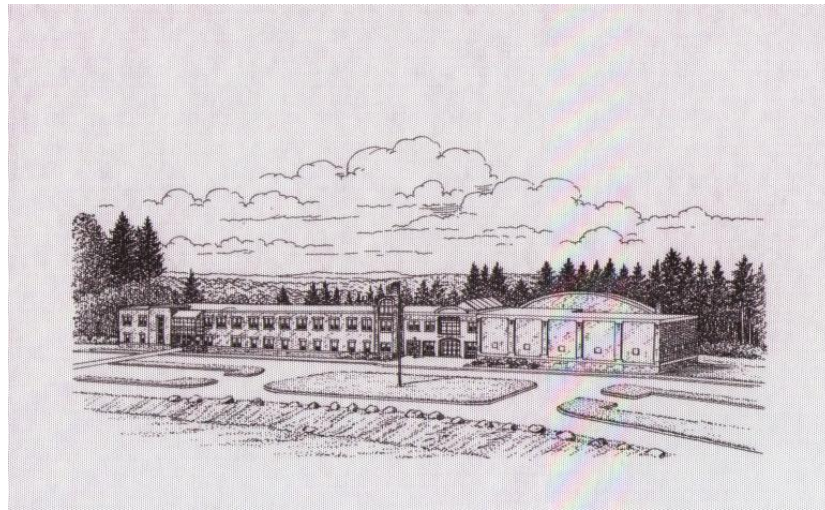


Bow High School



School Handbook 2011 - 2012

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RESIDENCY

Bow High School students must be residents of the Town of Bow. All registration documents must list specific street or highway addresses.

Any non-resident student wishing to attend Bow High School must make a formal request to the Bow School Board through the Superintendent of Schools.

CHILD FIND NOTICE

As mandated by the EDUCATION FOR ALL CHILDREN ACT - public schools must provide special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through two years of age. This law applies to all children including those in non-public schools, pre-schools and hospital settings.

If at any time you suspect your child might have an educationally handicapping condition, you are encouraged to contact your child's school to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special education services.

For more detailed information about the policies, procedures and services established in your school district for special education, the Bow School District SPECIAL EDUCATION PLAN is available for review at the Superintendent's Office.

BOW HIGH SCHOOL HANDICAPPED ACCESSIBILITY

This policy is designed to insure that school facilities and programs provide access for physically handicapped students, parents, and guests.

NOTIFICATION OF DRUG FREE WORKPLACE

The Bow School District complies with all of the provisions required under the Drug Free Workplace Act of 1988. The public is hereby notified that the manufacture, distribution, possession, sale, and/or use of any controlled substance or look alike by any student or staff member are strictly prohibited. A copy of this policy is on file and can be obtained through the Principal's office.

NOTICE OF NONDISCRIMINATION

The Bow School Board hereby notifies all parents/guardians and students that the Bow School District does not discriminate in its educational programs, activities or employment practices on the basis of race, color,

national origin, age, sex or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Education for all Handicapped Children Act of 1975. Any person having inquiries concerning compliance with the regulations implementing these laws may contact:

The Superintendent of Schools
Bow School District
32 White Rock Hill Road
Bow, New Hampshire 03304
Phone: 224-4728

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

PHILOSOPHY OF THE SCHOOL DISTRICT

To successfully meet the individual needs of each student, the Bow School District is committed to differentiating instruction in such a way that all students meet the highest academic standards. A fundamental core of written and oral communication, reading, and mathematics forms the basis upon which all other disciplines are taught. We strive to challenge each individual student to attain his/her full potential across the curriculum.

Academic learning requires a supportive environment. We seek to create an atmosphere which encourages the students' physical, emotional, and social development. These aspects of human life complement intellectual growth.

We believe that our community is best served when our students possess the competencies they need to lead satisfying lives as lifelong learners and productive citizens. It is the goal of the Bow School District to prepare each student for the highest level of achievement possible in a diverse, technological, and rapidly changing world.



Bow High School

32 White Rock Hill Road

Bow, New Hampshire 03304-4219

Phone: (603) 228-2210 Fax: (603) 228-2212

Administration

John House-Myers
Principal
jhmyers@bownet.org

Gay Longnecker
Assistant Principal
glongnecker@bownet.org

Colleen DesRuisseaux
Director of Guidance
cdesruisseaux@bownet.org

Jim Kaufman
Director of Athletics
jimk@bownet.org

Jackie Coe
Dean of Humanities
jcoe@bownet.org

Don Gage
Dean of Math, Science and Technology
dgage@bownet.org

Visit the Bow School District Web Site www.bownet.org

SCHOOL PROFILE

Bow High School is a public high school serving the students of Bow, New Hampshire. The school opened in the fall of 1997 with a population of approximately 380 students in grades 9 - 12. The population for the 2011 - 2012 school year is expected to be approximately 530. The school has a teaching staff of approximately 48 and a support staff of approximately 25. Bow High School is a member of the New Hampshire Interscholastic Athletic Association and is accredited with the New England Association of Schools and Colleges. The program at Bow High School meets all of the requirements of the New Hampshire Department of Education.

BHS athletic teams compete in the NHIAA's Division III (enrollments of 326 to 650 students). Some of the schools we compete with include the following: Campbell, Gilford, Hopkinton, Hillsboro-Deering, and Raymond.

School Mascot - Falcons

School Colors - Navy Blue, Gold and White

CEEB # 300-059

Bow High School is governed by the Bow School District and School Administrative Unit # 67.

Bow School District
32 White Rock Hill Road
Bow, New Hampshire 03304
Phone (603) 224-4728
Fax (603) 224-4111

Superintendent of Schools
Dr. Dean Cascadden

Business Administrator
Duane Ford

School Board Members:

Pansy Bloomfield	Chair
Robert Louf	Vice Chair
Thomas Keane	
Debra Alfano	
June Branscom	

STATEMENT OF PURPOSE

Bow High School, as part of a community of learners, is committed to educational excellence which includes academic achievement, social responsibility, and an understanding of the diverse world in which we live.

In partnership with parents and the community, we will provide an environment which supports the intellectual, social, emotional, and physical development of students, while fostering an understanding of the rights and responsibilities of good citizenship.

We believe that an interdisciplinary curriculum prepares students to become skilled, knowledgeable, and motivated life-long learners. A curriculum that engages learners as active participants will challenge and support all students to be successful in life.

GOALS

Bow High School will maintain high expectations for all students and staff to:

Acquire and apply the skills, knowledge, and attitudes necessary to become life-long learners and successful in life

Become actively involved in the entire educational experience at Bow High School, including co-curricular and curriculum-related programs

Evaluate the effectiveness of the school and take appropriate actions toward continuous improvement

Recognize, value, and develop our abilities for personal growth and physical well being

Develop confidence by challenging ourselves beyond our comfortable limits

Bow High School will promote open, active, ongoing, and productive relationships among students, staff, and the community.

Learning will extend into the home and community supported by individuals and organizations including parents and businesses.

Input from all segments of the community, through appropriate channels, will be welcomed and carefully considered in school decisions.

Communication among all members of the school community will be based on mutual respect and understanding.

To our Students, Parents and the School Community:

It is a pleasure to welcome you to the 2011 - 2012 school year. As we enter our fifteenth year, we can be proud of our many accomplishments and look forward to the challenge of continuing to provide the very best education to our students.

In our first fourteen years we have achieved many accomplishments. We have established educational programs that have proven their effectiveness through many measures of excellence. We have created a professional learning community for students and faculty where they can be heard and have significant input in decision-making. We have developed a safe and secure school environment where safety procedures are practiced by people trained to implement them. We have co-curricular activities, athletic programs and programs in the arts that serve the needs and interests of our students, all of which have achieved a reputation for excellence.

Nonetheless, we continue to strive for ongoing and continuous improvement. One specific area that we intend to focus on during the 2011 - 2012 school year is communication between the school and community. With our new student information system Infinite Campus fully implemented, we will open up a parent portal this school year, which will allow students and parents to monitor grades and assignments more consistently. We will continue to use The Falcon Flyer to disseminate information to students, parents, and the Bow community, and the BHS Guidance Department will continue to utilize a program called Naviance in order to distribute information to families. We sincerely hope that these 21st century tools will help us to steadily improve the level of communication between Bow High School and the Bow community.

This handbook serves as a guide for all members of the Bow High School community: students, parents, teachers, administrators and citizens of the town. It is not meant to be a book filled with all of the answers since we cannot possibly predict all of the questions. It is meant to be a book that will guide members of the BHS school community as they interact with the school and with each other on a daily basis. This book should always be viewed as a work in progress. As we continually learn more about the best ways to serve our students and community, we will continuously refine and improve our programs and procedures.

