

Franklin High School Student/Parent Handbook 2026-2027



115 Central Street Franklin, New Hampshire 03235
(603) 934-5441 Fax (603) 934-7445 www.sau18.org
Franklin High School is accredited by the New England Association of Schools and Colleges

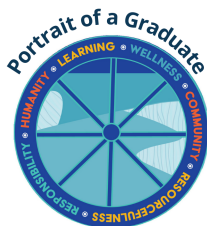
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- Many of the student forms can be found on the student hub, Storm Central, [click here](#) to gain access.



Franklin School District Mission

The Franklin Public Schools will align and maximize resources as a foundation to provide a high-quality, personalized education where students are encouraged and challenged to set goals and persevere in preparation for success in a diverse society.

Franklin School District Vision

The Franklin Public Schools, in partnership with the community, will inspire and empower students to achieve high levels of academic success, wellness, and resiliency which empower students to become adults who embrace diversity, act responsibly, and make positive contributions to society.

Portrait of a Graduate

Franklin High School is guided by the Portrait of a Franklin Graduate. The portrait was adopted with community input in 2021 and is used to shape a dynamic learning experience so that all students graduate with the skills, knowledge, and commitment to reach their goals. By the end of their high school experience, the goal is that all students will have demonstrated the six commitments of the portrait through the development of six interrelated competencies.

Six Commitments:

Commitment to Learning: I can succeed in school and life and care about the quality of my work. I demonstrate a love of learning and a pursuit of skills, knowledge, and behaviors to reach my goals and potential. I take intellectual risks and strive for excellence.

Commitment to Wellness: I understand the connection between physical and emotional wellness and how that impacts my ability to meet my goals and share my talents. I demonstrate how to make choices that improve my mind, body, and spirit in order to meet my learning goals.

Commitment to Community: My success is connected to the strength of my community. I demonstrate my commitment to my community by sharing my gifts, abilities, knowledge, and time to support local endeavors and needs. I am able to develop meaningful relationships to strengthen our school, city, and state.

Commitment to Resourcefulness: There are resources available to help me and others achieve our goals and find success. I demonstrate resourcefulness by finding tools, community groups, people and workshops that can help me meet my goals. I am able to network and share within the school and community.

Commitment to Responsibility: I take ownership for my actions and their consequences. I create plans to achieve my goals and self-advocate when I need support. I am able to work independently and collaboratively.

Commitment to Humanity: I have an important role in the world, and my contributions and actions will impact others. I demonstrate an understanding of the systems that shape the past, present, and how I can be part of shaping the future. I am able to recognize the impacts others have on me and my impact on others.

Six Competencies:

Communication: Students communicate effectively in a variety of settings for different audiences and purposes.

Collaboration: Students work collaboratively in a variety of groups and pairings effectively to achieve goals and create products.

Self-Direction: Students demonstrate self-awareness, self-motivation, self-control, self-advocacy, and adaptability through reflection

Research & Analysis: Students research and analyze sources for various purposes.

Design and Creativity: Students create and design for various purposes using a variety of methods and processes

Knowledge and Application: Students demonstrate knowledge and understanding of content vocabulary and concepts.

Accreditation

Franklin High School is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. The school is also accredited by the State Department of Education as a comprehensive high school. This recognition aids our graduates in gaining admission to colleges and other schools of higher learning.

Core Values and Beliefs about Learning

Franklin High School's mission is to provide a kind, caring, safe, and respectful environment in which students are encouraged to embrace meaningful academic experiences and become actively engaged citizens in their community.

We believe that **caring relationships** are the necessary foundation to support all students. Care personalizes the school culture and envisions each student's needs as individual and unique.

We believe that **engaged learners** contribute to the school community through active participation both within and beyond the classroom.

SCHOOL-WIDE COMPETENCIES

- Students will **Communicate Effectively** in a variety of contexts and for different purposes
- Students will **Collaborate Effectively** in a variety of contexts with different community members
- Students will **Design and Create** processes and products in a variety of contexts for different purposes
- Students will **Research and Analyze** to understand

- Students will **Use Self-Direction Skills** to accomplish goals and meet expectations
- Students will **Demonstrate Content Knowledge and Concepts** across the curriculum

Assessment of these expectations is infused into every course. Each assessment of student learning in every course will contribute to the demonstration of mastery of these skills. Assessment scores for these expectations can be found on a student's report card listed as competencies.

All School Board Policies are available online at www.sau18.nh.gov Hard copies are available upon request.

Equal Education Opportunities

Criteria and selection for assignments or selection of students to programs, courses or classes is developed and applied without regard to bias or discrimination. All courses are open to all students. All programs, courses, and classes are conducted without sex discrimination in assignment, materials and services.

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin. Franklin High School does not deny students access to courses on the basis of disability. Students with disabilities are afforded equal opportunities to participate in all programs and activities that receive federal financial assistance. Any concerns or appeals regarding alleged discrimination may be directed to the school principal, who serves as the designated appeals officer for discrimination cases.

In accordance with NH's school discrimination-prevention law RSA 354-A. RSA 193:39, it is the policy of the school board that there will be no discrimination on the basis of age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion, national origin, and other classes protected UNDER RSA 354 - A. This includes admission/access to, or operation and administration of any educational program or activity in the school district.

Franklin School District SAU 18 Strategic Plan 2024-2027 - ([Link to Strategic Plan](#))

Franklin School District Core Values and associated goals

We Value our Students - Franklin Schools create a supportive environment where students develop resilience, empathy, inquisitiveness, and become proud, engaged citizens.

- Goal 1 - Implement student centered learning approaches PreK-12.
- Goal 2 - Revise assessment and reporting practices to better represent the skills and knowledge of students PreK-12.
- Goal 3 - Promote student input and involvement in decision-making.

We Value our Educators - Franklin educators are innovative, collaborative, and passionate professionals who use best practices to create an environment that promotes individualized student success.

- Goal 1 - Recruit and retain quality staff members.
- Goal 2 - Staff proficiently and consistently use trauma-informed practices in all buildings.
- Goal 3 - Teachers use project-based learning practices proficiently in all buildings.

We Value our Community - The partnership between the City of Franklin, the schools, the community, providers, and businesses are both an investment and an incentive for stakeholders. It is the responsibility of all parties to nurture and develop students' ability to engage in and positively contribute to their community.

- Goal 1 - The community, including the state and district's governing body, provides dependable and sufficient funding to support and sustain educational programming.
- Goal 2 - The schools and district participate regularly in Franklin service projects and events.
- Goal 3 - Students regularly learn in and with the community, making the community our campus.

MEMBERS OF THE FRANKLIN SCHOOL BOARD

		<u>Term Expires</u>
Liz Cote - Chairperson	lcote@sau18.nh.gov	2027
Laurie Cass - Vice Chairperson	lcass@sau18.nh.gov	2028
Michael Lombardo - Treasurer	mlombardo@sau18.nh.gov	2028
Jane Cote	jcote@sau18.nh.gov	2027
Marie Danforth	mdanforth@sau18.nh.gov	2027
Jack Finley	jfinley@sau18.nh.gov	2029
Adam Heath	aheath@sau18.nh.gov	2029
Ruth MaGina	rmagina@sau18.nh.gov	2028
Kayla Morse	kmorse@sau18.nh.gov	2029

SAU 18 Administrative Staff and School Officials

(603) 934-3108

Mr. Daniel LeGallo, Superintendent of Schools	dlegallo@sau18.nh.gov
Mr. Jefferson Braman, Business Administrator	jbraman@sau18.nh.gov
Ms. Jule Finley, Curriculum Director	jcfiney@sau18.nh.gov
Ms. Rebecca Butt, Special Education Director	rbutt@sau18.nh.gov
Ms. Kim Robinson, Human Resources	krobinson@sau18.nh.gov
Mr. Steve Nelson, Facilities Director	snelson@sau18.nh.gov
Mr. Chris Stuart, IT Director	cstuart@sau18.nh.gov
Ms. Brenda Petelle, Director of Food Service	bpetelle@sau18.nh.gov
Mrs. Barbara Slayton, Coordinator of Wellness/District 504 Coordinator	bslayton@sau18.nh.gov
Mr. Andrew Szendre, Director of Athletics	aszendre@sau18.nh.gov
Mr. Tim Dow, Family School Attendance Liaison	tdow@sau18.nh.gov
Mr. David Levesque, Principal, Franklin High School	dlevesque@sau18.nh.gov
Ms. Patrice Brown, Principal, Franklin Middle School	pbrown@sau18.nh.gov
Mr. Jay Lewis, Paul Smith School	jlewis@sau18.nh.gov

Grievance Procedures - (Board Policy KED)

Issues of discrimination on the basis of a disability will be addressed through the grievance procedure outlined by school board policy KED. Issues of discrimination on the basis of sex, please refer to the complaint procedure outlined in school board policy JBAA. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedures. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the laws of New Hampshire pertaining to non-discrimination.

