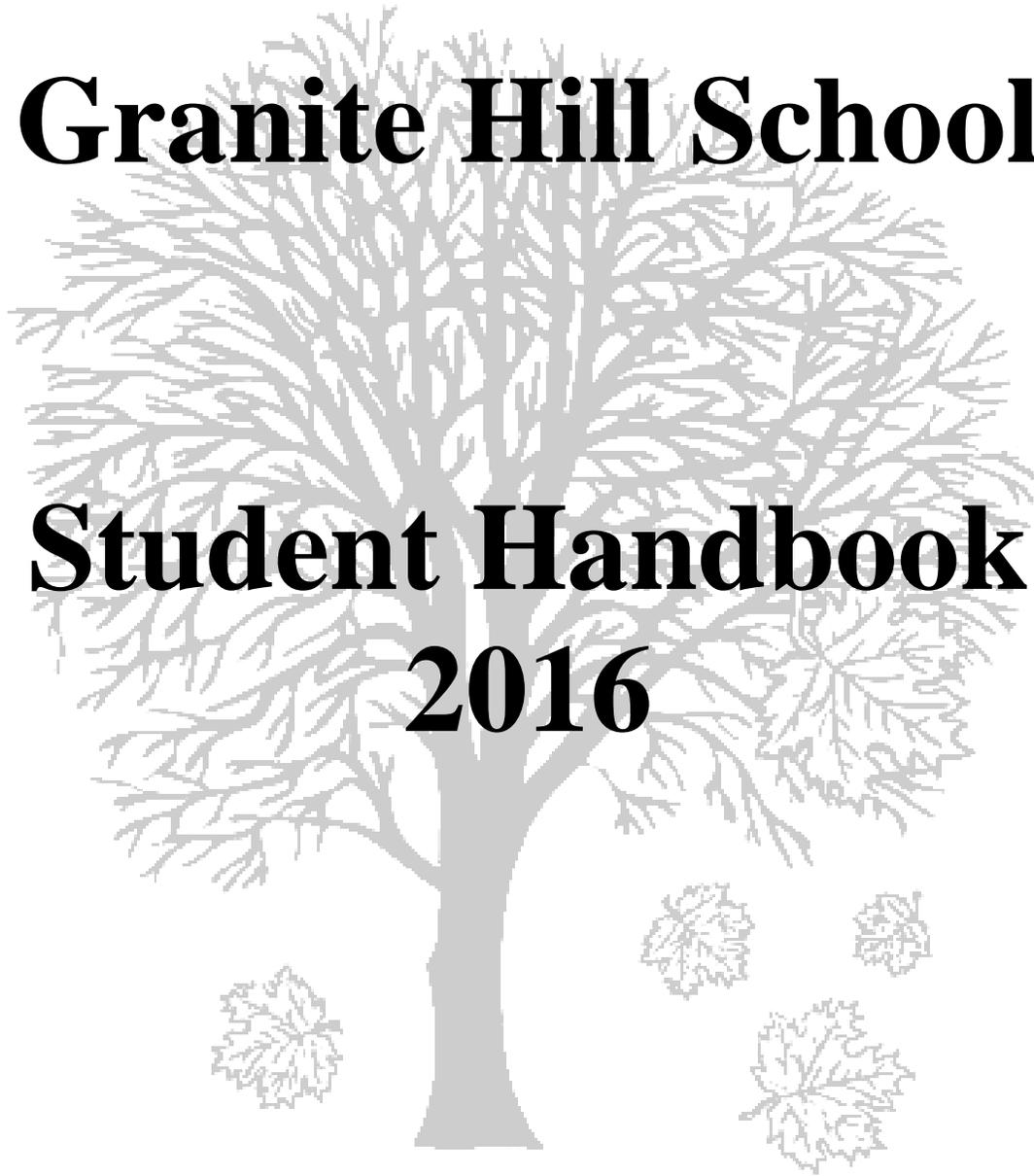


Granite Hill School

**Student Handbook
2016**



Accidents and Illness

If you witness an accident at the school (building, grounds, or school related event), you are asked to follow this procedure:

1. Stay calm and keep the victim comfortable.
2. Follow the directions of the adult present.
3. Contact the Principal or the Assistant Principal to determine if further support is necessary.