Once again, welcome to Bow High School and the 2011 - 2012 school year. I look forward to working and learning with you.

John House-Myers
Principal

BELL SCHEDULE FOR CLASS

Monday			Tuesday	Wednesday	Thursday	Friday	
7:30 8:20	Period 1		7:30	Period 1	Period 2	Period 1	Period 2
8:25 9:10	Period 2		9:05				
	Break			Advisory/ Break	Break	Break	Advisory/ Break
9:25 10:10	Period 3		9:40	Period 3	Period 4	Period 3	Period 4
10:15 11:00	Period 4		11:10				
11:05 12:20	Period 5 & Lunch		11:15	Period 5	Period 6	Period 5	Period 6
12:25 1:10	Period 6		1:15	& Lunch	& Lunch	& Lunch	& Lunch
1:15 2:00	Period 7		1:20	Period 7	Period 8	Period 7	Period 8
2:05 2:50	Period 8		2:50				

ACADEMIC SUPPORT

Academic Support is available to all students every period of the school day. Students can receive Academic Support during their Independent Time. They can be assigned to Academic Support and report there every day, or they can drop into Academic Support on an as needed basis. Located in rooms 2210 and 2313, Academic Support is staffed by teachers and educational assistants. Students can get help with specific classes or general help with study skills and/or organization. Students interested in receiving Academic Support should see their guidance counselor for more information.

ACTIVITIES

Bow High School offers a wide variety of co-curricular activities for students. Students interested in participating in any of the activities offered should see the advisor (listed below) for more information.

<u>9th Grade</u>	Open
<u>10th Grade</u>	Maegan Hoberman Colleen DesRuisseaux
<u>11th Grade</u>	Gina Aubin Dave Raynard
<u>12th Grade</u>	Lucy Mottola Jackie Coe
<u>Association of Machinimation</u>	Sam Dixon
<u>Color Guard</u>	Michelle Miller
<u>Drama</u>	Mark Boisvert
<u>Environmental Club</u>	Marcel Duhaime
<u>French Club</u>	Colony Wilhelm
<u>Garden Club</u>	Jeannette Lizotte
<u>Grilling Club</u>	Ben Forbes
<u>Granite State Challenge</u>	Michelle Miller

<u>Hood & Jesses</u>	Sam Dixon
<u>Interact</u>	Colony Wilhelm Heather Rosenbleeth
<u>Jazz Band</u>	Michelle Jaques
<u>Latin Club</u>	Patsy Petit
<u>Literary Magazine</u>	Open
<u>Math Team</u>	Bill Dodge
<u>Music Director</u>	Michelle Jaques
<u>Newspaper</u>	Gina Aubin
<u>National Honor Society</u>	Connie Evans Terri George
<u>Peer Outreach</u>	Ben Forbes Chris Gaudreau
<u>Political Debate</u>	Brenda Barth
<u>SADD</u>	Michelle Miller
<u>Snowboard Club</u>	Drew Groves
<u>String Orchestra</u>	Michelle Jaques
<u>Student Senate</u>	Brenda Barth
<u>Spanish Club</u>	Heather Rosenbleeth
<u>Venturing Club</u>	Marcel Duhaime
<u>Yearbook</u>	Leesa Hudak
<u>Youth & Government</u>	Jackie Coe

ACTIVITY FEES

All students who participate on an athletic team or in a co-curricular activity for which the school pays an advisor are charged an **annual** \$40.00 Activity Fee. Students who participate in multiple activities or in athletics need only pay the fee once a year. Families who have a number of children in our school will have an annual cap of \$90.00 per family.

ANNOUNCEMENTS

Announcements by school organizations will be read over the school public address system and posted on the school-wide information system.

Notices must be written on the appropriate form and submitted to Mrs. Lizotte and/or the Main Office by 8:00am on the day of dissemination.

ASSESSMENTS

Assessments will be held at the end of the first semester and at the end of the year. Assessments will be held over a four day period. The schedule for the Assessment Period will look like this:

- Day 1..... Assessment Block 1
Assessment Block 2
Make-ups
Study/Instruction
- Day 2..... Assessment Block 3
Assessment Block 4
Make-ups
Study/Instruction
- Day 3..... Assessment Block 5
Assessment Block 6
Make-ups Day
- Day 4..... Assessment Block 7
Assessment Block 8 and
Make-ups

Note: During the end-of-year assessments, the order of exam periods will be reversed. (Period 8 and 7 will be the first two assessments.)

Here is a sample of the daily schedule that will be followed during Mid-term and Final Assessments:

7:00 - 7:20am	Buses arrive
7:25am	5 minute warning bell
7:30am	Review session begins
8:00am	First assessment period begins
10:00am	First assessment period ends
10:00 to 10:15am	Break-students may go to lockers/cafeteria
10:10am	5 minute warning bell
10:15am	Review session begins
10:45am	Second assessment period begins
12:45am	Second assessment period ends
12:45pm to 1:15pm	Lunch for students and staff
1:15pm to 2:50pm	School will be open for students to study teachers will be available for extra help
2:55pm	Buses depart Bow High School

ATHLETICS

Bow High School offers students a wide variety of athletic offerings. Sports are offered at both the varsity and junior varsity levels. Every season there is a high capacity sport so that students, when feasible, will have the opportunity to participate even if they can not participate in their “favorite” sport. Students interested in participating in any of the athletic teams offered should see the coach (listed below) or the Athletic Director for more information.

Jim Kaufman	Athletic Administrator
Cliff Chulada	Athletic Trainer
Ryan Kelly	Boys' Cross Country
Amelia Boyd	Girls' Cross Country
Tracy Berube	Varsity Field Hockey
Katherine Haubrich	Junior Varsity Field Hockey
Paul Cohen	Varsity Football
Jason Young	Junior Varsity Football
Mike Seraikas	Golf
George Pinkham	Varsity Boys' Soccer
John Farese	Junior Varsity Boys' Soccer
Jay Vogt	Varsity Girls' Soccer
Laurie Zielinski	Junior Varsity Girls' Soccer
Danielle Miner	Fall and Winter Spirit
Open	Varsity Boys' Basketball
Pat McKinnon	Junior Varsity Boys Basketball
Bill Vermette	Varsity Girls' Basketball
Amy King	Junior Varsity Girls' Basketball
Tim Walsh	Ice Hockey
Joe Poole	Skiing (Alpine)
Chris Naimie	Skiing (Nordic)
Brad Carter	Wrestling
Ben Forbes	Varsity Baseball
Todd Robichaud	Junior Varsity Baseball
Chris Raabe	Varsity Girls' Lacrosse
Paula Dubois	Junior Varsity Girls' Lacrosse
Ross Mondello	Varsity Boys' Lacrosse

Tony Cesarini	Junior Varsity Boys' Lacrosse
Pete Genovese/Lee Makris	Varsity Softball
Margaret Lougee	Junior Varsity Softball
George Gosselin	Girls' Tennis
Drew Groves	Boys' Tennis
Mike Clark	Track & Field
Dyrace Maxfield	Track & Field
John Decaprio/Joanne Jackson	Swimming
Dyrace Maxfield	Indoor Track

ATHLETIC AND CO-CURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in any co-curricular activity at Bow High School he or she must:

- a) Be a registered student of Bow High School
- b) Be enrolled in at least five classes (or the equivalent)
- c) Pass, with a grade of at least a C, four classes in the marking quarter prior to participation

To participate in Interscholastic Athletics a student must also:

- d) Not be 19 years of age prior to September 1st of the current school year
- e) Not have been enrolled in high school for more than eight semesters
- f) Not transferred schools or been recruited for the purpose of participating in athletics
- g) Not received any type of payment or remuneration for playing a sport.

Students who are interested in playing athletics in college should meet with their guidance counselor, coach and athletic director and complete an NCAA application in the Spring of their *JUNIOR* year.

For more information regarding Division I and II eligibility, contact the following web site: www.ncaaclearinghouse.net

ATTENDANCE / TRUANCY

Bow High School students will be expected to attend school every day.

Please call the attendance line at extension 715 and leave a specific

message if your child will be absent. Students are expected to get the work they miss and make it up in a timely fashion.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

Truancy

Truancy is defined as any unexcused from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Seniors and juniors may arrive late or leave early if they receive their parents' permission, provided they do not have a class scheduled for the first period or the last period of the day and they remain in good standing at school. **Seniors** who have two consecutive 90 minute blocks off may sign out of school and leave campus if they have their parent's permission and remain in good standing at school.