504/TITLE II COORDINATOR

for students, parents, employees, and other interested parties. This applies to discrimination on the basis of a disability:

Barbara Slayton
bslayton@sau18.nh.gov
603-934-3108

TITLE IX COORDINATOR

for students, parents, employees, and other interested parties. This applies to discrimination on the basis of sex:

Kim Robinson
krobinson@sau18.nh.gov
603-934-3108

Teacher Names	Position
ALLEN, MATT	PHYS ED / HEALTH
ARCHIBALD, MEGAN	SCIENCE
BICKFORD-O'CONNELL, SHERRY	PARAPROFESSIONAL - BRACKINRIDGE
BRACKINRIDGE, MARIE	SPECIAL EDUCATION TEACHER / CASE MANAGER
BRIZER, NICHOLE	NEW ERA BEHAVIOR TECH
BLOUIN, MATTHEW	ENGLISH
BRYANT, JAMIE	SAP COUNSELOR
BUSHAW, CHLOE	PARAPROFESSIONAL - TZANNOS
CARR, MICHELLE	SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT
CHIASSE, CHRISTINE	MUSIC
CHAPPLE, CHARLIE	ENGLISH
CHILDS, PAUL	DIRECTOR OF CAP
CRAFT, ASHLI	ART
DELANGE, KEVIN	SOCIAL STUDIES
DENNIS, WILMA	PARAPROFESSIONAL - TZANNOS
DEVOID, NICHOLAS	NEW ERA BEHAVIOR TECH
DEYOUNG, ANDREW	SOCIAL STUDIES
DICKSON, RANDY	TECH EDUCATION - INDUSTRIAL ARTS
DORE-CHAPMAN, CHERYL	SCHOOL COUNSELOR
FOWLER, AUDRA	NEW ERA - RBT PROGRAM AND TRAINER
GEORGES, JACOB	NEW ERA BEHAVIOR TECH
GREENWOOD, SAMANTHA	NEW ERA BEHAVIOR TECH
GROVER, SEAN	SOCIAL STUDIES
HEATH, ANDREW	MAKER SPACE
HERNANDEZ, ANA	PARAPROFESSIONAL - TZANNOS
HOWARTH, ELISE	NEW ERA BCBA
MCDONALD, PAM	ADMINISTRATIVE ASSISTANT - MAIN OFFICE
MCINTIRE, ARVIN	SCIENCE
NOYES, TAMMY	ENGLISH
POLLAK, DAVE	SCIENCE / MATH
POPPALARDO, CHRIS	SCHOOL RESOURCE OFFICE
PRESCOTT, PATRICIA	ADULT EDUCATION COORDINATOR
RICHARDS, JEFF	SPECIAL EDUCATION TEACHER / CASE MANAGER

Teacher Names	Position
ROWEN, DYLAN	MY TURN PROGRAM
SCHONGALLA, JEN	SPANISH
SOUZA, LINDSAY	PARA PROFESSIONAL - STILLINGS
SMITH, JAMIE	SCHOOL CLIMATE SPECIALIST
ST. JACQUES, TAYLOR	INTERVENTION COUNSELOR
STEPHANIE, STILLINGS	SPECIAL EDUCATION TEACHER / CASE MANAGER
STRICKLAN, KELSEY	NEW ERA BEHAVIORAL SPECIALIST
SYLVESTER, DAN	MATH
SZENDRE, ANDREW	MATH
SZENDRE, JENNIFER	BAND/MUSIC
THOMAS, KARA	NEW ERA BEHAVIOR TECH
TIBBETTS, JUDY	FAMILY AND CONSUMER SCIENCE
TUCKER, TRACI	ADMINISTRATIVE ASSISTANT - CENTRAL OFFICE
TZANNOS, LAURIE	LIFE SKILLS / FACE
VEILLEUX, MAURA	PHYSICAL SCIENCE/CHEMISTRY
VELETANLIC, MAJA	NURSE
WILLIAMS, DIANE	SEWING TEACHER
WOLFF, STEPHANIE	BEHAVIOR INTERVENTIONIST

Mandatory Reporting - DCYF

Franklin School District complies with New Hampshire's mandatory-reporting requirements under RSA 169-C:29 and RSA 169-C:30. Any person who has reason to suspect that a child has been abused or neglected must immediately report the concern to the New Hampshire Division for Children, Youth and Families (DCYF). Proof or confirmation of abuse or neglect is not required before making a report.

School employees must report suspected abuse or neglect directly to DCYF. Reporting a concern to an administrator or another staff member does not replace an employee's individual legal obligation to report.

Reports may be made 24 hours a day:

DCYF Central Intake: 1-800-894-5533

Outside New Hampshire: 603-271-6562

Immediate danger: Call 911

Students who feel unsafe or are concerned about another child are encouraged to speak with a trusted school employee. School personnel will respond in accordance with applicable reporting and student-safety requirements.

McKinney-Vento Act- Students Experiencing Housing Instability

Students who lack a fixed, regular, and adequate nighttime residence may be eligible for rights and services under the federal McKinney-Vento Homeless Assistance Act. This may include students living temporarily with others because of housing loss or financial hardship; living in shelters, motels, campgrounds, vehicles, or other temporary settings; or living without a parent or legal guardian.

Eligible students have the right to:

- Enroll and participate in school immediately, even without documents normally required for enrollment
- Remain in their school of origin when it is in their best interest
- Receive transportation to the school of origin when required
- Receive educational services comparable to those provided to other students
- Receive assistance with enrollment, records, school meals, academic needs, and barriers to attendance or graduation
- Receive written information about decisions and the right to appeal a disagreement

Students and families who believe they may qualify—or who are unsure—should contact:

District McKinney-Vento Liaison: Rebecca Butt

Telephone:

Email: rbutt@sau18.nh.gov

Students do not need to provide proof of homelessness before asking for assistance.

Program of Studies ([Link to Program of Studies](#))

The courses of study at Franklin High School are arranged so that they will be sufficiently flexible to meet the needs of students. They can be found in our Program of Studies. In addition to the state requirements, the New Hampshire Scholars Program requires certain subjects for its specific program. Given the state requirements, students must carefully review the Program of Studies to ensure they meet all new requirements.

We wish to emphasize that while reference is made in several places to the necessity of meeting minimum requirements for graduation, it should be understood that it is highly recommended that all students enroll in as many courses as possible to enable them to receive the maximum amount of learning in as many different disciplines as possible while in attendance at Franklin High School.

Underclassmen are reminded that they must be scheduled for a minimum of 7 credits per year and no less than 7 classes per quarter; these may include alternative courses such as online classes. Seniors must be enrolled full-time to participate in extracurricular activities. Alternative Learning Plans are possible with approval from the Superintendent of Schools.