If you feel ill, you should notify the staff member who is responsible for you at the time. If, after resting, you still feel ill, a parent or guardian will be contacted, and you may be sent home.

If you feel well enough to come to school, but require medication during the day, the medicine must be properly labeled and stored as per school policy (see Medication Policy).

Announcements/Community Meetings

Community meetings will be held every Monday morning after breakfast, in addition to other times, as needed. It is your responsibility to listen to all announcements and to read all notices. You are responsible for the information presented during these meetings whether you are present or not.

Athletic Eligibility

Participation in sports in your sending district, or the Newport district is dependent upon your successful academic performance. Therefore, if you wish to participate in a sport, you must meet the following criteria:

1. You must have missed no more than five (5) days of school in the marking period during which the sport is offered. Once you miss the sixth day in a marking period, you are no longer eligible to participate.
2. You must have passed all subjects the previous marking period. Failure of any course will result in your being deemed ineligible for participation. A grade of Incomplete will be considered a failing grade until such time as it is changed.
3. You must pass all subjects during the duration of your participation in the sport. If your grade in any course goes below a D, you will be placed on academic probation for two (2) weeks to allow yourself time to improve your grade. During this time, you may participate in practices only – no games, until your grades have improved to

the point of passing. If, at the end of the two-week period, you are still failing, you will be permanently removed from the team.

4. You must behave in a manner appropriate to the educational setting. Excessive infractions of the rules or the Code of Conduct will result in your being deemed ineligible for participation.
5. If you are absent during the day, or suspended (either in school or out of school), you may not participate in either practices or games that evening.

Attendance

State law requires you to be in all classes for the 180 day school year. If you are going to be absent, your parent or legal guardian must contact the school by 8:30 to verify this.

Attendance and academic success are very closely related. If you are absent for more than five (5) days in a marking period, one-half credit will be withheld from each class, and a failing grade will be assigned. An exception to this may be made if you have an extended illness documented by a physician's note. Even in the case of an exception however, all work must be satisfactorily completed in order for you to receive credit. Additional exceptions may be made, at the discretion of the Principal, for legitimate personal emergencies, medical appointments, or legal proceedings.

Once you have exceeded the five absences, additional days missed in the marking period may invoke disciplinary action, up to and including termination from the Granite Hill School and notification of the appropriate authorities.

Automobile Use

Transportation will be provided by the Granite Hill Staff for all students who take classes at the area high schools. Under no circumstances are you allowed to drive to or from any of these classes. Additionally, you are not permitted to drive any vehicle, personal or school owned, while on school property or during school functions without the prior approval of the Principal.

Conduct

Students are expected to be cooperative and respectful at all times. This respect and cooperation extends to all staff, students, and visitors. Examples of cooperation and respect are:

- Completing assignments and staff requests with a polite and positive demeanor.
- Participating in all aspects of the Granite Hill School program.
- Using appropriate language while avoiding subjects of a sexual, drug-related, or violent nature.

- Refraining from the use or possession of illegal substances, weapons, alcohol or tobacco.
- Refraining from aggressive acts of all kinds, including verbal aggression, threatening, and bullying*.
- Following the rules of the school and the classroom.
- Remaining in the assigned classroom or area until dismissed by the staff.
- Being truthful in word and deed.
- Respecting the personal space and property of others.

*Please note Bullying Policy in the Appendix

Students who do not maintain appropriate conduct are subject to disciplinary action that may include the following:

- Loss of privileges
- Afternoon detention
- Restitution through community service
- In school suspension
- Out of school suspension
- Suspension from activities, field trips, or athletics
- Expulsion from school

Refusal to accept the consequences of one's behavior may result in further disciplinary action.

Finally, the following behaviors are considered unacceptable and will result in an immediate consequence and most likely notification of the local police:

1. Physical assault or serious threats of assault.
2. Intentional damage to property.
3. Use or possession of a weapon, explosive (including fireworks), look-alikes, or anything that could reasonably be used as or perceived as a weapon.
4. Use or possession of any drugs other those prescribed (see Medication Policy), alcohol, snuff, or misuse of prescribed medication.