Tardy

Students who are tardy must report immediately to the main office upon their arrival to school. The student must also have a note stating the reason for being tardy.

Dismissals

Students who are being dismissed from school must have a note, signed by a parent or guardian stating the reason and the time of the dismissal. The note should be brought to the office in the morning so that a dismissal slip can be issued to the student. Students who have been dismissed must sign out in the Main Office before leaving the building.

ATTENDANCE AND SCHOOL ACTIVITIES

Students who are absent, tardy or dismissed during a school day will not be permitted to participate in co-curricular activities that day. Students who are absent, tardy or dismissed on a Friday before a weekend school activity will not be permitted to participate in the weekend activity. Exceptions will be made in the event of a doctor's appointment, college visitation or other extenuating circumstances.

AUTO INSURANCE: GOOD STUDENT DISCOUNT

Many automobile insurance companies offer a reduction in rates for students in good academic standing. Students should check with their insurance company for details. The guidance department will verify eligibility for students who qualify and complete the appropriate forms that are supplied by the insurance company.

BULLYING POLICY

The Bow School District is committed to providing all pupils with a safe and supportive environment in which all members of the school community are treated with respect. Conduct constituting bullying will not be tolerated, and is prohibited by this policy in accordance with RSA193-F. Bullying is conduct that subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate, provoke a violent or disorderly response, or cause a student to do something they would not normally do as a result of being treated in this manner. Any school employee or employee of a company under contract with the district or a school in the district, who has witnessed or has reliable information that a pupil has been subjected to "bullying" as defined above, shall report such incident to the principal or his/her designee, who shall in turn report the incident to the Superintendent of Schools. A pupil, who has engaged in bullying conduct prohibited by this policy and other administrative regulations, shall be subject to appropriate disciplinary action, which may include but not be limited to suspension and expulsion. Any such disciplinary action shall be in accord with applicable school board policy and legal requirements.

BUS TRANSPORTATION

Bow students attending Bow High School are eligible for bus transportation. Buses will pick students up at the bus stop closest to their home and arrive at school by 7:25am. If buses are late, for any reason, students will be considered excused for their lateness to school. Buses will pick students up at school by 3:10 for the afternoon trip home. There will not be any transportation provided for students after that time. Riding the bus is a privilege that carries with it the responsibility for proper behavior. **Students who violate bus rules will receive consequences in accordance with the school's code of conduct and could lose their riding privilege. For safety reasons, buses will have audio/video devises beginning in the 2011-2012 school year.**

Concerns or complaints about student behavior on school buses should be addressed to school building administrators. All other concerns or complaints should be addressed to the Transportation Coordinator Roberta Lavallo. She can be reached at 228-2215 or by email at rlavallo@bownet.org. The Transportation Coordinator is also a regular bus route driver which may necessitate the leaving of a message. Duane Ford is the supervisor of the Bow Transportation Department and can be reached at 224-2478 or by email at dford@bownet.org

2011 - 2012 CALENDAR

First Day of School	August 31
School Pictures	September 7
Labor Day	September 5
Open House	September 22
Progress Reports	September 30
Teachers' Convention	October 7
Columbus Day	October 10
End of First Quarter	November 4
1 st Quarter Report Cards Issued	Week of November 14th
Parent/Teacher Conferences	November 9 – 2 hour early release
Parent/Teacher Conferences	November 10
Veteran's Day	November 11

Teacher Workshop Day	November 23
Thanksgiving Recess	November 24 - 26
Progress Reports	December 16
Holiday Recess	December 23 - January 2
Return to School	January 3
Martin Luther King Day	January 16
Mid-Term Exams (tentative)	January 24 - 27
End of Second Quarter	January 27
2 nd Quarter Report Cards Issued	Week of February 7th
Winter Vacation	February 27 - March 2
Progress Reports	March 9
End of Third Quarter	April 6
3 rd Quarter Report Cards Issued	Week of April 16th
Intersession	April 18 - 20
Spring Vacation	April 23 - 27
Junior Testing (NECAP)	October/May
AP Testing	May 7 - 18
Progress Reports	May 16
Memorial Day (Observed)	May 28
Final Exams (tentative)	June 11 - 14
Graduation	June 9
Final Report Cards Issued	Week of June 25

CAREER EXPLORATION

Career Exploration is a requirement for graduation from Bow High School. Students should check the Graduation Requirement section of this handbook for specific information regarding the number of hours required for their class. Questions regarding appropriate Career Exploration placements and the recording of Career Exploration hours can be answered in the Guidance Office or in the School-to-Career Office.

CHANGE OF ADDRESS/GUARDIANSHIP

Parents/students must report any change of guardianship, address or telephone numbers to the Guidance Office. In some cases you may be asked to document these changes. Students who do not meet the residency requirements, as a result of these changes, must attend school elsewhere or apply to the Bow School Board for continued enrollment.

CHEATING/PLAGIARISM

Plagiarism is claiming someone else's work as your own. This is usually done by using the exact words another person has written or spoken without giving credit to that person or by using the opinions or ideas of another person by simply putting them into your own words.

To avoid plagiarism, you must put quotation marks around someone else's exact words and credit the ideas of others when you use them in reports, essays, or research papers.

Academic cheating, like plagiarism, makes use of information which is not your own. Common forms of cheating involve copying from others, with or without their knowledge, or using unauthorized notes.

Students guilty of plagiarism or cheating may receive up to a zero grade on the entire work or project depending on the circumstances. Students will be expected to make-up the assignment.

WORKS CITED

If you have questions about formatting your paper, about internal citations, or about works cited, consult the Modern Language Association Handbook (MLA Handbook for Writers of Research Papers) that we have in the BHS library, or go to their website at <http://www.mla.org>. Other helpful resources are MLA Bibliography: NoodleTools at <http://www.noodletools.com> and the Perdue Online Writing Lab (OWL) at <http://owl.english.perdue.edu/>.

Remember, it is not just what you write in your paper, it's the whole presentation of your work that is important. Be thorough, be careful, and be consistent!

ALL BORROWED FACTS AND OPINIONS MUST BE CITED!! The source citation follows any quotation marks and precedes any sentence punctuation. In parenthesis, place the author's last name and the page or pages from which you obtained the information or quote.

Example: (Steinbeck 79).

If you have already mentioned the author within the text, place only the page number within parenthesis.

Example: (79).

Notice that there is no punctuation between the name and the page number, and the abbreviation for page ("pg" or "pp") is not used.

Example:

In California during the 'dust bowl years', vineyard owners took advantage of the migrant workers and would rather let fruit rot on the vines than give it to those who were hungry (Steinbeck 448). All over the country, surplus goods like coffee and potatoes were destroyed, rather than donated to those in need (448). As hunger and anger collided and fused together it was evident that "in the souls of the people the grapes of wrath are filling and growing heavy, growing heavy for the vintage" (449).

When quoting a passage that is more than four lines in length, indent each line one inch and double space. The punctuation comes before the citation in this case.

Example:

The dust bowl caused great discontent throughout the country. Those people who were forced to leave were discontented, along with those who were needed to provide jobs for the displaced workers. Those workers seeking jobs often traveled westward and searched for work in states like California. Here they hoped to make a living farming for large companies. (Jozokos 13)

If there is no author listed for a piece of writing, use the title or part of the title as shown in the Works Cited.

Example: ("The Dust Bowl 79).

LAB REPORT FORMAT

Purpose/Objective:	The Purpose may be a single sentence or a short paragraph that explains why you are performing the experiments. It must tell the reader what you are trying to prove, show, or demonstrate. It should be a general statement that does not specify the kinds or amounts of materials to be used not the procedure to be followed.
Introduction/Background:	The introduction/background is a discussion of concepts and ideas pertaining to the specific laboratory experiment, including relevant background information. It should include appropriate mathematical formulas.
Materials/Safety:	This should include materials and equipment that are used. Safety should include major hazards of chemicals being used and how to handle and dispose of them.
Procedure:	The Procedure should describe to the reader how you carry out the experiment. It should be neither too detailed nor too brief, but should enable the reader to repeat the

experiment assuming that he or she is somewhat familiar with lab techniques and equipment. The Procedure must always be numbered step by step. It must always state the materials used and in what quantities. This section should also include appropriate diagrams. It should not include data.