School Counseling Office ([Board Policy JLD](#))

The School Counseling Department of Franklin High School exists to help students, parents, teachers, and staff in any way possible. The School Counseling staff helps students reach their academic, personal, and career goals. Trained, experienced school counselors and an office accessing many college, trade, and technical schools, military service, and career information are at every student's disposal. The school counseling staff can also provide short-term social-emotional support to help students cope with the world around them and better manage stress in their daily lives. The school counseling staff is here to serve you, whatever your needs. Please get to know us and take advantage of the services we offer.

Focused - Honest - Safe

There are a number of informational opportunities concerning higher education throughout the year, including:

- College Application Process
- Free Application for Federal Student Aid (FAFSA®)
- College Visits

The Student Counseling Office is willing to assist you in any matter regarding progress in school and future plans. Please don't hesitate to contact the School Counseling Office at 934-5441 Ext 3424 to make an appointment with a school counselor.

Cheryl Dore-Chapman, School Counselor

Statement of Non-Discrimination - (Board Policy AC)

It is the policy of the school board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity or expression, national/ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the school district. This policy of non-discrimination is applicable to all persons employed or served by the District.

The superintendent or designee will receive all inquiries, complaints and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

Franklin High School's Rules and Procedures - *Arranged in Alphabetical Order*

Academic Honesty

Students demonstrate Academic Honesty when they properly cite others' ideas and writing, submit their own work for tests and assignments without unauthorized assistance, do not provide unauthorized assistance to others, and report their research or accomplishments accurately.

Cheating or Violations of Assessment Procedures are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage, include, but are not limited to:

- Unauthorized exchange of information during a test or while others are taking a test
- Copying from others
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment,
- Using previously submitted work (either your own or another student's)
- Violating any other specific procedures specified by the teacher, including the use of AI such as ChatGPT
- Unpermitted collaboration on assigned work or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework,
- Creating a disadvantage for another student by hoarding or sabotaging materials or resources
- Having another individual take a test, prepare an assignment, or assist in the test or assignment without prior permission.
- Failing to cite sources for direct quotes, paraphrases, or adaptations.(adapted from [ethicsed.org](https://www.ethicsed.org))

Activity Schedules

An official calendar is maintained on the school district's website, www.sau18.nh.gov, for the recording of all events. All athletic activities are listed on the district's main page, while specific co-curricular non-athletic events can be found on the high school's page. Questions about high school events should be directed to the main office. Athletic events are scheduled by the Athletic Director, who may be reached at 934-5441.

Adult Education

The Franklin Falls Academy Adult Diploma Program operates under the **New Hampshire State Department of Education's Revised Regulations for an Adult High School Program (Ed 700)**. The credit requirements are similar to those for students attending a traditional high school; however, the Adult Diploma Program provides additional flexibility in how students may earn credits. It provides individualized instruction, flexible scheduling, smaller class sizes, and alternative ways to earn eligible credits. Adult diploma candidates may receive a limited number of elective credits for qualifying work experience, home-management experience, military service, community service, and career exploration.

Who Is Eligible to Enroll?

Anyone age 16 or older may enroll in courses offered through the Franklin Continuing Education Adult Diploma Program for personal enrichment or to earn high school credits toward an adult high school diploma.

How Does the Franklin Continuing Education 20-Credit Diploma Program Work?

- The first step is to evaluate the student's previously earned high school credits.
- The Franklin Continuing Education Coordinator and the High School Counselor will review the student's high school transcript and other pertinent information to determine:
 - The credits the student has already earned
 - The credits still required for graduation
 - The most appropriate options for earning the remaining credits
 - A realistic timeline for completing the graduation requirements.
- Students will receive an individualized graduation plan to help them stay on track toward completing the diploma requirements.
- Once all required credits have been completed, the Franklin School District will award the Franklin Falls Academy Diploma.

How Do I Enroll?

Students must complete an intake and enrollment process before beginning classes. As part of the process, students will meet with the Program Coordinator to complete an application, review their educational plan and goals, and program requirements to make sure it's the right fit for them. To schedule an appointment or if you have questions about the Franklin Continuing Education - Adult Diploma Program, please contact:

Patricia A. Prescott, Program Coordinator
Franklin Falls Academy Adult Diploma Program
Phone: 603-934-3108, Ext. 3451, Email: pprescott@sau18.nh.gov (*email preferred*)

How Many Credits Do I Need and What is the Breakdown?

Franklin Falls Academy Graduation Requirements - 20 Credits

Earned Course Credits Requirement:

- 22.5 hrs =.50 credit
- 45 hrs =1.00 credit
- Recovery Credit hours may vary
 - 4 English credits (*must include ½ credit Writing*)
 - 4 Social Studies credits (*must include 1 credit World History/Global Studies/or Geography, 1 US History, ½ NH History, ½ Civics, ½ Economics/Personal Finance, ½ Logic and Rhetoric*)
 - 3 Math credits (*must include 1 credit Algebra and ½ credit in statistics/data analysis*)
 - 2 Science credits (*must include 1 credit Biology, 1 Physical Science*)
 - 2.5 Required Elective credits (*must include ½ credit Digital Literacy, ½ Health Ed, 1 Physical Ed, ½ Art Ed*)
 - 4.5 Elective credits (*Recommend Career Exploration*)
 - Must Pass NH Citizenship Exam and Complete FAFSA Form

Courses	When	Location	Days/Times
All Content Areas Edmentum Online Courses	School Year: September 9, 2026 - June 30, 2027	Franklin Hlgh School Room 114	Monday - Thursday 3:30-6:30PM

- Online Edmentum Classes - rotating enrollment.
- Check out the Edmentum courses: <https://www.edmentum.com/course-catalog>
- Online classes are offered with in-person and online adult support on specific days and times (see above).
- Students are required to sign an attendance agreement.

High School Equivalency (HiSET) classes **are not** offered at the Franklin Adult Education Program. For HS Equivalency classes contact: (Laconia) <https://adultedlaconia.weebly.com/> or (Concord) <https://www.second-start.org/adult-programs/> or go to NH Adult Education to see a list of all Adult Education locations - <https://www.nhadulted.org/locations/>.

However, Franklin is a HiSet **testing center** where students can test only.

<https://www.sau18.org/page/hiset-testing-center>

Doc: Franklin Continuing Education - ADP - FFA General Information Handout 8/13/26/pap

Age of Majority

Franklin High School considers all students residing with a parent or guardian as being responsible to their parent or guardian. All Franklin students will be subject to all school policies and regulations, regardless of age. Behavioral expectations, school rules, and designated penalties apply to all students. Franklin High School reserves the right to communicate with a parent of any student, regardless of the student's age, unless both the student (who must be 18 years or older) and the parent submit a letter to the school stating that the student is not living at home and that there is no need to keep the parent/guardian informed. There is no other outside factor that has a role in the relationship (court, etc). See School Board Policy RSA 193:1, HB 154, and FSB policy JH.

If a student has turned 18 years of age, parents/guardians may fill out the "Consent Form," or if the student resides outside their parent's home and cannot be claimed as a dependent on another person's federal income tax form, the student may sign out of school excused for the following reasons only:

- Eighteen-year-old students may dismiss themselves for excusable reasons.
- Eighteen-year-olds who sign themselves out for unexcused reasons are not eligible to return to school or for extracurricular activities that day.

Parents need to be informed that when signing the form, they understand that their adult student has elected to restrict them from any and all educational records. This means you will not have access to your child's information unless and until the student provides written consent. You may view or have copies of their records.

For example:

- You will not be notified of any discipline issues in which your student may be involved.
- You will not be notified of attendance issues or concerns regarding your daughter/son.
- If your daughter/son is in danger of not graduating, Franklin High School will not be able to notify you of this situation.
- If your daughter/son has an Individual Education Plan (IEP) or a 504 plan, you will not receive notification of any meetings or changes that impact the IEP or 504 plan.