Confidentiality

The main purpose of confidentiality is to offer you an environment in which you will be able to deal with personal issues without fear of disclosure. Anything dealing with another student's IEP, disability, or academic performance is considered confidential.

Confidentiality will never be broken by school staff, unless there is:

1. a clear and present danger to you or another individual

2. a legal requirement to break the confidentiality
3. a need for consultation with professional staff to obtain the appropriate help for you.

Course Load

You are expected to take a full load of courses during the school year. Understanding that you may have alternative programs (courses at Newport Middle High School, time spent in counseling or at other work sites, etc.), it is required that you attend the classes offered during the time you are in the Granite Hill School.

Course Requirements

Students at Granite Hill School have the option of graduating with a diploma from Granite Hill School or from their sending school district. The requirements for graduation from Granite Hill School can be found in the Program of Studies. Students may choose to follow the credit requirements of their sending school district. Upon review of each student's transcript, a graduation plan will be developed.

Statewide Testing

All students enrolled in Granite Hill School will participate in the statewide education and improvement and assessment programs, as required by law. The school will work with the sending school district to ensure the student has access to district and statewide testing. Additionally, the special education team will convene to decide on appropriate accommodations for the student to participate to the best of his/her ability.

Credits

The Granite Hill School uses block scheduling. These courses run for one semester and are generally worth one credit. Most students will be able to earn at least 8 credits per year. See the Program of Studies for details about the credits awarded for each class.

Crisis Procedure

In the event that an emergency evacuation is necessary, the following plan will be used.

1. You will leave the building in an orderly fashion by the nearest available door.
2. Upon leaving the building, you are to gather in the front parking lot with your assigned class, and await further instruction.

3. The Principal will determine whether it is necessary to leave the premises. Should that become necessary, staff and students will report to the Orion House residential property. It is imperative that you cooperate fully with the staff involved. The Principal will remain on the Granite Hill property until the police arrive.
4. You are to remain on the Orion House property until you are dismissed. No one is allowed to leave until authorized by the Principal.
5. Under no circumstances will you be allowed back in the Granite Hill School until the building has been deemed safe by the appropriate authorities.

Designated Areas

Students are to be in supervised, designated areas only. Certain areas of the school are off limits unless directed by a staff member. These areas are staff offices, the main office, the kitchen, the maintenance room, the basement, and other storage areas. Unauthorized presence in a restricted area will result in disciplinary action.

Dress Code

Students are expected to come to school in clean clothing that is free from holes and tears. Such clothing must be appropriately fitted and appropriate for the weather. Hats or caps may be worn in class at the discretion of each teacher within each classroom. Items not allowed are clothing with images that depict violent, sexual, or drug-related themes, or items of a sexually suggestive nature, as determined by the Principal. Students who do not come to school appropriately dressed will be returned home to change.

Early Dismissal

Students may be dismissed early from school for family or personal emergencies, illness, medical and/or court appointments. If it is necessary for you to be excused from school, you must present a note from your parent or primary care giver to the Administrative Assistant. If you feel ill, you must get permission from the Principal and your parents to be dismissed early.

Electronics

Cellular phones and musical devices are permitted in the building. However, they are only to be used with teacher permission or during non-class times. Infractions to this rule, will result in loss of this privilege. Any other items that are deemed unsafe or distracting may be confiscated by Granite Hill School staff, to be returned at the end of the day. Refusal to give the materials to staff will result in disciplinary action.

Field Trips

Field trips are an essential part of the curriculum at the Granite Hill School. Therefore, if a field trip is scheduled, you are expected to participate. If, for disciplinary reasons, you are not permitted to go, additional work will be provided for you to do at the Granite Hill School. Refusal to attend a field trip will result in a grade of zero (0) for all academic classes on that day. Permission slips must be signed for all students.

All Granite Hill School rules and regulations are in effect on any field trip. It is your responsibility to follow those rules and to cooperate fully with the staff. All field trips must relate to one of the academic courses you are taking. As such, you may be required to do some related work upon your return.

Fire Drills

Fire drills are conducted on regular intervals to ensure the safety of each child in the event of a fire or other instance necessitating the evacuation of the school building. When the alarm sounds, you are to leave by the closest available exit and congregate in the front parking lot with your teacher. You will not return to the building until authorized by the Principal.

