

Policies for Review - 1st Reading

May 6, 2024

Gilford High School Student/Parent Handbook

IMBD - Credits Earned at Middle School

IKL - Academic Honesty and Integrity

GHS Proposed Handbook Changes 2024/25
[23/24 Student-Parent](#)

Page 1: Update Staff listing

Page 8: The stated policy EEAEC 5275 needs to read Policy EEA

Page 9: Relocate section “Dismissal from School” to page 7 next to “Excusal During School”

Page 9: Add to page 9 Under Evacuation Procedures:

To ensure schools are prepared to proactively handle the threat of an intruder or active shooter, all principals and teachers have been trained in ALICE (Alert, Lockdown, Inform, Counter, and Evacuate).

Strike/Replace bullet points:

Current:

2. Students will meet their homeroom teachers outside in designated sites

Proposed:

2. During emergencies or drills, students will convene with their respective teachers at designated locations.

Strike:

5. The use of cell phones is prohibited during this time.

Page 10: Add link for [Free and Reduced Meal/Lunch Application](#)

Page 11: Grading (add):

The policy regarding late submissions is at the teacher's discretion in accordance with the expectations set for the course.

Page 11: Remove/strike section: Highly Qualified Teachers

Page 12: Parking Lot Regulations (add)

Unless there are extenuating circumstances, students are prohibited from exiting the school building and walking out to their vehicles once they have entered for the day.

Under pg 14, Bell Schedule update - Proposed Early Release schedule

1. 7:34-8:22
2. 8:25-9:13
3. 9:16-10:04
4. 10:07-11:14
 - A. 10:07-10:29
 - B. 10:32-10:52
 - C. 10:55-11:14
5. 11:18-12:06

Page 13: Under "Student Messages"

Current language:

Parents are asked not to text or call their children during the school day as this

Proposed language:

"Parents are asked not to text or call their children during academic times as this...

Page 13: Under "Work Permit" Strike current language and replace with:

The attached (hyperlink)[Youth Employment Certificate](#) is required for any youth 12 to 15 years old and must be on file at the employer's place of business within three business days of the first day of employment.

Page 14: Under "Competency Based Grading"

Current Language:

Regardless of how well they do in other parts of a particular course, credit will not be awarded until the standards for all

Proposed Language:

Regardless of how well they do in other parts of a particular course, credit will not be awarded until full competencies have been met ...

Page15: Examination Dates (add):

Students who are not in the junior class but express an interest in taking the PSAT will have the option to do so.

Page 15: Add language to section Advance Placement Testing:

Proposed language:

If experiencing financial difficulties in covering the assessment costs, kindly consult with your school counselor.

Page 15: Under both "Overview" and Requirement sections change "Career and College Readiness Coordinator" to "Extended Learning Opportunity/Internship Coordinator"

Page 16: Grammatical changes

Page16 [Eagle Block](#) (add):

Every school day from 9:50-10:20, students will have the opportunity to meet with their advisor or teacher for enrichment opportunities.

Advisory will meet on the first day of the week for students to check their grades, schedule their Eagle blocks, and receive school-wide information. During the rest of

the week, students will sign up for an Eagle block for school-wide sessions, extra-help, or enrichment.

Eagle Block / Advisory

What is it?



Every school day from 9:50-10:20, students will have the opportunity to meet with their advisor or teacher for enrichment opportunities.



Advisory will meet on the first day of the week for students to check their grades, schedule their Eagle blocks, and receive school-wide information. During the rest of the week, students will sign up for an Eagle block for school-wide sessions, extra-help, or enrichment.

School-Wide Information



- Class Meetings
- Assemblies

Extra Help



- Catching up on classwork
- Finishing a test
- Reassessing
- Doing homework
- Working on projects
- Conferencing with teachers

Enrichment



- Fun-tivities
- SAT Prep
- Club Meetings
- Community Service
- Student Government
- Senior Open Campus

Page 17 under library/media - edit for updated practice:

Current language:

Upon failure to return textbooks or library materials, overdue notices will be sent to the student's homeroom weeks one and two. Notices and bills will be sent home week three and after, should it be necessary. Loss of parking and other privileges may result from overdue/ unpaid library materials. Replacement costs will be charged for all lost or heavily damaged library materials, including textbooks, Chromebooks and chargers. When the obligation is met, all privileges will be reinstated

Proposed updated language:

It is the responsibility of the student who checked out any library material to ensure its safekeeping and return. Students leaving library materials unattended in classrooms is strongly discouraged. Upon failure to return resource or library materials, overdue email notices will be sent to the parent/guardian and student. Loss of parking and other privileges may result from overdue/ unpaid library materials. Replacement/repair costs will be charged for all lost or damaged library materials, including library books, textbooks, Chromebooks and chargers. All necessary invoicing will take place via Alma. When the obligation is met, all privileges will be reinstated.