The form for enacting this may be obtained in the high school's main office.

Assistant Positions for Students

Students may apply to be an assistant to a teacher or in the office. Student Assistant Request Forms are available in the main and school counseling offices. No more than one student may be an assistant during a single period. Exceptions may be made only with prior administrative approval. Assistants must have acceptable behavioral records. Assistants must stay with the teacher during the entire period. Teacher assistants are not allowed to operate the copy machines; any photocopying must be done through either the Main Office or the Central Office. Teacher assistants **may not** grade student work, record student work, view other students' records, or photocopy tests and exams. Student assistants may receive no more than 10 hours of community service credit per year. The only exception to this 10-hour rule will be a Life Skills Aide or with the approval of a Building Administrator

Animals

To ensure the health and safety of all school community members, please refrain from bringing animals or pets into the building. Service animals are welcome.

Announcements

School-related announcements will be read as needed by the high school's main office.

Assemblies

During the school year, several assemblies will be held for various reasons, such as to commemorate a national holiday, to recognize athletic teams, to hear a speaker, to hold a student program, or for entertainment through an educational program.

Certain standards of behavior are expected. Teachers or Administration may assign assembly seats or bleacher locations for students. Students should enter quickly, quietly, and as directed by the teacher. Courteous attention should be given to the program at all times. Students will sit in their assigned area with their teacher. All faculty members (even those who are unassigned) are expected to sit with the students throughout the gymnasium to help supervise students.

Athletic Handbook

Franklin has a specific athletic handbook that can be accessed [here](#) or by visiting the school website. Additional information concerning athletics may be found at the New Hampshire Interscholastic Athletic Association (NHIAA) at www.nhiaa.org. This organization regulates eligibility requirements; those seeking a waiver must contact the principal.

Attendance - (Board Policy JH)

Research and experience clearly indicate that regular attendance in school leads to increased academic performance and that students can reverse academic difficulties when attendance improves. According to research on this subject, excessive absences from school negatively impact student performance, including lowered student motivation, poor grade performance, and the feeling of being disconnected from the school community. Families and school personnel must work together to ensure students are present in school and that all absences are communicated between school and home.

Students who are absent from school without parental permission or come to school and skip class will be held accountable with disciplinary consequences and risk losing credit in their courses. Students who leave school before getting parental approval will be considered absent and unexcused. Parents will not be permitted to excuse their child after the student has left the building. Students who skip over 25 minutes of class without excuse are considered truant.

Rationale:

- Learning requires both attendance and daily performance in class.
- The student, the guardians, and the school must share the primary responsibility for acceptable student attendance.
- The Franklin School District is responsible for a policy that satisfies state requirements. The system should be clear, concise, and equitable, requiring limited staff time to administer. Consequences for non-compliance should be logical and reasonable, with proper due process.

Unexcused Absence Notification

- Alma system will call home any time a student is marked **absent, not verified** (unexcused) for the day.
- Parents and guardians can access their child's daily attendance on Alma.
- Our Attendance Coordinator/Family Liaison will send home letters for 5, 7, and 10 day unexcused absences. A home visit will be conducted by our Attendance Coordinator after 7 unexcused absences.

Excused Absences

It is the student's responsibility to be aware of how many classes or days they have missed. It should also be noted that **only** the following reasons will be acceptable and excused absences:

- **Health care reasons:** Medical, dental, mental health, etc. Documentation must be from a licensed healthcare provider.
- **Religious observances**
- **Bereavement:** The death in the immediate family
- **Legal Matters:** Including incarceration or court-ordered placement.
- **Family Vacations:** With prior approval from the Administration
- **School Sponsored Activities:** These activities will include only FHS and/or Franklin School Board field trips and school sports competitions.

- **IEP/504 Exceptions:** Specific reference to attendance exception in the student's Individual Education Plan or 504 plan.
- **College Visits:** For Juniors and Seniors - with approval from the Administration.
- **Administrative Waiver:** Absences excused at the discretion of the Administration for reasons not specified above. See waiver procedures in the section below.

If students miss a class for any of the first 9 (nine) reasons above, it is their responsibility to present appropriate information and verification to the office immediately before or after the absence. Due to early dismissals, late arrivals, and other similar reasons, a student's absenteeism may vary from one class to another.

Documentation of Excused Absences

Documentation for any excused absences shall be in the form of a note presented exactly as it was issued.

Medical notes must have an impression-stamped note from the doctor's office or have the note faxed to the main office (603) 934-7445. All documentation must include the student's full name and dates of absence. All medical notes are subject to verification. Any alterations, additions, changes on the note, or notes obtained unethically will automatically disqualify it from consideration. The documentation must also state that the student was seen on the specific day(s) in question and that it was either impossible or inadvisable for the student to attend school for that day or a designated period of time of up to 30 days. If a student's medical status results in continued absences beyond 30 days, the school may require an updated note from the medical provider. The Administration reserves the right to verify all medical notes and also reserves the right to consider absences unexcused by forged notes retroactively.

Fraudulent or altered medical notes will be returned to the practitioner, who may take legal action. Any submission of an altered medical note will result in a minimum 1-day suspension from school for the student involved.

College Visits

Juniors and Seniors will be eligible for excused absences for off-campus college interviews during the current school year. In order for a college visit to be excused, the student must submit a letter, on official letterhead from the college visited, indicating the date and time of the visit.

Family Vacations

While regular school attendance is vital for academic success, it is recognized that there are times when a family vacation may remove a student from school during unscheduled vacation periods. Family vacation days must be approved by the Administration prior to leaving. Family vacation forms are available in the main office and on the FHS website. Students are allowed to take a family vacation if the following conditions are met:

- Specific vacation request forms (available in the main office) must be completed and submitted at least two weeks prior to departure. A parent note must be submitted when the form is requested.
- Students must assume the responsibility of contacting all of their teachers for assignments and for completing all assignments punctually.
- Vacation absences will be considered excused with appropriate documentation.
- The administration may approve waivers for extenuating circumstances. The student must submit documentation immediately after an absence to request this waiver.

Attendance Waiver

If a parent or adult student feels as though an unexcused absence should be considered excused, a request must be made in writing to the Administration within 5 (five) school days of the student's return to school. The

parent letter must specifically state why a student was absent and why the absence should be considered excused. This decision is made solely at the discretion of the Administration. This information will be kept on file.

If a parent or adult student feels that they have been absent due to a disability, they can write a letter to the Administration requesting to have the days absent that are related to their disability excused. The parent or adult student should identify the disability and explain why they think the absence was due to it. It would also be advisable to include any documentation regarding the disability to help substantiate the case. This information will be kept on file.

Tardiness to Class

Students are expected to be prompt and be in classes when the bell rings. If a student, through their own fault, is late to a class, they shall report it and gain entrance by explaining the situation to the teacher. Students who are more than 25 minutes late to a class without appropriate reason (ie. nurse, meeting with a teacher) will be considered truant for that class. Teachers reserve the right to impose disciplinary measures when a student's reasons are unacceptable or when a student's tardiness is chronic. The exception to this rule is the first period, which will be treated as tardiness to school after 8:55 am and handled by the Administration. Students who are excessively late to class will be referred to the Office of School Counseling.

Tardiness to School

The school day at Franklin High School runs from 8:30 a.m. to 3:15 p.m. Tardiness disrupts educational programs and other students' study habits. All students are expected to be present in their first-block class by 8:30 a.m. daily. If a student arrives at school after 8:30 am, they are to report to the main office. Students with proper documentation or an administrative waiver will be issued an excused tardy slip. Students without documentation or a waiver from the Administration will be issued an unexcused tardy slip.

Students who do not arrive by 8:55 am will be considered truant for their first block.

Students who arrive after 8:30 and have outside food may not bring it to their classroom. Students may choose to eat in the main office and be truant from class, or leave the food in the main office and pick it up during their lunch period.

