and/or Schedule Changes

With serious effort from students, parents, teachers, and counselors, courses selected will be the correct ones, and the alternatives selected will also be valid options for the student if substitutions need to be made. Once the master schedule is in place, it will be very difficult to make changes without negatively impacting other students and teachers. Therefore, course changes will not be made unless one of the following criteria is evident:

- Failure to attain a prescribed grade in a prerequisite course
- Failure to receive the appropriate grade in summer school
- Prerequisite course has been completed with the appropriate grade in summer school
- A teacher initiates a change because a student is over or under placed in a course
- An emergency situation exists which requires a change to be made

### Course Withdrawal

Once the school year starts, the student may not initiate schedule changes. If a teacher determines that a student is inappropriately placed in a course and the student has met all the expectations (i.e., seeking extra help, completing all assignments and makeup work), the teacher will contact the student's parents, School Counselor, and the department chairperson. If the proposed schedule change is determined to be warranted, the *Change of Schedule Form* will be completed by the teacher, counselor, and parents and referred to the student's house administrator for approval. If the withdrawal takes place after the first progress report of the marking period a withdrawal grade (W/P) for passing or (W/F) for failing will be assigned and become part of the student's permanent record.

### Campus Plan and Eligibility

Campus Plan is a privilege extended to juniors and seniors with good academic, attendance, and disciplinary records. Eligible students must complete an application, receive administrative approval, and display a valid sticker on their student ID. To be eligible for campus students must be juniors or seniors with at least a 3.0 GPA at the end of the preceding grading quarter. Academic status will be reviewed at the end of each quarter. The administration reserves the right to deny a student campus privileges, if in its judgment, the student has not demonstrated appropriate maturity, responsibility, and/or behavior. For example, but not limited to, those students involved in academic dishonesty will have such privileges removed and/or students who have outstanding administrative fee balances. During the day, campus eligible **seniors** may choose to report to the library, courtyard, campus area of the cafe, or Cheshire Room during lunch or unstructured time. Eligible **juniors** may choose to report to the library, courtyard, campus area, or Cheshire Room during lunchtime. **Juniors** are expected to have 8 credits and should not be scheduled for unstructured time. **Students are not permitted to leave school grounds and must be in one of the assigned areas unless they have early release or late arrival.** Students who violate any of the campus guidelines concerning behavior, grade average, or attendance may be removed from the Campus Plan and assigned to study hall.

### Early Release/Late Arrival

If a senior meets the requirements of Campus (Plan/Eligibility), and if Campus appears in the student's original schedule issued on the first day of school, seniors with parental permission, may be off school grounds during block one or four. Students, who believe they qualify for Early Release/Late Arrival, should obtain and complete an Early Release/Late Arrival Approval Form. Forms are available in House Offices. **Students on Early Release or Late Arrival must sign in each day.** Furthermore, students on Early Release/Late Arrival agree to not be on school property before the end of block one or after the start of block four. If a student on Early Release/Late Arrival needs to be in school during block one or four, s/he must have administrative approval and sign in. Failure to follow these requirements may cause to forfeit approval of Early Release/Late Arrival. Students who violate any of the guidelines concerning behavior, grade average, attendance, or who owe or accrue outstanding balances, may be removed from Campus Plan and /or Late Arrival/Early Release and assigned to study hall.

### Transfer/Withdrawal from School Procedure

Please contact your child's House Office to secure the proper forms and procedures required to correctly withdraw or transfer a student from Keene High School. All matters pertaining to balances due and school-issued materials must be remedied before a student's record can be released to another agent, institution, or to the student or parent/guardian.

### Disclosure of Information to the Military

No Child Left Behind legislation requires school districts to provide directory information to military recruiters. Directory information includes a student's names, address, and telephone number. If you do not want KHS to give out this information, please contact the Principal in writing prior to September 30<sup>th</sup>. Military recruiters will be provided rosters after September 30<sup>th</sup> of each school year. Parents are provided with this procedure in the September edition of the *Blackbird Beacon*.

### Driver Education

Driver Education is offered through Keene Community Education. For more information, contact them at (603) 357-0088. Payment fees are due at time of registration.