Any student who disturbs, discharges, damages, or destroys fire safety equipment will be considered for termination from the Granite Hill School.

Food and Drink

Food and drink are to be consumed in the dining area only. The only exception to this is that you may carry a water bottle to class. Misuse of this privilege however, will result in it being withdrawn.

Grades and Narrative Reports

Grades are determined according to the grading plan of each teacher. Included in the calculation of grades, are tests, quizzes, projects, class work, participation, and attendance. The breakdown of grades is as follows:

A+	97 – 100	B+	87 – 89	C+	77 – 79	D+	68 – 69
A	94 – 96	B	83 – 86	C	73 – 76	D	67
A-	90 – 93	B-	80 – 82	C-	70 – 72	D-	65 – 66

Any grade below 65 will be an F.

Students will receive a progress report mid cycle of each quarter. This report will indicate whether you are passing or failing your courses. Report cards will be distributed

at the end of each quarter. Grades, as well as credits attained, will be displayed on each report card. Additionally, teachers will provide a descriptive report on the current content of each course, your progress in the class, and progress that has been made towards your IEP goals.

Grievance Procedure

A grievance is generally defined as a complaint by a student or parent about a staff member or administrator concerning unfair disciplinary practices or procedures. The burden of proof is always placed on the student or parent, and the decision is binding and final. If unresolved, an appeal may be made to the principal.

1. See the teacher for an appointment (must be scheduled within four (4) days of submitted grievance).
2. If unresolved, an appeal to the Principal may be made.
3. All appeals will be held within four (4) days and a final written statement will be issued. The Principal's decision will be final unless the original complaint is against the Principal. In that case, the final decision rests with the Executive Director or his/her designee.

Honor Roll

High Honors	Average of 90 or better All A's and B's
Honors	Average of 80 or better All A's and B's

Inclement Weather

Granite Hill School follows the local district of Newport in regards to the cancellation of school. Granite Hill School does however exercise the right to cancel school due to severe weather even when the Newport district does not. This decision is based upon maintaining the safety and well being of the students and transporters. All cancellations will be available through Channel 9/ WMUR. Any school days missed due to inclement weather will be rescheduled at the end of the school year.

Incomplete Grades

If you are unable to complete the work for a given course in time or unable to meet all the competencies for a course, a grade of *Incomplete* may be assigned at the discretion of the teacher. For this to happen, you must have demonstrated that you were working toward completion of the assigned work. An *Incomplete* will render you ineligible for sports until it has been changed to a passing grade.

All work for an incomplete grade must be completed within two (2) weeks after the grades have closed. If, at the end of this time, you have not satisfactorily completed the work, the grade will be changed to an F.

In order for competencies to be completed, the student will work 1:1 with a paraeducator or teachers until the student demonstrates proficiency. At that time, credit will be awarded for the course.

Independent Study

Independent study is available for you as an option to participation in units of study where no course is available at the Granite Hill School. Independent study is available only with the approval of the Principal. If you are interested in Independent Study, you must submit a written request.

Internet Accessibility

Students are authorized to use the Internet for official, educational purposes only. Each student is required to read and agree to the *Acceptable Use Policy* prior to having access to any of the netbooks or desktops. Any student who is found to be at a Web Site that is in any way pornographic or excessively violent will lose the privilege of using the Internet. Please note the specific policy for details of expectations.

Health Services/Medicines

If a student becomes ill during the day, he should ask his teacher for permission to go to the Planning Room. The Program Coordinator will assist the student. If a student is too ill to remain in school, his/her parents will be notified.

If a student has an illness that is contagious or poses a health threat to other enrolled students, Granite Hill School will immediately notify the child's parents, the sending school district, the DOE and the Bureau of Communicable Disease Control of the Department of Health and Human Services.

All children new to the school must have a physical examination, signed by a doctor, on a form provided by the school. It is also necessary to have updated records of all immunizations and a health history upon student enrollment.

Granite Hill School recognizes that some students will need to take medication while at school. This may be an occasional over the counter medication, or a daily prescribed medication. In the case of over the counter medicine, you must bring a note from a parent along with the medication in its own container, and deliver it to the Program Coordinator. The medicine will then be placed in a locked cabinet.