Because school-wide attendance is taken during the first period, all students must report to their assigned classes for attendance before reporting to the library, privileges, or any other appointment.

It is understood that, on rare occasions, a student may be tardy to school due to extenuating circumstances. However, the following will be the school policy regarding excessive tardiness:

During **each quarter**, each student may be tardy to school no more than 3 times without penalty. Franklin High School considers punctuality a basic student responsibility; therefore, excuses such as oversleeping, missing the bus, and/or not having the alarm sound will not be considered legitimate, and chronic tardiness will be dealt with on a case-by-case basis by the Administration.

- Late to school 3 times: Guardian will be contacted via phone or email
- Late to school 5 times: student earns a 30-minute detention
- Late to school 7 times: student earns a 60-minute detention
- Late to school 9 times: a parent meeting will be requested

Excessive Excused Absences

Students who accumulate 10 or more excused absences during a school year will be subject to additional attendance documentation requirements. While the school recognizes that illness, family emergencies, and

other unavoidable circumstances may result in absences, continued absences may impact a student's academic progress.

After a student reaches **10 excused absences**, documentation will be required for any subsequent absence to be considered excused. Acceptable documentation may include a signed note from a licensed medical provider, legal documentation, or other appropriate verification as determined by the school administration. Documentation should be submitted upon the student's return to school.

Absences for which the required documentation is not provided may be recorded as truant in accordance with school attendance procedures.

Attendance and Participation in Athletics, Extra Curricular Activities, and School-Related Functions

Student-athletes must arrive at school on time and attend all scheduled classes.

- If a student is absent from school, he/she may not participate in any athletic contest or practice during that day. For events or contests on non-school days, the student is expected to attend all classes on the previous school day.
- If a student is tardy excused and arrives before the end of the first block (10:00 am), he/she may participate in that day's contests/activities. Students and parents/guardians are expected to arrange for appointments following school hours.
- Students who do not arrive by 8:55 am or who are tardy unexcused are not eligible to participate in that day's activities or practices. If a student misses a practice the day before a game due to being tardy to school, that student may not participate in the next day's game.
- Students who skip any academic classes or Tornado Support during the school day are not eligible to participate in that day's activities, games, or practices. If a student misses practice the day before a game for skipping class, that student may not participate in the next day's game.
- Unless students have a scheduled appointment at the end of the school day (with a note from the provider), they may not be excused from classes or Tornado Support prior to the end of the school day. Students who leave cannot participate in that day's activities, games, or practices and are ineligible.

Backpacks

Students can have backpacks in classrooms; however, they need to be tucked under desks or at the edge of the room so they are not a tripping hazard. Again, this is a safety and security consideration. Loose backpacks on the floor or in hallways pose a hazard to safe egress and impede exit routes in the event of a fire or evacuation. So please ensure they are either under their desks or in a space in the front or the back of your room and not out of the way of any walking pathways in your space.

Bathroom Guidelines

Under normal conditions, students should not be excused from classes to use the bathroom. Students should use the bathroom before school, during break time, during the passing time between classes, during their lunch period, and after school is dismissed in the afternoon. Students will be allowed to use the bathroom, except during the times stated above, only with a signed pass from a teacher or in an emergency. As a practice, the school has students refrain from using the bathroom for the first and last 15 minutes of each block. eHabitual requests from the same student to use the bathroom shall be denied. Students with health-related issues will be referred to the school nurse.

Bell Schedules

Students may enter the building at 8:00 am and gather in the cafeteria. At 8:25 am, students will hear the bell reminding them to get to their classroom.

Regular Schedule

	M/W/F			T/TH
Doors Open	8:00		Doors Open	8:00
Breakfast	8:00 - 8:25		Breakfast	8:00 - 8:25
BLOCK A	8:30-10:00		Block E	8:30-10:35
Passing	10:00-10:05		Passing	10:35-10:40
BLOCK B	10:05 - 11:35		We CONNECT	10:40 - 12:10
Passing	11:35 - 11:40		Lunch I / Passing	11:10 - 11:40
BLOCK C	11:40-1:45		Lunch II / Passing	11:40 - 12:10
Lunch I/Passing	11:35 - 12:05		Passing	12:10-12:15
Lunch II / Passing	12:30-1:00		Block F	12:15-2:15
Passing	1:40-1:45		Tornado Support	2:15-3:15
Block D	1:45-3:15			

Delayed Opening

	M/W/F			T/TH
Doors Open	10:00		Doors Open	10:00
Cafeteria	10:00 -10:25		Cafeteria	10:00-10:25
BLOCK A	10:30-11:30		Block E	10:25-12:35
Passing	11:30-11:35		Lunch I / Passing	11:10 - 11:40
BLOCK B	11:35- 1:05		Lunch II / Passing	11:40 - 12:10
Lunch I/Passing	11:35-12:05		Passing	12:35-12:40
Lunch II / Passing	12:35-1:05		Block F	12:40-2:40
BLOCK C	1:05-2:05		Tornado Support	2:40-3:15
Passing	2:05-2:10			
Block D	2:10-3:15			

Planned Early Release

	M/W/F		T/TH
Doors Open	8:00	Doors Open	8:00
Breakfast	8:00 - 8:25	Breakfast	8:00 - 8:25
BLOCK A	8:30-9:30	BLOCK E	8:30-10:30
Passing	9:30-9:35	Passing	10:30-10:35
BLOCK B	9:35-10:35	BLOCK F	10:35-1:00
Passing	10:35-10:40	Lunch I / Passing	11:10 - 11:40
BLOCK C	10:40-12:10	Lunch II/ Passing	11:40 - 12:10
Lunch I/Passing	11:00 - 11:30		
Lunch II / Passing	11:40 - 12:10		
Passing	12:05-12:10		
Block D	12:10-1:10		

Bicycles & Skateboards

Students are allowed to ride bicycles and skateboard to and from school. Students are encouraged to lock their bicycles with their own locks onto the bike racks provided by the school. Skateboards should be left in the main office during the school day. Bicycles and skateboards are not allowed in the school building.

Books (Board Policy JFCB)

- Please ensure that all books are treated properly and are not abused. Reference materials are not to leave the school. Each book issued to students is assigned an individual number to ensure accuracy when collected. Students will sign a book receipt and ensure the exact book number is included.
- Books must be returned to the teacher at the end of the course, and the book must be signed in upon receipt of the book.
- Books not returned will be charged toward student indebtedness and prohibit co-curricular and extra-curricular participation.

Bullying - (School Board Policy JICK)

Bullying is conduct that subjects a student to insults, taunts, or challenges, whether verbal, physical, or virtual in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying is not permitted at Franklin High School. If students feel as though they are being bullied, they are encouraged to document events using Franklin High School's bullying/harassment form, which can be found in the main school counseling offices. Forms may also be found on the FHS website. School officials will investigate, and the Franklin Police Department will be notified if necessary.

Cyberbullying

Cyberbullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices such as cell phones. They are virtual insults, threats, teases, taunts, or challenges either by text or image that are posted on personal websites (Twitter, Facebook, etc.), on blog sites, emails, message boards, chat rooms, or cell phones. Students who engage in this activity do so from outside and inside the school. This activity is another form of bullying/harassment that is impacting the school community by interfering with the ability of students to be successful in school.

Hazing (Board Policy JICFA)

In accordance with NH RSA 631:7, "Student Hazing" means any act directed toward a student or any coercion or intimidation of a student to act or to participate in or submit to any act when: 1). Such an act is likely, or would be perceived by a reasonable person as likely, to cause physical or psychological injury to any person and 2.) Such an act is a condition of initiation into admission and continued membership in or association with any organization. "Organization" means fraternity, sorority, association, corporation, order, corps, athletic group, cooperative, club or service, social, or similar group whose members are or include students, operating at or in conjunction with an educational institution. Appropriate consequences will be assigned depending on the severity of the incident.