## Awards and Scholarships

Over eighty-five scholarships are given out each June. Applications are made available to students in mid-March in the Main Office. These scholarships and awards may have unique qualifiers for applicants. Eligibility for awards and scholarships may be impacted by a student's involvement in academic dishonesty.

## Student Support Services

**Library Services:** The mission of the Drew Library is to support the school's curriculum, stimulate an interest in reading, and help students to become self-directed critical thinkers who access, evaluate, and use information to research, collaborate, and create. The library media center is open Monday through Friday from 7:00 am to 5:30 pm. The library supports the school's academic programs by offering materials that are curriculum connected; the library also provides many books for pleasure reading. In addition to books, magazines, newspapers, and eBooks, the collection also includes equipment such as photo cameras, video cameras, laptops, iPads, iPods, mp3 players, flash drives, external hard drives, and nook e-readers. Students may check out up to 10 items at a time. Students may use the library computers to conduct research, word process, and create multimedia presentations. Students receive overdue notices via their school email account. If the materials are not returned within two weeks after the overdue notices are sent, students' names are forwarded to their House Offices for disciplinary action until the lost or damaged items are returned, paid for, or worked off in the library. The library website provides links to our online catalog, databases, eBooks, program instructions, monthly reading recommendations, and videos. Access the library website via the link on the KHS website.

**School Counseling Services:** The major objective of the School Counseling Services Department is to help students and parents make informed decisions regarding personal, educational and career goals. Every student is assigned a School Counselor. However, students and parents have the ultimate responsibility for deciding life goals. In addition, a Personal Counselor, Student Assistance Counselor, and School Adjustment Counselor is available to support students with personal and substance use issues. A Co-op and Career Advisor, located in the Cheshire Career Center, supervise all co-op students and provide information for students desiring part-time employment.

**Health Services:** Health Services are provided to help students achieve an optimum level of academic success by maintaining a high level of health and wellness. The school nurses are available for health counseling with parents and teachers as well as students.

**PRESCRIPTION AND NONPRESCRIPTION MEDICATION:** If prescription or nonprescription medication will be taken during school, it must be kept in the Health Office. Students are NOT permitted to transport medications to or from school, either on their person, in their vehicles, or by bus. Medications to be administered during school must be brought to the Health Office by the parent/guardian and require authorization by a physician, nurse practitioner, or physician's assistant.

**Immunizations:** NH state law requires that all children be immunized prior to entrance to school unless exempted for health or religious reasons. • Tetanus booster (Tetanus toxoid containing vaccine) - documentation is required if it has been 5 years or more since the last Tetanus-toxoid containing vaccine. (One time dose of Tdap) • Varicella (Chickenpox) Vaccine - documentation of disease or one dose of Varicella Vaccine; two doses if first dose was administered after 13 years of age • Hepatitis B Vaccine - required if born after 1/1/93; three doses needed at acceptable intervals. Please forward documentation of these and any immunization boosters that your child receives during the year to the Health Office. If your child is not in compliance with the NH state immunization law he/she will be excluded from school until requirements are met.

Vision and hearing screenings will be conducted for students in grade 9 and for any referrals made by parents or teachers.

Students injured at school must report to the health office. The school nurses provide first aid. In case of accident or injury requiring further medical attention, a parent or guardian will be contacted and advised to take the student to his/her own physician or the hospital emergency room. It is the policy of the Health Office not to transport students.

Students who are to be excused from physical education due to a health condition must provide the Health Office with an official note from their physician.

**Special Education:** The Special Education Department has the following alternative education programs to support student learning: Social Skills Collaborative, LD Collaborative, Life Skills Collaborative, North Campus, and Learning Lab. Decisions to place students in these programs are made in accordance with special education regulations through the special education team meeting process.

**Food Service:** Keene Food Services offers both breakfast and lunch programs every day. Below you will find the prices and information for the 2017-2018 school year.