Page 18: Grammatical changes

Page 18: Under Trips and Exchanges

Current:

The Trip Coordinator will set up a meeting ...

Proposed:

The Trip Coordinator with the school administrator will set up a meeting

Page 18: Under Trips and exchanges (add language to second to last paragraph)

The family would need to contact the travel agency to follow refund protocols.

Page 19: Senior Privileges replace/update entire section w/new language

GILFORD HIGH SCHOOL

Senior Open Campus Privileges for the Class of 2024

Senior Open Campus privileges at Gilford High School provide students in the Class of 2024 with an opportunity to exercise responsibility while enjoying the benefits of academic achievement. The proposal for Senior Open Campus was initiated by the Gilford High School Student Council in the spring of 1989, discussed and endorsed by the administration and then presented to the Gilford School Board.

Seniors entitled to this privilege may choose to exercise one of the following options during their study hall periods: sign-out at the office and leave campus, go to the library or cafeteria, or attend their assigned study hall. Seniors who have study hall assigned for the first block may report to school at the close of first block provided they sign-in at the Front Desk. This privilege does not entitle seniors to wander around the building or gather in the gym lobby area. Additionally, it is important for seniors to understand that schedule changes for the sole purpose of early release will not be endorsed.

Members of the Class of 2024 have, as established by the Gilford School Board in conjunction with the Gilford High School Administration and High School Student Council, Senior Open Campus privileges in accordance with the following conditions:

1. Attain a grade point average of 2.67 in the immediately preceding trimester or overall GPA. Student cannot have below a 2.67 for 2 trimesters in a row or this will result in loss of privilege.
2. Maintain a full load of regular classes (4)
3. Attain parent permission.
4. Sign in/out at front desk leaving name, time and destination on each Occurrence.
5. Participate in the Gilford High School Craft Fair (senior requirement).
6. Must have at least 12 hours of community service already attained by senior Year.
7. Abide by policy JH, Attendance, Absenteeism, and Truancy.
8. Do not bring food or drinks back to the building. If you are going out to eat, eat it there! Senior privilege is not a food delivery system for the underclassmen. This rule also applies to the Cafeteria during lunch period.
9. Drive in a responsible manner while exiting and entering campus.
10. Do not loiter in or around the building.
11. Agree not to transport a senior who does not have Open Campus privileges or an underclassman during the school day without permission from the administration, in accordance with the rules governing Senior Open Campus as stated in the Student-Parent Handbook.

ATTENDANCE

Seniors with Open Campus privileges who have one unexcused absence may lose Open Campus privileges for the remainder of that trimester. Seniors who have lost credit for a one credit or one-half credit course due to attendance policy regulations may lose Open Campus privileges.

STUDENT OBLIGATIONS:

Seniors with Open Campus privileges should not have any outstanding debts, such as, but not limited to food service debts, books, library charges, or athletic uniforms.

EXCEPTIONS

Provisions to waive academic qualifier will be considered for seniors who feel they should be allowed Senior Open Campus privilege due to exceptional effort, good attendance as defined by the attendance policy, and exemplary school citizenship. The process for approval requires a request be presented, in writing, to the Principal.

TEMPORARY SUSPENSION OF PRIVILEGES

During inclement weather, or in the event the school must be evacuated for any reason, Open Campus privileges will be suspended as stated in the Student-Parent Handbook.

IN THE EVENT OF VIOLATION

In the event that a student violates the conditions of Senior Open Campus, the privilege may be rescinded permanently for some infractions, or up to forty-five (45) school days for others. A second violation may result in loss of privilege for the remainder of the school year.

Page 19: Grammatical

Page 20: Grammatical

Page 21: Grammatical

Page 22: replace "mid point" w/ 5 week point

Pg 32: Cut/past sentence and place on page 22. Non-School Competition (following the sentence "Bonafide ..." As of the first date of practice in that sport, as listed in, By-Law Article XXVII of the NHIAA Handbook. , at the end of that paragraph, (1.2015-cm)

Page 23: School Rules and Conduct (add)

Students exhibiting behavior detrimental to the learning environment, whether habitual or suspendable acts, may face exclusion from school-sponsored events such as

dances, after-school clubs, or the Winter Carnival, as determined by the school administration.