Procedure for Investigating Bullying Reports

- The building administrator shall notify the parents of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.
- An investigation of the bullying/cyberbullying report will be initiated by one of the building administrators (Principal or Assistant Principal) within five school days. The alleged perpetrator(s) will be allowed to be heard as part of the investigation.
- Privacy rights of all parties shall be maintained in accordance with applicable laws. The building administrator conducting the investigation shall keep a written record of the investigation process.
- The said building administrator may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation, and/or assist the alleged victim while the investigation is pending.
- The building administrator conducting the investigation shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided. If practicable, the investigation shall be completed within 10 school days of receipt of the report. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.
- If the building administrator substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent, determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided to the victim(s), if any.
- The building administrator shall inform the victim(s), the perpetrator(s), and their parents in writing of the investigation results and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be in compliance with applicable privacy laws.

Bus Information/Conduct/Evacuation

- Students transported in a school bus shall be under the authority of the Franklin School District and under the control of the bus driver, a legal representative of the school board. The safety of students riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Disorderly conduct or refusal to submit to the driver's authority shall be sufficient reason for a student to be denied the privilege of transportation in accordance with the regulations of the school board and RSA 189.9a. The bus driver shall be held responsible for the orderly conduct of the students transported.
- The school board supports each driver in maintaining good conduct on the bus. All school rules apply while on the school bus, and the driver has the authority to impose reasonable restrictions for the benefit of student safety.
- Bus evacuation drills will be held twice each school year. Students will board and disembark from the bus in an orderly fashion. Though school officials realize all students are not transported to and from school by bus, almost all students are transported by bus for many school activities. It is essential that the staff and students are aware of any bus evacuation procedure.
- The First Student Transportation Company is using video cameras on all buses. This was instituted to ensure a safe environment for all students who bus to school.

Bus Passes

The high school will require a signed note from a parent in order for a student to ride a bus other than that to which the student is assigned. The note must be presented to the office in the morning, and the student may pick up the bus pass in the afternoon and present it to the bus driver. The note from the parent remains on file in the main office.

Calendars

The calendar for the current school year is Appendix B. It includes the dates for Franklin High School early release days.

Franklin School District

2026-2027 SchoolCalendar

August/September					20 Days	February					15 Days
M	T	W	T	F	August 26-27 Teacher&Support Workshop/No School August 28 - No School August 31 - Students Start School Sept. 4 - No School Sept. 7 - Labor Day Sept. 8 - Teacher & Support Workshop/ No School	M	T	W	T	F	22-26 Winter Break
		T/26	T/27	X		1	2	3	4	5	
31	1	2	3	X		8	9	10	11	12	
X	T/8	9	10	11		15	16	17	18	19	
14	15	16	17	18		X	X	X	X	X	
21	22	23	24	25							
28	29	30									
October					20 Days	March					23 Days
M	T	W	T	F	6 - Teacher & Support Workshop/No School 12 - Columbus Day/No School	M	T	W	T	F	
			1	2		1	2	3	4	5	
5	T/6	7	8	9		8	9	10	11	12	
X	13	14	15	16		15	16	17	ER	19	
19	20	21	22	23		22	23	24	25	26	
26	27	28	29	30		29	30	31			
November					16 Days	April					17 Days
M	T	W	T	F	3 -Teacher &Support Workshop / No School 11 -Veterans Day/NoSchool 25 -27 Thanksgiving Break	M	T	W	T	F	13 -Early Release -Teacher & Support Workshop 26-30 Spring Vacation
2	T/3	4	5	6					1	2	
9	10	X	12	13		5	6	7	8	9	
16	17	18	19	20		12	ER	14	15	16	
23	24	X	X	X		19	20	21	22	23	
30						X	X	X	X	X	
December					17 Days	May					20 Days
M	T	W	T	F	10 - Early Release Teacher & Support Workshop 23 Early Release for vacation 24 -31 HolidayVacation	M	T	W	T	F	31-Memorial Day No School
	1	2	3	4		3	4	5	6	7	
7	8	9	ER	11		10	11	12	13	14	
14	15	16	17	18		17	18	19	20	21	
21	22	ER	X	X		24	25	26	27	28	
X	X	X	X			X					
January					19 Days	June					13 Days
M	T	W	T	F	1 - Holiday Vacation 18 - Martin Luther King,Jr./ Civil Rights Day/No School	M	T	W	T	F	11 High School Graduation 17 EarlyRelease / LastDay of School/ Teacher Workshop - Afternoon
				X			1	2	3	4	
4	5	6	7	8		7	8	9	10	11	
11	12	13	14	15		14	15	16	ER	18	
X	19	20	21	22		21	22	23	24	25	
25	26	27	28	29		28	29	30			

Marking Periods for PSS ,FMS , FHS:

- Holidays
- Teacher/Support Staff Work Days
- Early Release for the High School

Quarter 1
Starts: August 31
Ends: November 6

Quarter 2
Starts: November 9
Ends: January 29

Quarter 3
Starts: February 1
Ends: April 9

Quarter 4
Starts: April 12
Ends: June 18

APPROVED

Focused - Honest - Safe

Child Abuse (Policy JLF)

In compliance with New Hampshire laws: It is the policy of the Franklin School District that “any school employee having reason to suspect that a student is being or has been abused or neglected shall immediately report his/her suspicions to the appropriate state officials at the New Hampshire Department of Health and Human Services at Division for Children, Youth and Families.” Adopted: 1/24/2011

Class Activities

All four grade levels have class meetings during the school year to plan activities and projects and elect class officers. Each class is assigned two faculty advisors. The success of each class's projects and activities depends upon the enthusiastic support of each class member. The administration must approve activities and projects and must be in agreement with school board policy and school regulations. **Students will not be readmitted to school activities after they have left the building.** Dances and indoor athletic events are included in this regulation.

Class of 2027: Sean Grover and Tammy Noyes

Class of 2028: Dylan Rowan

Class of 2029: Kevin Delange and Jen Schongalla

Class of 2030: TBD

Class / Club Funds

Class and club funds must be deposited with the school bookkeeper on a daily basis. Club and class monies are kept in the main office and recorded as part of the school's bookkeeping system. All class treasurers are responsible for reporting funds to the Administrative Assistant in the Main Office and maintaining accurate club accounts. Before purchasing items, advisors of clubs and organizations must obtain a purchase order from the main office. The advisor and the principal must sign this purchase order before purchasing anything.

At the end of their Senior year, the graduating class will have the option to create a bank account for future class reunions or donate the funds to local and/or school organizations. Class officers should meet with the school administration to discuss options.

Class Dues

Class dues are \$10.00 per year. Dues from class members are necessary so that funds are available for class activities. Dues should be paid to the Administrative Assistant in the Main Office, and a receipt should be given. Students should keep their dues receipts to prove payment. Students are not eligible for privileges, co-curricular, extra-curricular, or parking privileges until dues are paid from previous years. Current school year class dues are to be paid before participation in major school events such as homecoming, the winter carnival activities, the senior prom, or graduation.