Data: The Data (or results) of a lab may be either quantitative or qualitative. Format will differ from lab to lab. The format to be used for each lab will be specified during the pre-lab discussion. When histograms, graphs, tables and calculations are required, they should be included in this section of the report.

Conclusion: This is the single most important part of the lab report. It will tell the reader whether you really understood what you were doing in the lab and why you were doing the lab. It must refer to the purpose and be based on the data that you recorded during the lab. This should also include a discussion of inconsistent data and procedural errors.

*All sections of the lab report (except the Conclusion) must be written in the third person.

Students are expected to produce **original work**. For standard, class experiments the following policy is to be followed:

“Purpose/Objective,” “Materials/Safety,” and “Data” (for lab partners) will usually be identical.

The “Introduction,” “Procedure,” “Data,” and “Conclusion” must be the student’s own original work.

Identical lab reports are unacceptable and considered plagiarism. Therefore, all students involved with submitting identical reports will be given a zero.

Spelling and grammar will count. These questions can help you frame your conclusion. Not all apply to every lab but they are a good guide.

1. What was the purpose of the experiment? (main purpose and any sub purposes), include background information that led to the question: describe technique and what it helps you do if appropriate)
2. What were your major findings? (Summarize a graph or data chart: note any peculiarities)
3. If you made a hypothesis, was it supported by the data? (why or why not? Be sure to not use the words proved/unproved, right or wrong. What specifically, from your data or findings makes you answer as you do?)
4. How do your findings relate to what you have learned in class (or read in a book) OR How does what you have learned in class (or read in a book) explain what happened?
CITE SOURCES!!
5. How could you have improved the experimental design or methods to get more reliable results? (You will also want to describe any sources of error in the experiment as you performed it)
6. What is a related but different question around which you could design an experiment?

The use without quotations of another writer's words is **PLAGIARISM** and gives the impression that you are trying to pass someone else's words or ideas off as your own. This is dishonest and is often a violation of copyright laws. You should be using the thoughts and words of other people in your paper, but you **MUST** give them the credit that they deserve. If plagiarism is detected, you will fail.

CITIZENSHIP

One important role of our school is to provide students, teachers and staff with an appropriate, quality teaching and learning environment. This environment must be safe and healthy for everyone. Those who are members of the Bow High School community are expected to adhere to a code of citizenship. This code will strive to ensure respect for individual rights and property while maintaining a safe and healthy environment.

High school students must prepare for the challenges of adulthood. Bow High School's daily structure empowers students to manage their "unscheduled time" effectively. As young adults, students are expected to make appropriate choices, to accept personal responsibility, and to abide

by school rules. When students demonstrate the need for guidance and/or reprimand, we respond, at times punitively, but frequently in conversation and reflection in attempt to redirect student behavior.

Everyone in the BHS community is responsible for contributing to the environment. The following are expectations for good citizenship on school grounds, on the way to and from school and in the community:

- Show respect for yourself, others and the environment
- Demonstrate that the primary purpose of school is teaching and learning
- Attend school daily and be punctual for all commitments
- Show courtesy for others at all times
- Respect the individual rights of others
- Behave in socially acceptable ways
- Resolve differences in ways that are non-violent and recognize individual differences

Students will NOT demonstrate the following behaviors which seriously interfere with teaching and learning and have been deemed unacceptable in our school:

- Use of abusive language or inappropriate gestures;
- Leaving school grounds without signing out and receiving legitimate school or parental permission;
- Physical, verbal and/or sexual harassment;
- Fighting;
- Assault;
- Possession of illegal substances – alcohol, tobacco and drugs;
- Vandalizing or stealing school, staff and/or students' property;
- Possession of weapons or weapon-like devices;
- Persistent violation of school and/or classroom rules;
- Disrespect toward school personnel and/or other students;
- Defiance of authority's reasonable requests;
- Any other behavior which seriously disrupts the productive, healthy and safe school climate we value

Engaging in these behaviors will result in appropriate consequences. These consequences could include conferences, warnings, reprimands, detentions, restitution, social probation, (which could impact participation in school trips and events), suspensions or in extreme cases expulsion/dismissal from school.

COMMUNITY SERVICE

Community Service is a requirement for graduation from Bow High School. Students should check the Graduation Requirement section of this handbook for specific information regarding the number of hours required for their class. Questions regarding appropriate Community Service placements and the recording of Community Service hours can be answered in the Guidance Office.

CONDUCT AT ACTIVITIES AND ATHLETIC EVENTS

Students are expected to behave appropriately at all Student Activities and Athletic Events. All school rules will be in effect at these events.

Students who misbehave or demonstrate unsportsmanlike behavior will be asked to leave the event and will receive consequences in accordance with the school's code of conduct.

Bow High School recognizes that students may have personal obligations on certain days that conflict with athletics and co-curricular activities. These obligations may include (but not be limited to) family travel, religious observances and celebrations of major holidays. The intent of this policy is to allow students and families with strongly held beliefs the opportunity to be together to honor those beliefs on significant days without jeopardizing the student's place on a team or other co-curricular activity.

The following list of Optional Practice Days and No Practice Days is not all inclusive. Therefore, coaches and advisors must work with students to be sure the intent of this policy is realized.

OPTIONAL PRACTICE DAYS

September 5	Labor Day
September 29	Rosh Hashanah
October 7	Yom Kippur
November 11	Veterans' Day
November 24	Thanksgiving
December 23 - January 1	Winter Vacation
January 16	Martin Luther King Day
January 24 - 27	Mid-term exams (tentative)
February 27 - March 2	February Vacation
April 7	Passover
April 6	Good Friday
April 23 - 27	April Vacation

May 28 Memorial Day

No Practice Days

November 24	Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
April 8	Easter

DRESS

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taste should be guideline enough.

In the event a particular dress style detracts from the educational process/atmosphere, constitutes a threat to the safety and health of self or others, or is in violation of lawful statutes, the school will take corrective action.

DRUG AND ALCOHOL POLICY

The New Hampshire State Statute prohibits persons under the age of 21 from possessing or consuming alcoholic beverages; prohibits persons 21 years of age or over from providing alcoholic beverages to persons under 21; prohibits the possession, use or distribution of illegal drugs.

No one shall possess or ingest alcohol or a controlled substance, nor be under the influence of alcohol or a controlled substance, as defined by the laws of New Hampshire, on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or en-route to or from such events.

No one shall possess a "lookalike" controlled substance or any purpose on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or en-route to or from such events.

No one shall possess a "lookalike" controlled substance for any purpose on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or en-route to or from such events.

No person shall sell, share or give to another student alcohol or a controlled substance or any "lookalike" substance on school property during school hours, or while participating in interscholastic events or any activity sponsored by the school, or en-route to or from such events.

Each violation shall be reported to the student's parents or guardians, and the matter will be brought to the attention of other proper authorities.

Student(s) may be suspended from school for ten (10) days by the principal or his/her designee. Student(s) will be referred to the superintendent and may be suspended for an additional ten (10) days.

Student(s) may be required to participate in an approved drug and alcohol educational program and/or treatment. Successful participation in such a program or treatment plan may be required before being admitted back to school.

EATING AND DRINKING

Eating and drinking is only allowed in designated areas at Bow High School. Designated areas include the cafeteria, the Family and Consumer Science Room (room #1206), Students' Service Center (room #1204) and the Main Lobby (during Break)

ELECTRONIC EQUIPMENT

Students will not be permitted to operate or to have in their possession any electronic equipment which causes a disruption to the educational environment. **The use of cell phones is prohibited while students are in class.**

EMERGENCY INFORMATION

All students are expected to have an Emergency Information Card on file. The purpose of the card is to assist the school in reaching parents or guardians as soon as possible should a medical emergency arise. Without this card the school may not be able to provide a student with full or immediate treatment. The school expects to be notified of changes of pertinent information.

FIELD STUDIES

Bow High School students enjoy the opportunity to participate in numerous Field Study opportunities during the school year which supplement and enrich the curriculum. All students participating in any school sponsored Field Study must present a permission slip signed by a parent or guardian prior to each trip. Permission slips will detail the date, approximate departure and return times and the destination. All participating students must use school provided transportation both going to and returning from the field trip. No alternative transportation arrangements will be allowed and at no time will students be permitted to transport other students during school sponsored trips.

GRADING

Grades are a means of assessing an individual student's achievement in a class in relation to established criteria. In general, grades are defined as follows:

A - 90 to 100 - Mastery of the subject. All course objectives have been met.

B - 80 to 89 - Mastery of nearly all subject matter and course objectives.