	Daily	Weekly	Monthly
Full Lunch (includes beverage)	\$2.90	\$14.50	\$58.00
Reduced Lunch	\$ .40	\$ 2.00	\$ 8.00
4oz Juice	\$ .30	\$ 1.50	\$ 6.00
8oz Milk	\$ .50	\$ 2.50	\$10.00
Full Breakfast	\$1.35	\$ 6.75	\$27.00
Reduced Breakfast	\$ .30	\$ 1.50	\$ 6.00

All Keene schools have computerized food service operations. Every student is given a numerical PIN number, which they enter as they go through the cafeteria line. If you do not wish your child to participate in the School Meals Program you must notify us at 603-357-9011. You are responsible for all charges on your child's account. Please stress to your child not to give their pin number to anyone. Parents are encouraged to pay for meals on a monthly basis. All checks should be made payable to "Keene Food Services" and include your child's first and last name and pin number in the memo section of the check. Payments sent in with your child will be handed in as your child goes through the lunch line and will be posted by the staff into the individual student's account. Online payments are the safest method. You may register to monitor your child's account and make payments online at [www.paypams.com](http://www.paypams.com). PayPams allows you to view your child's purchases as well as sign up for reminder emails when their account is getting low on funds. Registration for PayPams is free. Students will be able to purchase a la carte items as well as the main meal unless you notify us in writing that you want their account restricted.

For students who received free or reduced price meals last year, it will be necessary to re-apply by October 5, 2017 for the 2017-2018 school year. **If you do not reapply, on October 5th, your child will revert to a PAID status and you will be responsible for all charges on your child's account until you have reapplied and been approved for free or reduced meals.** The program is **NOT** retroactive. Applications will be sent home on the first day of school and can be returned directly to the Keene Food Services Office at 77 Arch Street, Keene, NH 03431 or you can download an application at [www.keenefoodservices.com](http://www.keenefoodservices.com). You will be notified by mail as to the determination of the application. We urge all who believe they may be eligible to apply. If you need assistance with this process, please call the student's House Office. Monthly menus and other information regarding Keene Food Services can be found on our website [www.keenefoodservices.com](http://www.keenefoodservices.com). If your child has a balance due of \$(20.00) or more, s/he will no longer be permitted to make ANY purchases.

**Use of School Phones:** House Offices have telephones available for student use. Students should use these phones between classes and during lunch periods, not during class time. Classroom phones should not be used without permission. Refer to the Cell Phone information in this handbook.

**Lockers:** It is the responsibility of each student to maintain the security of his/her locker by not giving his/her combination to any other person. The school provides locker facilities but assumes no liability for lost items. Report any security violation or damage immediately to your Assistant Principal. Students are expected to use lockers prior to Block 1, during class passing time, and at the end of the school day. All lockers are to be kept in an orderly manner. Students are expected to use the locker assigned to them.

## Security

**School Resource Officer:** Keene High School has a School Resource Officer (SRO) on premises. The SRO is a sworn law enforcement officer assigned to our campus to assist in matters of safety or when legal issues develop that may require the intervention of a police officer. It is specifically noted that an SRO, while complementary to a school or district, remains and retains the status of a law enforcement officer when carrying out his/her duties. Likewise, while a school administrator or staff member may assist or communicate with the SRO or other law enforcement officers, administrators and staff are not law enforcement agents. While an SRO may be an agent of the school or district, administrators and other school staff are not agents of law enforcement.

**Student Identification Cards (ID's):** All students are issued an identification card (ID) annually. **Students must carry their ID in school at all times and make them available to staff upon request.** ID cards are used to verify student identity, check out library materials, and to attend school functions; they are required for students on campus plan, late arrival, or early release. Students who purposely switch identities during the ID picture process will receive disciplinary action and lose all above-stated privileges.

**Security Cameras:** Be advised that Keene High School is equipped with a video monitoring system. Video monitoring is taking place throughout the inside of the building, exterior of the building, and parking lots. Video records are considered student records, and while their access may be made available under FERPA regulations, such records may be limited due to the presence of other students in the same recording.

**After Hours:** Students may be in the building after school day hours of operation if they have a legitimate purpose, as determined by an Administrator. Students may not loiter in the hallways and need to be working in a classroom with a staff member, in the library, or remain at or near the main entrance. Students should be picked up after school only at the main entrance.