Co-Curricular Activities

The following co-curricular Varsity athletics are available to Franklin High School students:

Fall: Co-Ed Soccer, Cheerleading, Football, Volleyball

Winter: Boy's Basketball, Cheerleading, Girl's Basketball, Indoor Track, Wrestling

Spring: Baseball, Softball, Track and Field, Unified Volleyball

The following co-curricular activities are available to Franklin High School students:

Anime Club	Share in a love of anime. We provide a safe space for students to explore their interest in anime and Japanese culture and to connect with others who share their passion. We participate in events, including lock-ins, bar-b-qs, and conventions.
D & D Club	A student run club; where students run their own campaigns, create their own character and work as a team to journey in the fictional story together. Students work on collaborating and communicating with members of the team party.
D & H Club	Harry Potter-themed Dungeons and Dragons Campaign. Members play as students at American Wizarding Schools to solve mysteries and uncover the truth. No prior experience with D&D or the Harry Potter Universe is required, but it is helpful.
FHS Players	FHS Players is an interactive, hands-on club for students interested in the performing arts. Students learn and perform different acting techniques and activities through individual and group stage activities, games, and improvisation. Students also have the opportunity to work on lighting, sound, set construction, costuming, make-up, hair, props, painting, and more!
Gaming Club	Esports, short for electronic sports, is a form of video game competition. Esports often takes the form of organized, multiplayer video game competitions, particularly between professional players, played individually or as teams.
Magic the Gathering Club	Created in 1993, MAGIC: THE GATHERING is the world's first trading card game. Players take turns battling one another by casting spells, summoning creatures, and using artifacts depicted on individual cards drawn from their personalized decks.
National Honor Society	The National Honor Society is one of the oldest, largest, and most widely recognized co-curricular student organizations in American high schools. With 1.4 million members, it selects students based on academic and leadership qualities.
NE First Robotics Team	NE <i>FIRST</i> provides accessible, innovative robotics programs that motivate young people to pursue education and career opportunities in science, technology, engineering, and math while building self-confidence, knowledge, and life skills. Many high-tech businesses and military branches give First Robotics preferential status.
Student-Athlete Leadership Team (S.A.L.T.)	Student-Athlete Leadership Team helps students develop leadership skills and qualities and inspires student-led action to support the team's goals. The team also helps improve school athletics by increasing energy and enthusiasm.

Student Council	The high school student council is a student-led organization that represents the student body, promotes school spirit, and organizes events. Members are elected by their peers and work to address student concerns, plan activities, and collaborate with school staff to improve the school community.
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Co-Curricular Participation

Activities include all academic and athletic co-curricular activities approved by the school board. At any time during the school year, or in the case of an athlete, during the season of practice or play, on or off the school property, in addition to all Franklin School District rules and regulations, the following rules will be in effect:

Attendance

Students who do not attend school before the end of the first block, are tardy unexcused, or are dismissed due to illness are ineligible for participation in any after-school activities or sports for that day. Student-Athletes must be in school at least 50% of the day, even with a doctor's note.

Conduct/Behavior

Misbehavior at activities, practices, games, or on the bus that is referred to the office will be treated as misbehavior at school.

Drug/Alcohol Policy

Use of drugs and/or alcohol is strictly prohibited. Any member who has participated in the use of drugs and/or alcohol at any time or is present at a party or gathering in which there are drugs and/or alcohol will be suspended from the team or club for 2 (two) weeks for the first violation. Subsequent violations will result in suspension from the activity for 12 (twelve) consecutive weeks. Please see the full athletic policy for more information.

Eligibility

Participation in co-curricular activities requires students to have a positive academic status, and the minimum guideline for participation will be that set by the current NHIAA eligibility rules. Currently, this status requires students to be enrolled full-time and pass four (not including We CONNECT) classes. Advisors may use progress reports as a means to determine eligibility.

Indebtedness

Student indebtedness will affect their ability to participate.

Sportsmanship

Athletic contests or club competitions are games, not battles or fights. The victors deserve congratulations; the losers respect. Each player and spectator accepts all decisions as given, no matter how he/she thinks he/she has seen it. Contests should promote goodwill between schools, and it is the duty of each player and spectator to promote this feeling.

- Participating students and spectators will demonstrate positive behavior that shows respect for fellow students, Advisors and/or coaches, Athletes, participants, advisors or coaches from other schools, Any game, meet, or competition official, Fans of activities and competitions
- Booing, heckling, negative cheers, chants or actions are not allowed
- Obscene gestures, comments, and chants will not be tolerated

Transportation

All team/club members, managers, and coaches shall travel to and return from games, meets, or matches on the team bus. Exceptions to this rule must be pre-approved by the athletic director or building administrator via a written request from the parent stating the reasons.

College Credit

There are many opportunities to earn college credit while still attending Franklin High School, including:

Advanced Placement

These courses are designed to meet the College Board's requirements and offer an opportunity to earn college credit at most colleges and universities. Students should contact individual colleges to determine the minimum AP exam scores to qualify for college credit.

Early College/Running Start Program

Students are now eligible for up to **four** tuition-free Early College classes each school year! No more than **two** tuition-free classes can be Online or On Campus classes. Here are some examples of what that might look like.

- A student takes four Early College at High School classes and no Online or On Campus classes. All four classes are tuition-free.
- A student takes three Early College at High School classes, tuition-free. They are eligible to take one tuition-free Online or On Campus class.
- A student takes two Early College at High School classes, tuition-free. They are eligible to take two tuition-free Online or On Campus classes.
- A student takes one Early College at High School class, tuition-free. They are eligible to take two tuition-free Online or On Campus classes.
- A student takes no Early College at High School classes. They are eligible to take two tuition-free Online or On Campus classes.

Tuition-free classes are always subject to available funding. It is possible that due to the restructuring of funding and increase in the number of tuition-free classes, funding for free Online and On Campus classes may run out for the Spring 2027 semester. We will know more about available funding for the Spring 2027 in the second half of the Fall 2026 semester.

On the rare occasion that a student exceeds the allowed four tuition-free classes, additional Early College at High School classes will still cost \$150. Additional Online and On Campus classes will now cost \$119/credit (up from \$115/credit due to the recent CCSNH tuition increase).

Early College at High School registration will continue to be through DualEnroll for the 2026-27 school year. At this time, LRCC is registering students for Online and On Campus classes using a Dynamic Form. Students who are new to the Online/On Campus format must meet with me to register. We hope to move registration for all Early College modalities to DualEnroll, but we've had some technical holdups. When we do switch to DualEnroll for Online/On Campus registrations, new students will still need to meet with me prior to registering.

FHS students in grades 10-12 are eligible for up to one, \$400 scholarship that the Franklin School District will pay for. This does not include the four additional courses that the State of New Hampshire offers all high school students. Need-based scholarships will be available for a limited number of students and will not cover the cost of books or transportation.

****If FHS covers the cost of the textbooks/materials and the student drops the course, or fails to pass due to excessive absences or lack of effort, the student will be responsible for reimbursing the school for those costs [LINK TO CONTRACT](#).**

Dual Enrollment

Our partnership with LRCC enables our students to take college courses at LRCC. Students who successfully complete college courses will earn both college and high school credit toward graduation. LRCC is offering this opportunity to our students at a dramatically reduced rate of 50% off the actual cost of a college course. Need-based scholarships will be available for a limited number of students and will not cover the cost of books or transportation. Students can also participate in eStart classes through the New Hampshire Community College System. Scholarships are available through the counseling office and with the approval of the Administration.

Communication and Collaboration by Parents, Students, and Staff

Franklin High School recognizes that a student's education is the responsibility of three units: the school, the family, and the student. Each of these must work together to educate the students effectively. Franklin High School supports parent involvement in a variety of roles. They are, but not limited to, the following:

- Promote clear communication between the school and family about school programs and about their student's progress through regular student-led conferences, progress reports, report cards, telephone conferences, written communications, newsletters, and the high school's website.
- Provide educators with the tools to better engage families in children's learning. Educators must develop strategies to communicate clearly with parents and listen with precision and care.
- Recognize that balancing work, home, and children's learning requires a collaborative effort by families, schools, employers, and the community.
- Invite families in the planning, review, and improvement of school-wide programs through regular meetings. Schools will share information on standards, school programs, curriculum, assessment, and performance levels via newsletters, parent information centers, meetings, open houses, parent-teacher conferences, athletic events, and the student newspaper. Schools will also share information on the federal grant process and implementation of school-wide programs.
- Assist parents in developing parenting skills to foster positive relationships at home that support children's efforts and provide techniques to assist their children with learning at home.
- Provide access to and coordination of community support services for children and families.
- Provide services and assistance to homeless students.
- Review and update the Title I School/Parent Compact yearly to describe how the entire school community will share responsibility for improved student achievement.
- A communication procedure has been established in accordance with the work of the District Communication Task Force, which comprises parents, teachers, school board members, and administrators. It is the school board's desire that any parent inquiries regarding grades or other issues that may arise within the school be approached using the list below. Please note that this serves as a procedural guide to complement the KE and IJO policies. There are times when state law or other school board policies may take precedence over this procedural guide.