C - 70 to 79 - Mastery of the majority of subject matter and course objectives. Student has met the minimum expectations of the class

F - 69 and below - Student has failed to meet the minimum expectations of the class.

I – Incomplete (An incomplete may be given to a student who has extenuating medical, personal or academic circumstances. A student is allowed an extra 10 days to complete his/her assignments for the current grading period.)

WP - Student has withdrawn from the class with a passing grade.

WF - Student has withdrawn from the class with a failing grade.

Student effort grades will be defined as follows:

- 6= Excellent** - The student comes to class almost all of the time, is well-prepared, participates and leads activities and discussions and contributes in a very positive way to the learning environment.
- 5 = Good** - The student comes to class most of the time, is reasonably well-prepared, participates in activities and discussions and contributes positively to the class.
- 4 = Needs Improvement** - The student is sometimes tardy or absent from class, preparation for, participation in and contribution to class is inconsistent.
- 3 = Unacceptable** - The student is often tardy or absent from class, is often unprepared, and does not contribute to or participate in the class in a meaningful way.

GRADUATION REQUIREMENTS:

Humanities 8 credits

includes 2 credits in the Studies in Humanities, 2 credits in American Studies, 2 credits in World Studies, ½ credit in English, ½ credit in Senior Seminar and 1 credit Humanities elective)

Math, Science, Technology and Business 8 credits

Includes a minimum of 3 credits of Mathematics including algebra credit that can be earned through a sequential, integrated, or applied program, 2 credits of Science (met by IST 9 and IST 10) and ½ credit in Information, Communication and Technology)

B.E.S.T. 2.5 credits

(Building Essential Skills for Tomorrow)

(This would include a 2.5 year program of Physical Education, Health/Wellness, Career Guidance, Child Development and Nutrition)

Electives	5.5 credits (This would include any course successfully completed and not yet used to fulfill a requirement listed above.)
Total	24 credits

As mandated by the New Hampshire State School Approval Standards, May 2005

All students **must** successfully complete and present a senior project in order to graduate from Bow High School.

All students **must** successfully complete and present a project during their sophomore year in order to graduate from Bow High School.

All students **must** have twenty hours minimum of community service (will be pro-rated at five hours per year for those students not attending BHS for four years)

All students **must** have twenty hours minimum of career exploration (will be pro-rated at five hours per year for those students not attending BHS for four years)

GUIDANCE AND COUNSELING SERVICES

The guidance and counseling staff of Bow High School is prepared to assist you and your teachers to help make a comfortable transition to our school. Our staff will work collaboratively with the entire faculty in guiding the academic and social development of each student. We believe that high school is an important time of preparation for adult life. Our guidance staff will assist you in preparing a post graduation plan, and will help you plan a successful course of study while at BHS.

A comprehensive program of guidance and counseling services will be provided to the school community. The following is an initial list of programs and activities that will be offered:

- personal, academic and career counseling
- transition activities
- peer counseling/mediation
- support groups
- parent meetings
- career/college workshops
- financial aid workshops
- standardized test coordination and assessment

The guidance staff believes that a supportive environment that includes a healthy partnership between students, parents and faculty is essential as

we continue to build Bow High School into the best learning environment that it can possibly be. We encourage you to help us grow by communicating to us your thoughts, concerns and advice. We look forward to an exciting and productive year with you.

HEALTH SERVICES

The school nurse is committed to providing a healthy, supportive environment for students, parents, and faculty. Communication from home is essential and she encourages you to communicate any concerns and medical up-dates i.e.: immunization, illness or injury to her. A full time nurse will be available in our health office to provide for the health and support of medical problems at Bow High School. The school nurse will be available to:

- attend to the health needs of students who become ill or injured while in school
- monitor students with long term or chronic medical conditions
- dispense medications (see Medication Procedure page)
- provide health screenings
- assist students and parents with health-related needs and make recommendations to the educational planning team
- maintain mandatory immunization and health records
- keep staff informed as to the medical and emergency needs of individual students
- provide assistance to students, faculty and parents on health-related topics
- help students and parents utilize appropriate health services i.e. free and reduced lunch program
- maintain sports physicals for student athletes

Students must comply with NH Department of Health and Human Services Immunization requirements for school enrollment which includes a tetanus immunization at least every **ten years**. In order to maintain accurate student immunization records, please notify the school nurse of any recent immunizations with a note signed by the health care provider as to the type of immunization and date administered.

Students are **not** allowed to carry prescription and/or non-prescription medications with them during the school day or during school-sponsored activities with the exception of asthma inhalers and epinephrine (Epi Pens). Students needing to take prescription and/or non-prescription medications during these times are to do so under the supervision of the school nurse or a designated member of the school staff. This policy was written in accordance with NH Law and is designed to provide the safest

possible environment for all students. This policy refers to such over-the-counter medications as Tylenol and Advil.

**Parents and Guardians, we need your help enforcing this policy.
Please remember to closely supervise your child's medication use.**

Students may possess and self-administer asthma inhalers and epinephrine by meeting the following guidelines:

- A written order must be signed by the prescribing health care provider.
- Written permission must be given by the parent/guardian.
- Inhalers and Epi Pens (epinephrine) must be labeled with the student's name.

If prescription medications need to be taken during the school day or during the school-sponsored activities the following guidelines apply:

- A written order must be signed by the prescribing health care provider
- Written permission for administration must be given by the parent/guardian
- Medications must be in the original labeled containers and brought directly to the school nurse
- The school nurse has forms available

If non-prescription medications need to be taken during the school day or during school-sponsored activities the following guidelines apply:

- Written permission for administration must be given by the parent/guardian
- Medications must be in the original labeled containers and brought directly to the school nurse.

An Emergency Information Sheet (Pink Sheet) should be completed and returned to the school nurse at the beginning of the school year. The purpose of this sheet is to assist school personnel in reaching parents or guardians in case of a medical emergency. Without this card the school may not be able to provide a student with full or immediate treatment. This sheet also contains a list of the stocked over the counter medications that, with your permission, may be administered to your student.

HOMEWORK

Homework is a normal and expected part of school life at Bow High School. Whether it involves reading, computing, written responses to questions/essays, projects or self-disciplined review and study, time spent outside the classroom on school work will be a necessary component of academic achievement. The amount of homework may vary from course

to course; all students, however, along with their parents or guardians, should realize the importance of homework and plan a home study site accordingly. Students who are absent can obtain their homework by contacting the main office. Requests for homework may take up to 24 hours to fulfill.

HONORS OPTION

Our intention at Bow High School is to challenge each student academically. Some students, however, may wish to challenge themselves beyond the general curriculum requirements. For these students, Bow High School will offer an honors option. Students may choose to complete an honors option in any course not designated Advanced Placement. Upon successful completion of honors option requirements, students will receive an honors designation on their academic records.

Students selecting the honors option must complete the following requirements:

1. develop an honors option plan with the classroom teacher, detailing a timeline of activities the student will engage in throughout the semester and as part of their honors option requirement.
2. students and teachers will select one or more activities to complete from the following list:
 - a. selected readings,
 - b. interdisciplinary projects
 - c. problem-solving or inquiry-based projects
 - d. development and/or public presentation of one's work
 - e. in-depth and expanded study of specific curricular areas;
3. complete a learning journal of outside reading assignments and other learning activities associated with the honors option
4. demonstrate leadership qualities in the classroom
5. demonstrate self-direction and motivation as a learner, as well as exemplary work habits
6. demonstrate mastery of fundamental concepts
7. complete a self-evaluation.

Students interested in the honors option should meet with teachers within the first two weeks of the start of the semester to develop their honors option plan. At that time, students will discuss specific requirements, ideas, and a timeline with their instructors. Students should continue to

meet with their teachers a minimum of four times throughout the semester to keep teachers informed of progress. Students may choose at any time, to terminate their honors option study. Termination will have no impact on course grades; students will simply not receive the honors designation on their academic records.

HONOR ROLL

Bow High School students will be recognized for their effort and their academic performance.

HIGH HONOR ROLL

Students will be honored with inclusion on the High Honor Roll if they have earned a grade of an “A” in all of their classes for the marking period.

Students will be honored with inclusion on the Honor Roll if they have earned a grade of “A” or “B” in all of their classes for the marking period.

Students must take a minimum of four classes to be eligible for the Principal’s List, High Honor Roll or Honor Roll.

INDEPENDENT TIME

Students who are not scheduled into a class are expected to utilize their unscheduled time in a constructive manner. Students looking for a place to study or perform school-related activities must sign-in to one of the following areas: Library/Media Center, Cafeteria, Writing Center and Academic Support Rooms. Students may also schedule appointments to work with teachers during this time.