**Student Searches:** The administration has the legal authority to conduct searches of lockers and all other school-issued equipment, backpacks and the contents therein; carry-alls, purses, and containers or carrying devices and the contents therein; vehicles and students for reasonable cause. See Keene School District policies JIH; JIHB.

**Emergency Drill Procedures:** Throughout the year Keene High School conducts fire drills in accordance with state law. Additionally, there may be a need to evacuate the building in case of a disaster or drill. KHS has extensive emergency plans that cover most anticipated emergency situations and evacuations. These plans are practiced and reviewed yearly, updated, and practiced by all students and staff.

In the event of a fire or other disaster, it is imperative that students follow the directions of their teachers and administrators. Non-compliance with staff directive(s) during a drill or emergency situation has serious implications. During any fire drill or actual event, students should leave the building quickly through the exit indicated on the map posted in every classroom. Students must remain with their group at all times. Staff will take attendance.

In the event of a major disaster, students will be evacuated to an assembly area. If an evacuation does occur, the public information officer, as part of our Incident Command system, will use all appropriate means to effectively communicate with families of our students and various constituents and agencies. As part of any reunification procedure, parents or guardians will be required to show ID in order to pick up their children at the evacuation site.

**Facilities Access:** Access to the Keene High School campus, the grounds and physical plant, as well as all parking areas, athletic fields, associated buildings, vehicles, and property leased or otherwise known to be in control by the school, is permitted during normal business hours, normal school-related duties, school-sponsored events, or when specifically authorized by a building or school district administrator. All other activities, entries, use, misuse, and/or trespass are prohibited and are applicable on a 24-hours per day, 7 days per week, 365-days per year basis.

**Student Guests:** Students are **NOT** to bring guests to school.

**School Dances/Other Functions:** Student organizations may have dances for KHS students with administrative approval. Admission to school dances is by Student ID Card and presentation of an admission ticket purchased in advance. Regulations governing school dances and other functions include the following:

1. All school rules are applicable and enforced. In matters of dispute as to what is acceptable attire or behavior while attending any school function, the administrator on duty will make the final decision. Dance start time and end time will be printed on the dance ticket.  
The back of each ticket will outline acceptable behavior at a dance.
2. The possession or use of alcoholic beverages, drugs, and tobacco while attending any school activity is strictly prohibited.
3. No tickets will be sold at the door.
4. Coats must be removed and checked in prior to entering the dance.
5. A student may have only one guest who has been pre-approved by their House administrator, for Sadie's and/or Prom. KHS students must pick up the Guest Form in the House Office. KHS students are responsible for the guest's behavior.
6. Student waivers must be filled out for any student intending to leave the dance/activity early.
7. Students leaving the dance will not be permitted to reenter and are expected to leave school grounds.
8. Food and drink may not be brought into the dance.
9. Dancing deemed to be inappropriate, distracting, or offensive will be met with warning(s) and possible ejection if non-compliance continued.
10. Students absent during the school day may not attend school-sponsored functions.
11. Students with outstanding balances (i.e., fees) may be prohibited from attending.

**Students must arrive within the first hour of the dance.**

**Parking:** Student parking at KHS is a privilege not a right. A student parking a motor vehicle on school or city property consents to a search of the motor vehicle. The district may search a motor vehicle parked on school or city property upon reasonable suspicion that the motor vehicle may contain evidence of a violation of school rules, city regulations, or State laws, and/or contain items that are prohibited on school or city property.

The Principal, or designee, and/or an Assistant Principal shall accomplish a search of the motor vehicle. The Principal (designee) and/or Assistant Principal may be accompanied or assisted by other school personnel as requested by the Principal or Assistant Principal. The Principal (designee) or Assistant Principal shall document the items retrieved in any search and produce a report describing the contents confiscated, as well as the reasonable suspicion determined at inception.