Page 23: Under Student Government Change language:

Current Language:

One member of the student council participates in the Gilford School Board meetings.

Proposed Language:

At least one member of the student body will participate in the Gilford School Board meetings.

Page 24: Under Disruptive Behavior

Current Language:

Behavior that interferes with the learning climate or orderly operation of the school will not be tolerated. Classroom teachers will handle minor misbehaviors via warnings, detentions, student conferences, and/or parent contact. Misbehavior of a greater frequency or seriousness will result in a written referral to the Assistant Principal. Disciplinary action may range from warnings to suspension based on the severity and frequency of the behavior

Proposed Language:

Behavior that interferes with the learning climate or orderly operation of the school will not be tolerated. Classroom teachers will handle minor misbehaviors via warnings, detentions, student conferences, and/or parent contact. Misbehavior of a greater frequency or seriousness will result in a written referral to the Assistant Principal. Disciplinary action may range from warnings to suspension based on the severity and frequency of the behavior. Habitual offenders could face permanent removal from the classroom or be directed towards alternative learning arrangements, as determined by the educational team.

Page 24 Discipline Continuum (add) [Gilford High School: Behavioral Framework](#)

Page 24 Discipline Continuum (strike sentence): “No student will be assigned to ISS more than 3 times in a school year”

Page 24 Electronic Smoking Devices

Current Language:

Electronic Smoking Devices Electronic smoking devices such as vaporizers and JUULs, as well as unauthorized inhalants (e.g., E-juice) are classified as drug paraphernalia and are in direct violation of the Gilford School District Drug and Alcohol Policy. Consequences for the use and/or possession of an electronic device are as follows:

Proposed Language:

Electronic smoking devices such as vaporizers ~~and JUULs~~, as well as unauthorized inhalants containing THC (~~e.g., E-juice~~) are classified as drug paraphernalia and are in direct violation of the Gilford School District Drug and Alcohol Policy. Consequences for the use and/or possession of an electronic device are as follows:

Page 25: Grammatical

Page 26: Obligation of the Student (strike sentence)

In addition, the Principal is authorized to withhold the transmission of year-end grades to colleges and/or other schools of transfer pending fulfillment of obligations.

Page 27: Under: Out of School Suspension strike sentence: “The student will receive a zero for all homework and classwork missed during the suspension.”

Page 27: Under: Plagiarism/Cheating (add) the term Artificial Intelligence (AI)

Page 27: Grammatical

Page 28 (add) new section called: Student Safety and Identification:

Page 28: Grammatical

To facilitate identification, students are required to refrain from wearing hats while their school ID photographs are being taken.

Page 28: Under Searches (Strike) all sections on "Passive Alcohol Sensors" PAS including bullet points

Page 29: Grammatical

Page 30: Use/Possession of Tobacco Products (change)

Current Language:

Use/Possession of Tobacco Products Consequences for the use and/or possession of tobacco products or when there is reasonable evidence of such use is as follows:

First Offense: Two (2) days ISS, referral to a smoking cessation program, and a police report. Second Offense:

Two (2) days OSS, referral to a smoking cessation program, and a police report.

Third Offense: Referral to the Superintendent

Proposed Language:

Use/Possession of electronic nicotine vaporizers or other tobacco products consequences for the use and/or possession of tobacco products or when there is reasonable evidence of such use is as follows:

First Offense: up to 3 day OSS , referral to a smoking cessation program, and a police report.

Second Offense: up to 5 day OSS, referral to a smoking cessation program, and a police report. Third Offense: Referral to the Superintendent

Third Offense: up to 10 day OSS manifestation hearing at SAU and a police report

Page 30: Grammatical

Page 32: Grammatical

Page 32: Strike 17. Ghs encourages participation in a variety of (the entire paragraph)

Page 33: Under Policies

Add: [Policy IKAW](#) Weighted Grading Scales

Add: [Policy JHCA](#) Senior Privilege

Pgs. 38-41: Update hyperlink to [Policy JICL-R \(Computer Network, Internet & 3rd Party Sites Application for Accounts\)](#)

Credits Earned at Middle School

The awarding of credit for courses taken prior to a student's entry to Gilford High School (GHS) as a ninth grader is to provide more academic opportunities for students during their high school years. All GHS graduation requirements shall still apply.