Students who do not make good use of their time will be assigned to a supervised Study Hall.

INSURANCE: HEALTH AND DENTAL

The Bow School District has an agreement with an insurance agency which permits the agency to offer low-cost accident insurance and low-cost dental insurance to students. Enrollment forms for these policies are available from the school only at the beginning of the school year. The school makes these forms available only as a service to students and the school has no part in the insurance contract should students elect to enroll.

INTERNET: ACCEPTABLE USE POLICY

The Bow School District's Network system, BowNET, has a limited educational purpose. Activities that are acceptable on BowNET include classroom activities, career development, and high-quality personal research. You may not use BowNET for entertainment purposes (except for those periods of time that the school has designated as "open access").

BowNET is not a public access service or a public forum. The Bow School District has the right to place reasonable restrictions on the material you access or post through the system.

You are expected to follow the rules set forth in the Bow School District's disciplinary code and the law in your use of BowNET. You may not use BowNET for commercial purposes. This means you may not offer, provide, or purchase products or services through BowNET. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

The School District Technology Coordinator is responsible for administration and monitoring of BowNET. Any decisions involving significant changes to the system will be made together with the Superintendent.

The School District Technology Coordinator is responsible for the oversight and management of the Bow School District web site. School Building Web Masters are responsible for the oversight and management of school building web sites. Teachers are responsible for the oversight and management of their teacher web sites and any student produced websites they oversee.

Materials on all web sites sponsored by the district must be updated on a monthly basis or as needed to remain current. The Bow School District reserves the right to remove any published content from any website sponsored by the district.

All users with access to BowNET must sign a User Agreement acknowledging the receipt of this AUP. All executed user agreements will be maintained in individual school building administrative offices. Disciplinary issues will be dealt with by the appropriate district personnel.

Users of BowNET are those students and employees of the Bow School District with a signed User Agreement on file. Users of the Bow School District will be allowed access to BowNET during class time as well as during other periods designated as "open access". Users of BowNET are prohibited from sending or receiving the following types of material on the Network:

- Any materials which are profane or obscene (pornography, advocates or condones unlawful or dangerous acts, advocates or condones violence or discrimination towards other people (hate literature));
- Materials without an educational purpose such as for the purposes of entertainment (except during periods designated as "open access");
- Personal information on students. * See **FERPA** (page 48).

The Bow School District is in receipt of federal education funding and has installed Internet filters on BowNET. Students and staff should self-monitor to determine appropriateness of material and activities. It is not our intent to curtail any academic freedom to use appropriate materials for educational purposes; however, all staff should be confident in evaluating material accessed on the Internet for use in the classroom. Staff will monitor students for inappropriate use of the Network. Special authorization may be obtained from the School District Technology Coordinator to allow exceptions to prohibited material in cases of legitimate research.

Students needing access for class projects have highest priority for access to the Network. Students should immediately notify supervising staff if they mistakenly access prohibited material. The Bow School District cannot monitor in accord with a multitude of different family values; therefore parents are encouraged to discuss values with their children. Parents are responsible for monitoring any remote access provided by the Bow School District.

District web pages will comply with the Americans with Disabilities Act (ADA) (1994). See <http://www.usdoj.gov/crt/ada/adahom1.htm>. Hyperlinking web pages must be made with caution, as any hyperlinked sites will be subjected to the same scrutiny as all other material posted on any district web pages.

The BOWNET is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the BOWNET. E-mail messages are subject to district review at any time.

All users shall respect copyright and proprietary interest of any materials accessed through the BOWNET. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the issue of such materials are offenses subject to criminal prosecution. Any distance learning courseware developed by the Bow School District is owned by the District.

When inappropriate use of the Internet is determined through due process the result will be the cancellation of those privileges or any other disciplinary action as appropriate. The Building Administrators will deem what is appropriate use and their decision is final. The Technology Coordinator may close an account at any time as required. The administration, faculty, and staff may request the administrator to deny, revoke or suspend specific user accounts. Any student identified as a security risk may be denied access.

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm to the system as a result of a student's intentional misuse.

Information on student Internet activity that may be traced to a particular student may constitute "personally identifiable information" about a student. Parents of minor students are entitled to access this information. Placement of personally identifiable information on the web site concerning a student raises significant FERPA issues.

NH RSA 189:1-e Directory Information is the NH state law that enhances the effect of FERPA:

A local education agency, which maintains education records, may provide information designated as directory information consistent with the Family Educational Rights and Privacy Act (FERPA). Each year schools shall give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents shall request in writing to remove all or part of the information on their child that they do not wish to be available to the public. Such approval shall be renewed on an annual basis. Items of directory information, which is information not generally considered harmful or an invasion of privacy if disclosed, may include:

- ◆ Name and address of a student
- ◆ Field of Study
- ◆ Weight and height of athletes
- ◆ Most recent previous school attended
- ◆ Date and place of birth
- ◆ Participation in officially recognized activities & sports
- ◆ Dates of attendance, degrees and awards

LAPTOP USAGE POLICY

The Bow School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal laptop into the school building is required to sign a copy of the Bow School District Personal Laptop Usage Agreement (as found at

<http://www.bowent.org/tech>), file it with his/her building's Technology Staff, and comply with its laptop usage conditions.

LIBRARY/MEDIA CENTER

Bow High School Media center (LMC) is open from 7:00 a.m. to 5:00 p.m., Monday through Thursday and 7:00 a.m. to 3:30 p.m. on Friday.

The LMC is a work area where students may study alone, work in small groups or enjoy quiet reading and supports a wide range of information technologies that are accessible to students and staff: books, audio-visual, audio books on listening devices, and will provide Interlibrary Loan as needed. Digital editing and video cameras support communication and production of presentations.

All members of the school community are eligible to use the facility and borrow resources. The borrower assumes full responsibility for proper care and treatment of any resource borrowed. Borrowers will be charged for any materials that are lost or returned damaged. In the case of audio-Visual equipment, the borrower also assumes responsibility for all accessories that accompany the equipment.

The school online catalog and hosts of databases are listed below:

BHS LIBRARY MEDIA CENTER WEBSITE: <http://www.bownet.org/jlizotte>

EBSCOhost databases (current news)

URL: <http://search.epnet.com/login.asp> Username: **bowhigh**
Password:

Gale Virtual Reference: <http://infotrac.galegroup.com>

Biography Resource Global Issues in Context
Opposing Viewpoints Password:

World Geography: <http://worldgeography.abc-clio.com> and

American History: <http://americanhistory.abc-clio.com> and

Pop Culture Universe: <http://pop.greenwood.com>

Username and password:

World Book:

URL: <http://worldbookonline.com> Username: **bowhs**
Password:

Teen Health and Wellness

URL: <http://teenhealthandwellness.com>

Username: **bow**
Password:

Sharpe Online Reference (SOLR)

URL: <http://sharpe-online.com>
Username: **bow**
Password:

MLA BIBLIOGRAPHY: NoodleTools URL: <http://www.noodletools.com>

ONLINE CATALOG

Search the online catalog at <http://www.bownet.org/jlizotte>

BHS Online data bases for research:

EBSCOhost databases (current news)

<http://search.epnet.com/login.asp>

Username: **bowhigh**

Password:

Gale Virtual Reference:

<http://infotrac.galegroup.com>

Biography Resource Global Issues in Context

Opposing Viewpoints

Password:

World Geography

<http://worldgeography.abc-clio.com>

American History

<http://americanhistory.abc-clio.com>

Pop Culture Universe

<http://popgreenwood.com>

Username: **bowstu**

Password:

World Book

<http://worldbookonline.com>

Username: **bow**

Password:

MLA Bibliography: NoodleTools

<http://www.noodletools.com>

Username: **bowhigh**

Password:

LOCKERS

Lockers and locks are the property of Bow High School. Lockers will be assigned to all students by Bow High School. Students must use only the locker assigned to them and may not switch lockers without permission. Lockers are for the sole purpose of storing books, clothing appropriate to the weather, and other school-related materials. The school reserves the right to inspect student lockers at any time. Students must keep their lockers clean and free of damage. Lockers must be left clean and free of stickers, posters and other material at the end of the school year. Writing on lockers is not permitted under any circumstances. Students will have use of a school lock for their locker. Only school supplied locks can be used on lockers.