**Seniors/Juniors who obtain a valid parking sticker are allowed to park in the Alumni and/or Scripture parking lots. Parking is on a first come first served basis.**

**Parking Stickers and Fee:** Student inquiries about student parking should be directed to ISS, where students who wish to legally park in a school or city parking lot must obtain a parking sticker. Details about parking stickers will be publicized in the morning announcements during the first week of the school year. The Keene School Board has determined that a parking fee of \$50.00 be charged for any student parking in school or city parking lots. **Students who illegally park a vehicle in a KHS parking lot risk being towed at the driver's/owner's expense, as well as being subject to consequences described herein.**

## Athletics and Co-curricular Activities

### Athletics

Keene High School offers students a broad athletic program at various levels. Participation in these programs is competitive and is governed by the rules and regulations of the New Hampshire Interscholastic Athletic Association. Freshman and Junior Varsity Teams are developmental in nature and offer an opportunity for participation by all team members. Varsity teams are structured to put the most prepared athletes into competition with teams from other New Hampshire schools. For additional information and questions contact Athletic Director Michael Atkins (603) 352 – 0640 extension 3078 or Administrative Assistant Deborah Gallagher (603) 352 – 0640 extension 3080.

### Sport Physicals

For all students participating in interscholastic sports, one physical examination is required every year in a four (4) year high school career, unless the student has been significantly ill or injured thereafter. This will be kept on file in the Health Office. Physicals by the school physician will ONLY be offered ONCE, in late June, prior to sports season. A documented physical examination by a student's family physician, given AFTER June 1<sup>st</sup> of the incoming freshmen year, filed at the Health Office, will be accepted. (per NHIAA regulations)

Registration for sports is done on-line at [familyID/keene.com](http://familyID/keene.com)

### (V) Varsity

### (JV) Junior Varsity

### (F) Freshman

<u>Fall Athletic Programs</u>	<u>Winter Athletic Programs</u>	<u>Spring Athletic Programs</u>
Boys Soccer (V, JV, F) Girls Soccer (V, JV, F) Field Hockey (V, JV, F) Boys Cross Country (V) Girls Cross Country (V) Football (V, JV, F) Golf (V, JV) Spirit (V, JV) Girls Volleyball (V, JV) Unified Soccer (V) Bass Fishing (V, JV)	Boys Basketball (V, JV, F) Girls Basketball (V, JV, F) Girls Gymnastics (V) Ice Hockey (V) Girls Ice Hockey (V) Spirit (V, JV) Alpine Skiing (B,G) (V) Nordic Skiing (B,G) (V) Wrestling (V, JV) Swimming and Diving (B,G) (V) Bowling (V) Unified Basketball (V) Indoor Track (V)	Baseball (V, JV, F) Softball (V, JV, F) Boys Tennis (V) Girls Tennis (V) Boys Track (V) Girls Track (V) Boys Lacrosse (V, JV) Girls Lacrosse (V, JV) Boys Volleyball (V, JV) Unified Track (V)

## **Athletic Eligibility**

In order to participate in interscholastic athletic activities students must meet all eligibility requirements of the NHIAA. They include the following:

- Students must pass the equivalency of a daily course load of two full blocks of the previous marking period. This does not apply to incoming freshmen for their first marking period. Students must be enrolled in a minimum of two full blocks per day per marking period.
- Students must not reach the age of 19 prior to Sept. 1.
- A student is eligible for competition for no more than eight (8) consecutive semesters upon completion of the 8<sup>th</sup> grade.

Additionally, Keene High School standards require all students participating in interscholastic athletics to maintain an overall 1.67 average and be passing all of their classes at a quarter grading period or at progress reporting period. Students who fail to meet this minimum of 1.67 GPA and/or are failing 1 class will be placed on Academic Assistance until the next grade-reporting period. During this time, the student on Academic Assistance may practice and participate on an interscholastic team. If a student on Academic Assistance fails to achieve a 1.67 average at the next grading period or progress reporting period, he/she will remain on academic assistance, continue to practice with their team/program, however, the student athlete will become ineligible to participate in games. Appeals may be made to the building principal. Variances in the Keene High School policy will ordinarily be made only in extreme cases such as family crisis, significant health problems, or other such extraordinary situations. Eligibility will be determined one week after the close of the progress report period or one week after quarter grades close. To participate in any activity, a student must attend school for the equivalent of two complete blocks on the day of the activity, and on Friday before a weekend activity. Administrative approval is required for waiver in an extenuating circumstance.