If you are taking a prescribed medicine daily, your parent is responsible for obtaining a note from the prescribing doctor. The note, along with up to 10 days worth of the medicine, in the original container, must be delivered to the Program Coordinator.

Any student who has medicine in his/her possession without following this procedure will be subject to immediate disciplinary action, up to and including termination from the Granite Hill School.

Meals

A light breakfast is provided at the start of each school day, and snacks are available throughout the day. Parents and caregivers are not expected to pay for meals.

A lunch is prepared daily and served after C Block. The following rules apply to lunch:

1. All food and drink must be consumed in the dining room. **No food or drink is allowed in the corridors or classrooms.**
2. You are required to clean up after yourselves. This includes picking up papers, bottles, cans, etc.
3. If you do not want the school lunch on a particular day, it is your responsibility to bring your own lunch. Going to local restaurants is not an option, except for special occasions.
4. Students are required to be under staff supervision at all times during the lunch period.

Non – Participation

All students are expected to participate in all classes, field trips, and activities that are provided by the Granite Hill School. If you wish to be excused from a particular unit of study, you must fill out a Proposal for Independent Study form (see Independent Study). Failure to do this will result in your receiving no credit for the unit in question, in addition to possible disciplinary action.

Opening and Closing Times

The school day starts at 8:30 am and ends at 2:30 pm. You are permitted in the building from 8:15 until 3:00, provided you are supervised and have a reason for being there.

Physical Contact

Public displays of affection are not permitted at Granite Hill School, and students are not allowed to engage in the following kinds of physical contact: horseplay, affection that is distracting to others.

Plagiarism

Parents must be informed immediately when a student is suspected of plagiarism or cheating. Through the use of turnitin.com and other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism. A committee of teachers shall be established to review, as needed, cases of plagiarism. The purpose of the committee will be to determine that evidence of plagiarism exists and which definition applies, not to apply penalties. Evidence of **intentional plagiarism** shall result in the student's receiving a **grade of zero** for the assignment in which the plagiarism occurs. Additionally, repeat offenses of such misconduct will result in disciplinary action under the *Severe* category of offenses.

Planning Room

Granite Hill School uses a planning process for helping you to be more successful in the classroom. If you are misbehaving in any way, the staff member closest to you will initiate the following six (6) step series of questions:

1. What did you do?
2. How were you feeling?
3. What rule did you break?
4. Who did this effect?
5. What did you want to happen?
6. What did happen?
7. In the future, how will you deal with situations that are similar to this?

If you accept responsibility for your actions, the plan may be put into effect immediately after this oral interchange.

If you continue to act out, you will be asked to report to the planning room for a discussion with the Planning Room staff. At this point, you will be required to develop a

written plan for improvement. If you refuse to do this, disciplinary action may be required. See Behavior Manual for more detail.

School Searches

The principal, or his/her designated representative, is authorized to search any student's personal possessions at any time s/he believes the student may be in possession of an item or substance in violation of school policy or state law. This search will be conducted in private by the principal and one other adult witness.

The principal or his/her designated representative is authorized to conduct a general search of all students if there is a serious threat to the health or safety of persons within the school.

Refusal to cooperate with either of the above regulations will result in immediate disciplinary action, up to and including termination from the Granite Hill School, and notification of the local police.

Security

Granite Hill School maintains continuous video surveillance of the school and property. This is a public place and you should have no expectation of privacy except in restrooms and counseling rooms.

Sexual Harassment Policy

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex (from www.eeoc.gov).

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

If you feel that you are being sexually harassed, report this immediately to a staff member, who will then report it to the Principal. An investigation will be made. A substantiated charge against an employee may result in disciplinary action up to and including termination of employment. A substantiated charge against a student may result in disciplinary action up to and including termination from the Granite Hill School.

Smoking

Smoking is not allowed at the Granite Hill School or at school sponsored events. If a student smokes at school or on a school event, that student will lose all off-campus privileges for the remainder of the quarter. Possession of tobacco products by minors is a misdemeanor and will be reported to police. Possession of tobacco products or lighters by any student on school property is not permitted.