**Students are advised to lock up money and/or personal valuables.
Students should not leave their personal property unattended.**

NATIONAL HONOR SOCIETY

The Bow Chapter of the National Honor Society inducts new members in the spring of each year. Eligibility is based on the accumulated record of the preceding years. The guidelines for induction are as follows:

- ◆ The National Honor Society is open to students entering grades 11 and 12 only.
- ◆ Students must have a minimum grade point average of 3.5
- ◆ Eligible students must display the four major virtues valued by the society: Character, Leadership, Scholarship and Service.
- ◆ Students must complete and return a membership questionnaire
- ◆ Final selection is made by the Faculty Council with input from the entire faculty

Once inducted into the National Honor Society, a member must maintain the high standards of Character, Leadership, Scholarship and Service that led to their selection. Failure to maintain these standards will lead to dismissal from the National Honor Society.

For more information check the following web sites: <http://www.nhs.us/> and <http://www.bownet.org/nhs/>

PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with teachers, counselors or administrators about their son/daughter. Conferences are most effectively arranged through the guidance department. However, conferences can be arranged at a mutually convenient time with any teacher, counselor or administrator. Two scheduled conference days will be held during the school year. These days are scheduled for November 10th and 12th, 2010. Parents should sign up for conferences through PTC Wizard which can be accessed through our website at www.bownet.org/bhs/

PARKING

Students are permitted to park in designated areas at Bow High School. Students must park in lined spaces. Parking stickers cost \$25.00 and are required. Stickers will be sold in the Main Office during the week of August 13, 2010 for the Senior class and the week of August 27th for the Junior class. Parking spaces for students are limited, therefore priority will be given to seniors and then to juniors. Stickers will also be sold to students who have completed driver's education classes throughout the year. Parking is not permitted in the driveway in front of the school, in the visitors' parking lot, or in any roadway at any time. **Students who do not have a parking sticker displayed in the lower left front windshield or who choose to park in unauthorized spaces are subject to disciplinary action, a \$25.00 fine for illegal parking and/or having their vehicle towed at their expense.**

POSTING/DISTRIBUTION OF MATERIALS ON SCHOOL GROUNDS

No advertisement, announcement, poster or other materials shall be posted or distributed on school property without prior approval of the principal or assistant principal. Anyone posting notices is responsible for removing them immediately after the event advertised.

PROGRESS REPORTS

Progress reports will be issued to all students by all teachers at the midpoint of each quarter. These reports are intended to indicate a student's academic progress. Students are given the reports and are expected to take them home and to review the recommendations and/or commendations with their parent/guardian.

READMISSION

Any student, sixteen years of age or older, not previously registered or enrolled in any public or private school or who has dropped out of school, may not enroll in Bow High School until the beginning of the next semester. Special exceptions to this rule may be allowed by the principal in cases of students with handicaps or special needs.

REPORT CARDS

Report cards will be issued to all students four times each year. They will be given to students approximately two weeks after the end of the quarter. The final report card of the year will be mailed home. A list of approximate dates for report cards can be found in the section of this handbook entitled Important Dates.

SAFE SCHOOL ZONE

It is the policy of the Bow School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of

weapons or conduct which threatens harm by means of weapons or objects used as weapons. It is the policy of the Bow School District that the provisions of RSA 193D:2, the so-called Safe School Zone Act, be carried out in all respects.

Should any portion of this policy conflict with state law or regulations issued pursuant thereto, it is the intention of the Bow School District that its policy be read in such a manner that it conforms to such law or regulation. This policy replaces the “Weapons Policy” previously adopted by the District.

Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:20), clubs, metallic knuckles or containers containing chemicals such as pepper gas or mace) or other objects used as weapons are not permitted on school property, or school buses or at school sponsored activities. “Weapons” shall mean any object whose use at the time or whose primary purpose is to cause or, by intimidation, to threaten to cause, bodily harm or injury to any person. Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school without prior written approval will be expelled for not less than one year (365 days). This expulsion may be modified by the superintendent upon review of the specific case in accordance with other applicable law and district policy. Weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy each year.

Any pupil who engages in or commits any of the following acts shall be subject to expulsion as described in Section III below:

1. Homicide under RSA 630;
2. a. Any first or second degree assault under RSA 631;
b. Any simple assault under RSA 631:2-a
3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
4. Criminal mischief under RSA 634:2;
5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
6. Arson under RSA 634:1;
7. Burglary under RSA 635;
8. Robbery under RSA 636;
9. Theft under RSA 637;
10. Illegal sale or possession of a controlled drug under RSA 318-B;
11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, II;

12. Possession of a pellet or BB gun or rifle under RSA 193:13, III

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States 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 school board for a period of not less than twelve months. Any expulsion shall be subject to review by the superintendent in accordance with district policy if requested by a parent or guardian and further, any parent or guardian shall have the right to appeal any such expulsion by the board to the state board of education (RSA 193:13, III)

SCHOOL CLOSURE/DELAYED OPENING

In the event of an emergency, or inclement weather, a delayed opening/school closure message will be made public on AlertNow, on the BHS school phone/messaging system, the BowNet Website (www.bownet.org) and on the following radio/TV stations: WZID(95.7FM) and WMUR-TV(Channel 9).

USE OF ALERTNOW - THE DISTRICT'S NOTIFICATION SYSTEM

In the event of a delayed opening or school cancellation, we will use Alertnow, the district's rapid notification system in addition to the other notification procedures. If the superintendent believes that a school delay or closure is generally anticipated due to the weather forecast, then only an email will be sent. If the closure or delay is unexpected, then both a phone call and an e-mail will be sent.

SEXUAL HARASSMENT POLICY

The Bow School District seeks to provide an educational environment in which everyone may work and learn in an atmosphere of respect for the dignity and worth of all. This environment must be free of sexual harassment. In order to promote this environment, the administration will make available at its offices for all staff and appropriate students the laws, policy and procedures currently in effect that are designed to protect people from being sexually harassed. **Sexual harassment of any employee or student by any other employees or student, or by anyone a student or employee may interact with in order to fulfill job or school responsibilities, is not only illegal as a form of sex discrimination as defined by Educational Amendments of 1972, but also is a violation of this District's policy and will not be tolerated.** Conduct which may be considered sexual harassment in any relationship other than that between consenting peers includes such things as:

Verbal harassment or abuse, Subtle pressure for sexual activity, sexist remarks about an individual's clothing, body, or sexual

activities, unnecessary touching, patting, or pinching, leering or ogling of an individual's body, constant brushing up against an individual's body, demands for sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendations, etc., physical assault, public or offensive display of sexually suggestive objects or pictures.

Sexual harassment will be treated as a major disciplinary offense so that, depending on the circumstances and the degree of harassment, the offender may be disciplined with a suspension subject to discharge or expulsion. Additionally, some forms of sexual harassment are considered violations of criminal law and as such must be referred to legal authorities. Any person desiring a copy of the Bow School District Sexual Harassment Policy can do so through the Principal's office at Bow High School. Any person wishing to lodge a complaint relative to sexual harassment should contact John House-Meyers, Principal or Gay Longnecker, Assistant Principal.

TITLE IX-EDUCATION AMENDMENT, 1972

Title IX states; "No person in the United States shall on the basis of sex be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance. . ."

The administration of the Bow School District does not discriminate on the basis of sex in any education program or activity receiving federal financial assistance and is in compliance with the requirements of Title IX. This affirmation of non-discrimination extends to employment and admissions.

Questions about the application of TITLE IX - SECTION 504 or complaints alleging non-compliance within Bow High School should be directed to the Superintendent of Schools, the Title IX Coordinator for Bow High School.

SKATEBOARDS/SCOOTERS (RAZORS)

Students are not allowed to use skateboards/scooters on school property. Students may use them on the outdoor basketball courts.

SMOKING/TOBACCO USE

Bow High School is a tobacco-free zone under RSA 126-K. Any individual caught smoking, chewing or using tobacco in any other manner will be subject to school and legal consequences.

These consequences will include suspension, notification of parents/guardians and notification of the police. Students may not possess tobacco products anywhere on school grounds.

STANDARDIZED TESTING PROGRAM

All juniors in grade 11 will take the NECAP test in October, 2011 and May, 2012. In grade 11 students will have the opportunity to take the Preliminary Scholastic Aptitude Test in October. This test is an excellent testing experience that will also provide valuable academic feedback. Eligibility for the National Merit Scholarship Program for high school juniors is established through the PSAT. Students in grade 11 and 12 have the opportunity to take the Scholastic Aptitude Test. This test is a measure of both verbal and mathematical skills. SAT I (SAT Reasoning) tests are usually taken in the spring of one's junior year and the fall of one's senior year. Some colleges will require students to take two or three SAT Subject Tests (SAT II) exams as well as the SAT Reasoning Test. Advanced Placement tests are administered to students who have completed an Advanced Placement course. These tests are administered May 7 - 11, 2012 and May 14 - 18, 2012.