## **Academic Assistance Program**

The Academic Assistance Program is designed to assist KHS student athletes who do not maintain at least a 1.67 GPA and passing all of their classes on a progress report or report card during the athlete's sports season. Detailed information about eligibility, requirements, guidelines, and implementation of the program can be found in the 2017-2018 KHS Student Athlete/Parent Handbook located on the Athletics page of the KHS website.

## **Athlete/Parent Handbook**

All athletes are provided information to access the KHS Student Athlete/parent handbook at the specific athlete/parent meetings prior to the start of the fall, winter, or spring seasons. If you wish to obtain a copy of this document please contact the Athletic Director for printing instructions.

## **Co-curricular Activities**

Each student at Keene High School is encouraged to participate in co-curricular activities. Being an active participant in school organizations helps you become acquainted with other students and faculty with similar interests. There are a number of sports teams and over thirty clubs and activities for student participation. Most clubs are open to any KHS student regardless of age or class. A co-curricular/club fair is offered on Freshman Orientation day so incoming freshmen can learn about the clubs. Club meetings are outlined in the Daily Announcements. For more information about these clubs, contact Athletic Director Michael Atkins at (603) 352 – 0640 extension 3078.

The following list includes Keene High School's co-curricular activities. This list is subject to change throughout the year if clubs are added or do not run because of low attendance.

- |   |                                 |  |
|---|---------------------------------|--|
| • <b>Acting Out</b>   | • <b>Ink</b>                    | • <b>Sierra Club</b>                                       |
| • <b>Amplitude</b>  | • <b>Interact</b>               | • <b>Student Council</b>                                   |
| • <b>Chess Club</b>   | • <b>Intramurals</b>            | • <b>Student Athlete Leadership Council (SALC)</b>         |
| • <b>Class Council: Freshman, Sophomore, Junior, Senior</b> | • <b>Junior Lions</b>           | • <b>Students for A Free Tibet</b>                         |
| • <b>Destination Imagination</b>                            | • <b>Key Club</b>               | • <b>Students for Peace</b>                                |
| • <b>Drama Club</b>   | • <b>Math Team</b>              | • <b>TAG</b>   |
| • <b>Envirothon</b>   | • <b>Model UN</b>               | • <b>Velocity</b>  |
| • <b>FIRST Robotics</b>                                     | • <b>Momentum</b>               | • <b>Video Club</b>  |
| • <b>Granite State Challenge/Quiz Bowl</b>                  | • <b>National Honor Society</b> | • <b>Wildlife Conservation Club</b>                        |
| • <b>GSA</b>  | • <b>SADD</b>                   | • <b>World Language Clubs: Chinese, French and Spanish</b> |
|   | • <b>Shakespeare Club</b>       | • <b>Young Monadnock Cares</b>                             |

**Career & Technical Student Organizations:** Each Cheshire Career Center program offers students the opportunity to participate in local chapters of state and national organizations. These groups promote leadership, public speaking and job seeking skills, and provide the opportunity to test students' technical knowledge studying similar career and technical programs.

- |   |   |                     |
|---|---|---------------------|
| • <b>DECA (Distributive Education Clubs of America)</b>         | • <b>FFA</b>  | • <b>Skills USA</b> |
| • <b>FBLA (Future Business Leaders of America)</b>              | • <b>HOSA (Health Occupation Students of America)</b> |                     |
| • <b>FCCLA (Family and Career Community Leaders of America)</b> | • <b>Jr. Home Builders</b>                            |                     |

### **How to Start a Club**

There is a formal process to follow in order to begin a recognized club at KHS. Please contact the Athletic Office for the official forms and other information if you wish to form a new club. Applications are then reviewed and voted on by the Student Council, and will be in existence for 3 years, with an approved adult advisor before becoming a “official” club at Keene High School. Applications will be accepted only during the month of September of each new school year, and voted upon at the next regular meeting of the Student Council. The KHS Administration has final approval for all clubs.

### **2017-2018 Calendar**

The following calendar includes school events. Please be advised that events and dates are subject to change. For the most updated information please refer to the Keene High School website.

Athletic events are not included in this calendar. Please access the athletic calendar at [keeneathletics.digitalsports.com](http://keeneathletics.digitalsports.com) for all sports programs offered at Keene High School and Keene Middle School.