Social Development Plan

In order to assist students in achieving the social skills that will be needed to guarantee their success in adult life, each student will have an Individual Social Development Plan. This individual plan will identify goals for each student. Each student will carry their point sheet to each class and activity and will earn points for demonstrating pro-social behavior. These sheets are to remain in the school at the end of the class day. On a weekly basis, earned points may be redeemed for rewards selected from a menu of options presented by the school.

Students that have not earned a reward, will be assigned to staff and will be required to complete a social skills educational activity and remain within supervision for the 2 hour period of time.

Student Records

The school maintains a record of each student's test results, academic grades including transcripts, attendance, evaluation forms and correspondence. Once a student has transferred from the school, these records will be kept for 5 five years in a locked cabinet on school grounds. After a five year period, records will be securely archived in the administrative building. Parents who wish to review their child's records may make a request of the school. If a student transfers from the school, parents must sign a release of records form at the new school. Student records will be mailed to that school. Student records will not be given to the parents for delivery to the new school. In the event of the school closing, these records would be forwarded to the sending school districts.

Substance Abuse Policy

The possession or use of illegal drugs may result in dismissal from the Granite Hill School. If, in the opinion of the Granite Hill School director or Principal, a student is under the influence of drugs or alcohol, that student will be sent home until such time as a meeting between the parents, school district, and the Granite Hill School can be held. An action plan will be developed to address the identified consequences of the student's behavior.

Supplies and Materials

Basic school supplies are provided to students by the school. Students are expected to go to class prepared with the supplies necessary to complete daily assignments. Willful destruction or waste of school supplies may result in a student being required to furnish his or her own school supplies at his or her own expense.

Tardiness

Students who do not report to school on time will be marked *tardy*. It is important to be on time for school, as a late arrival is disruptive to daily lessons. A tardy arrival may be excused with a note from the parent or guardian. If a student's tardiness becomes chronic, the school will request a conference with the parents or guardians. A student who has been tardy three (unexcused) times in a quarter will serve a detention for each tardiness.

There is plenty of time allowed to get from one class to another. Students who are late without an excuse are subject to consequences imposed by the classroom teacher. These can include, in addition to disciplinary action, a reduction in the grade for that day.

Telephone Calls and Messages

Except in the case of emergencies or unusual circumstances, students are not to use the telephone. If someone calls the school for a student, the message will be taken and delivered to the student at the earliest convenience. If a student uses the telephone without the permission of a staff member, he or she will be subject to disciplinary action. If there are expenses associated with the telephone call, the student will be required to repay those costs.

Textbooks

As a student signs out textbooks and other materials throughout the year, he or she is indicating acceptance of the responsibility for caring for these items. In the event of loss, damage, or unreasonable wear and tear, the student will be required to make financial restitution for the item(s). His or her grades and credits will be withheld until this is done.

Transportation

Transportation is provided in the following situations, only:

1. Picking up and returning home students each school day.
2. Driving students to and from local high schools for academic courses.

3. Driving students to program related activities listed on their IEPs. (Example: taking a senior to various job interviews if this is listed as a goal in their IEP).
4. Field trips.

No student will be transported for any reason other than the above. If a student forgets something at home, it will be up to the parent or guardian whether they bring it to school or not. Students will not be brought to the bank, supermarket, restaurant, etc.

When Granite Hill School is providing daily transportation to and from school, the driver is authorized to only discharge a student at his own home. The driver will not discharge the student at a friend's home, a place of employment, or any other location, unless such drop-offs are previously arranged and approved by both students' parents.

Granite Hill School is under no obligation to transport a student to and from school. We do this as a convenience to our students. The school reserves the right to deny transportation to any student whose conduct has been unacceptable in a vehicle.

Truancy

Unauthorized absence from school is considered truancy and will be treated as such. If a student is absent from school without the knowledge of a parent or guardian, the student is considered truant. The Principal is legally responsible for reporting abuses of the attendance policy to the student's Out of District Coordinator and DCYF. Excessive truancy may result in termination from the Granite Hill School.

Visitors

Due to the nature of our students, it is imperative that we keep distractions to a minimum. Adult visitors are permitted provided arrangements have been made in advance. These visits are limited to parents and legal guardians only. Under no circumstances will a friend of the student be permitted to visit the school while classes are in session.