Advanced Placement tests are administered at the PSU's Pillsbury Building in Concord.

SAT Test Dates for the Fall of 2011

October 1, 2011	SAT I and SAT II *
November 5, 2011	SAT I and SAT II*
December 3, 2011	SAT I and SAT II

SAT Test Dates for the Spring of 2012

January 28, 2012	SAT I and SAT II
May 5, 2012	SAT I and SAT II*
June 2, 2012	SAT I and SAT II

2011 PSAT Test Date

Saturday	October 15, 2011 *
Wednesday	October 12, 2011

(Not at Bow High School)

*** Note: The College Board has recognized Bow High School as a testing center. Students are able to take the SAT exams at Bow High**

School during the months of May, June, October, and November. If you would like to use Bow High School as your test center, enter the Bow test center #: 30-108 when registering with the College Board. Students may take the exam at any local test center such as Concord High School or St. Paul's School.

SUMMER SCHOOL

Bow High School may offer summer school to students who need to make-up a course that they have failed during the school year. BHS also accepts summer school grades from other approved summer schools. The format of the BHS summer school will be based on a prescriptive method of instruction, where each student will be working on specific skill development that is based on input from his or her teacher.

Summer school will be in session for five weeks.

Humanities courses (2 credits courses) will run from 7:30 am to 12:30 pm four days a week for three weeks.

MST courses (1 credit courses) will run from 7:30 am to 12:30pm two days a week for two weeks.

Students must have at least a 55% average in their year-long course to be eligible for summer school. The final grade in summer school will be averaged with the grade received in the class during the regular school year at a ratio of 2/3 (year-long average) to 1/3 (summer school grade). The original grade received during the school year will remain on the transcript. The transcript will indicate that the summer school grade supersedes the original grade. Receiving credit in summer school will not affect a student's eligibility to participate in interscholastic athletics. Students will not be allowed to miss more than two classes in summer school and still be eligible to receive credit.

SUSPENSION

Students may be suspended from school for gross misconduct or refusal to conform to reasonable school rules. Previous history will be considered in dealing with a suspension situation.

Students suspended from school will not be allowed to attend or participate in any co-curricular activity including athletic events. A suspension frequently will be accompanied by a request for a parent conference as a necessary condition for readmission to school.

- a. When a student is suspended, the parents/guardians can expect to be notified by telephone, if this is possible, and receive a confirming letter explaining the conditions and circumstances of the suspension.
- b. Any student suspended from school is not permitted on school grounds at any time.

- c. A student facing suspension from school is entitled to due process and has the right to the following:
- *Be informed of the reasons for the suspension
 - *Be given a reasonable opportunity to give his/her version of the incident
 - *Suspensions of more than ten days may be appealed to the School Board
 - *If school is closed for some reason on the day a student is suspended, the suspension will be carried over to the next school day.

TRANSFER STUDENTS

Students transferring to Bow High School must schedule an appointment with their parents and a BHS Guidance Counselor. Students are expected to bring with them the following information:

- * transcript from their previous school including grades of current year's subjects as of the date of withdrawal from the previous school.
- * Proof of Bow residency
- * Health record (record of immunizations)

TRANSPORTATION IN PRIVATE VEHICLES

When district transportation is provided:

Students are expected to use school transportation for all school-sponsored trips when provided. Parents may submit a written request to transport their own child (ren) to/from school-sponsored events to the Principal or his/her designee.

1. Those providing transportation must have a valid driver's license and must transport the student in a vehicle which has a current NH inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.
2. For off-campus activities, parents will sign students in with the advisor/coach if they have not previously checked in at the school.
3. Parents may check students out of an off-campus activity/event with permission of the coach/advisor. This is considered a dismissal. A written request to the Principal or his/her designee may be made for students to travel with a non parent/adult (over age 21) and a decision will be made on a per event basis.

4. When a student has a conflict between two school-sponsored events. A written request to the Superintendent of Schools for an exception may be made, and a decision will be made on a case-by-case basis.

TRANSPORTATION IN PRIVATE VEHICLES

When district transportation is not provided:

1. Transportation shall be the responsibility of the student and his/her family.

VISITORS

All visitors are required to check in at the Main Office and state the purpose of their visit. Student visitors are not permitted at Bow High School unless they are representing their school in an official capacity or here on a specific school assignment arranged in advance.

If legitimate reasons exist for a student's visit, permission for the visit must be secured from an administrator and each teacher whose class is to be visited at least 24 hours before the visit is to occur. Visitors other than those characterized above are not permitted at Bow High School because of the potential to disrupt the learning environment. Charges of trespassing will be filed against those who do not vacate once requested to do so.

VOLUNTEERS/CHAPERONES

The work of volunteers and/or chaperones is appreciated by the Bow School District. Students are expected to treat these adults with respect and courtesy. Volunteers and chaperones are under the direct supervision of the teacher in charge of the activity, event or field trip. The supervising teacher will clearly schedule and communicate what duties, assignments and responsibilities the volunteers will have. Volunteers and chaperones are expected to follow Bow School District policies and behavioral expectations as part of their work.

Under Bow School District Policy IJOC, any person who will be in direct contact with students and not under the direct supervision of a school district employee will be subject to fingerprinting and a background/criminal records check. The Bow School District's Safe School Zone Policy is available at the Bow High School Main Office or from the Superintendent of Schools.

WELLNESS POLICY

The mission of the Bow School District is (to provide an optimal educational environment so that every student can reach his or her maximum potential). An important educational component of this must include nutrition and education, food choices that maximize health and well-being, physical activity, and the ability to assess health problems and manage chronic medical conditions.

The Bow School District will accomplish these goals by:

1. Integrating nutrition education into the K-12 curricula by an informed staff.
2. Serving as a model for good food choices and preparation through its cafeteria program, vending machines and other nutritionally related activities. This includes all fundraisers and school store sales that include food or drink items. Providing daily opportunities for all students to learn about and enjoy physical activity that will foster an understanding for the need for lifelong fitness and health in a safe environment.
3. Follow best food practices for content, quantity, variety and balance in food offerings.
4. Maintain appropriate health monitoring by school nurses; proactively seek to prevent health problems; and to provide adequate counseling services to meet the needs of students.
5. Partner with families, vendors, townspeople and other school contacts to maintain adequate education about nutrition and physical activity for all students (to provide information about the value of appropriate nutritional intake and vigorous, sustained physical activity for all students).
6. Minimizing the use of foods and beverages as rewards such as for parties and celebrations.
7. Recommending that all students in all schools participate in a minimum of 30 minutes of developmentally appropriate physical activity each day.
8. A bi-annual wellness report will be made to the Board.

WORKING PAPERS

Working papers are available in the Bow High School Guidance Office. Students must bring a request for working papers with them from their future employer.

ANNUAL NOTIFICATION OF RIGHTS UNDER F.E.R.P.A.FOR THE BOW SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“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 45 days of the day the District receives a request for access.

Parents or eligible student should submit to the Principal or the Principal's designee a written request that identifies the record(s) they wish to inspect. The Principal or the Principal's designee 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 is inaccurate or misleading.

Parents or eligible student may ask the Bow School District to amend a record generated by the Bow School District that they believe is inaccurate or misleading. They should write the Principal or the Principal's designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Bow School District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her 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.

DIRECTORY INFORMATION

The Bow School District may, at its discretion, release to the media, to area civic organizations and commercial enterprises whose principle place of business is in Bow or Concord, New Hampshire and to recruiters for the armed services (in compliance with federal statute) the following information about its students:

The student's name, names of the student's parents, town of residence, date of birth, class designation (e.g., 1st grade, 10th grade, extracurricular participation, achievement awards or honors, weight and height of members of athletic teams, student's photograph, the school or school district the student attended before s/he enrolled in the Bow School District.

MILITARY RECRUITERS

Military recruiters or institutes of higher learning shall have access to secondary students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent.

If a parent/guardian or student over the age of eighteen does not wish any portion of this information released, please inform the principal in writing by the last day of September for the current school year.

Upon request, the Bow School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

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
600 Independent Avenue SW
Washington, DC 20202-4605

“Parents should be aware any photographs taken may be distributed broadly”