Students may gain high school credit for high school math and modern language at Gilford & Gilmanton Middle School. Credit for these courses will be recorded as pass/fail on the high school transcript upon demonstration of course competencies.

It shall be the High School Principal or the High School Principal's designee who will decide the awarding of credit in accordance with the policy and the defined administrative procedures.

Students seeking to earn high school credit must go through an **alternative approved program**. ~~ELO policy IHBH.~~

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(e), Applying Credit Toward High School Graduation

(Adopted: 1/2/07)

(Revised: 8/5/2019)

NHSBA sample policy. This is a new policy. We do not have this policy. IKL

1-12-2024 Policy Committee

5-6-2024 First Reading

Category: Optional

Academic Honesty and Integrity

ADOPTION/REVISION NOTES –

- a. **ADOPTION NOTE** - *The use of generative artificial intelligence ("AI ") tools is ever-present and becoming more so. Obvious concerns exist that students use such tools in place of their own work to the detriment of the development of their own critical thinking , writing and other skills, not to mention as a means of cheating or otherwise gaining an unfair advantage . Nonetheless, NHSBA recommends against a complete ban on AI tools due not only to their ubiquity and the constantly evolving difficulty in managing a ban. Perhaps more importantly, an outright ban fails to recognize that properly used, AI is a powerful tool both for teachers and students. With this in mind, NHSBA revised Section B of the policy to include a paragraph specific to improper use of AI, as well as language in some of the other examples of prohibited conduct to include reference to AI. The new section, B.3 "Improper Use of Artificial Intelligence", however, also allows for use within parameters established by a particular instructor or by district or school rules. NHSBA encourages school administrators, IT directors and teachers to consider such parameters.*

NHSBA revision notes, August 2023, revised Section B to include provisions concerning use of AI, also revised section B.6 (formerly B.5). **May 2022**, new policy prepared at the request of multiple NHSBA member boards.



A. Statement of Policy. All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect towards their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of their educational experience or their full academic potential. These expectations are directly related to the Board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior.

B. Prohibited Behavior. In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:

1. **Cheating.** Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another's test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
2. **Improper Use of AI Tools.** Improper use of artificial intelligence ("AI") tools (e.g., ChatGPT, Google Bard, Harvey.AI, etc.) is use which is inconsistent with the purpose, spirit, or specific instructions for assigned school work or homework. **Students may only use AI tools in accordance with the teacher's specific instructions or pre-existing class, school or District guidelines.** When use is permitted, students must state their use of the AI tools and, where applicable, find a legitimate, independent source to cite information. Teachers will provide general instructions related to the acceptable use of AI tools, but students are expected to obtain clarification from the teacher if they are uncertain of whether and how AI tools may be used on any given assignment.
3. **Plagiarism.** Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. Sources of work that must be cited or otherwise acknowledged in order to avoid plagiarism include, but are not limited to, books, articles, websites, work of classmates/others, and AI tools (such as ChatGPT, Google Bard, Harvey.AI, etc.). Teachers should provide clear instructions related to the applicable standards of attribution and citation for a given assignment, but students are expected to obtain clarification from the teacher if they are uncertain of the applicable standards.
4. **Academic Misrepresentation.** Academic misrepresentation occurs when a student has another student or individual substitute for the individual during the taking of a test or other assessments.
5. **Academic Collusion.** Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.
6. **Dishonesty in Papers or Other Academic Work.** Dishonesty in papers or other academic work occurs when one submits work prepared by a writing service, an AI tool, or any another person. All work submitted for a course must be the student's own original work unless the sources are cited, or are otherwise in compliance with the teacher's instructions, or school or District guidelines.
7. **Self-Plagiarism (Work Done for One Course and Submitted in Another).** Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed;

students who wish to do this must seek express approval from the instructor in advance.

8. **Unfair academic advantage.** Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include: concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.
9. **Facilitating academic dishonesty.** Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.
10. **Other Academic Dishonesty.** This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

C. Consequences.

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student/Parent Handbook. The minimum consequence will be a failing grade at teacher discretion and a conference with the student's parent/guardian. The Superintendent or designee shall list in the applicable Student/Parent Handbook, the specific range of additional consequences that may be imposed on a student for violations of this policy. For a high school student, violations of academic integrity and honesty are cumulative during the student's high school years.