Protocols for Parents in Addressing Concerns

Below is a list for parents to use to address concerns, resolve conflicts, and obtain answers to specific questions. An attempt will be made to resolve concerns, conflicts, and questions by the simplest means. Most often, this will be a phone conversation or email exchange. If these mechanisms do not resolve the situation, a meeting (or meetings) may be scheduled to allow for face-to-face conversations.

Contact a teacher when: ● you have questions about a grade ● you have questions about an assignment ● you have questions about the course or course placement ● you have questions about a teacher-assigned detention ● you have questions about an incident that occurred in class	Contact a counselor when: ● you have a question about course placement ● you have an academic question or concern ● you have questions regarding student support services ● you have reached out to a teacher about an incident in class and were not satisfied with the outcome ● you want to schedule an appointment with your counselor
Contact Administration when: ● you have questions regarding student discipline ● you have concerns regarding the action of a teacher that was not satisfactory after reaching out to the teacher and the guidance counselor ● you have questions regarding the attendance matter ● you have questions regarding school policy	Contact the Guidance Office: ● you are looking to enroll a student at FHS ● you are moving and need information about withdrawing from Franklin High School ● you have questions about credits earned at Franklin High School ● you want to inquire about credits received from another school ● you have to submit community service hours ● you have questions about potential scholarships ● you are requesting transcripts
Contact the Building Principal when: ● you have not received an adequate or helpful response from the appropriate staff ● you have a suggestion that might improve the school ● you have a concern about an incident in the school and are not satisfied with the response of the staff ● you have a complaint or concern about the school policy ● you don't know who else to call	Contact the Special Education Office when: ● you have questions about Special Ed services ● you have questions about Special Ed testing or referral ● Contact the <u>Case Manager</u> when you have questions regarding an Individual Educational Plan (IEP)
Contact the Athletic Director when: ● you have questions about NHIAA eligibility ● you have questions about an athletic event ● you have questions about MYFamilyID	Contact the School Nurse when: ● you have a question about health records ● there is a medical condition that requires an adjustment in school procedure, extra curricular activities, or course accommodations.
Contact the Superintendent when: ● you have questions or concerns that were not addressed adequately by the school administrators ● you want to appeal a student's disciplinary consequence	Contact the School Board when: ● you have questions or concerns that were not addressed adequately by the Superintendent

Community Service Requirement

Community Service promotes community and civic responsibility. All students must perform 60 hours of community service during their four years of high school to meet the requirements to receive a diploma. Students needing assistance in arranging to complete these hours should meet with their school counselor. Community service is defined as work performed to benefit the greater good of the community. It is not intended to mean volunteering at a for-profit business or assisting individuals in activities that are normally done for profit. This is to ensure that planned work conforms to the principles of community service and that students only perform work that meets the criteria for community service. The community service can occur either in or out of school, during the school day, and/or on weekends. Community Service with student organizations such as the National Honor Society and the Student Council will count towards this requirement. Attending NHS and Student Council meetings is not considered Community Service. Students who are members of other school clubs or organizations that provide a service may be awarded credit towards this requirement with Administration approval. Community Service hours are tracked electronically by the student using the “the [“Community Service Google Form”](#) (XELLO), submitted and recorded through the school counseling office.

Competency-Based Grading

Franklin uses a competency-based assessment model, which allows flexibility for students to tailor a high school learning experience that is meaningful to them and meets their goals while meeting local and state graduation requirements.

Knowledge and application cover specific content knowledge and application. While the general rubric is the same school-wide, teachers will identify the specific knowledge and application for each course plan in their Course Disclosure forms. Depending on the learning experience, students can satisfy multiple graduation requirements in one course. For example, a United States History in Art course could satisfy history and art.

Franklin does not assign credit by seat time but awards credit based on students' evidence to demonstrate the competencies. This evidence comes in many forms, including teachers observing students, student reflections, and the products and processes students create. To earn one credit, students will complete formative activities to practice skills and must complete between 4 and 8 Signature Tasks. Half credits are between 2 and 4 Signature Tasks, and quarter credits are between 1 and 2 Signature Tasks.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or part shall demonstrate mastery through a method or methods as approved by the course instructor. Assessments are aligned with the Common Core State Standards that specify what students should know and be able to do. The assessment items and tasks are a valid and appropriate representation of the standards students are expected to achieve.

Competency Grading Scale:

4	3	2	1	No Evidence - NE
The student demonstrates a deep understanding of the course standards and completes all work on time with exceptional quality.	The student consistently demonstrates high-quality work, fully understands the course standards, and completes most assignments on time.	The student demonstrates a limited understanding of course standards and completes minimal work on time, with a lot of the work missing.	The student does not demonstrate an understanding of the course standards, and very little work is completed or turned in on time.	The student does not demonstrate an understanding of the course standards, and no work is completed on time.

Competency / Credit Recovery

Students who have failed to meet course competency requirements with a “2” for a grade may recover these requirements by participating in Competency Days during We CONNECT.

Grading Term	Competency Recovery Option
Quarter 1	We CONNECT: 10/15, 10/20, 10/22, 10/27
Quarter 2 / Semester 1	We CONNECT: 1/12, 1/14, 1/19, 1/21
Quarter 3	We CONNECT: 3/23, 3/25, 3/30. 4/1
Quarter 4 / Semester 2	We CONNECT: 6/3, 6/8, 6/10, 6/15

Computer Acceptable Use Policy ([SB Policy JICL-R](#))

Using the Franklin School District's technology resources is considered a privilege, not a right, and inappropriate use may result in a suspension or revocation of these privileges. The nature and severity of the violation of this policy will dictate the severity of the consequences.

Course Selection Process

ACTION	DEADLINE	REQUIREMENTS	COMMENTS
Select Courses	Before the new school year or before the beginning of the course	8th Grade recommendations for incoming freshmen. - Current teacher recommendation for upperclassmen. - CTE program application.	- Course prerequisites must be met. - Grades, standardized test scores, teacher recommendation, and parent choice will be considered. - Waiver is required for courses not recommended by the previous teacher.

ACTION	DEADLINE	REQUIREMENTS	COMMENTS
Course or section changes Adding or Dropping a course	One Week from the beginning of the course starting	● Parent approval ● Teacher recommendation ● The counselor approves the rationale for course change.	The rationale for course changes: ● "Honors Contract" ● Scheduling errors ● Misplaced level ● Disability based needs ● Career goal change ● Must maintain minimum credit load

Any changes **after ONE week** into the course may require a student, guidance counselor, parent, teacher/ Administration meeting.

Students must make an appointment with the school counselor to drop the course, and until the date of the change, students must attend all the courses on their schedule. The principal or designee will decide in all circumstances involving course load, credits, or partial credits. Students may be allowed to add a course, but they may only drop a course if they carry more than the minimum requirements.

Students who withdraw from a course after the end of the first term of the course will receive a "WP" (Withdraw Passing) or "WF" (Withdraw Failing) on their transcript for a final average and a quarter grade at the time of withdrawal.

Course Terms

Each term will be made up of approximately 45 instructional days. Additional school days may be added to a term due to school cancellation. The school calendar indicates the dates that "terms close". Because of the nature of quarter-, semester-, and year-long classes, we will formally report progress and final scores at approximately the following intervals.

Quarter	Progress Reports (electronic)	Quarter Ends (electronic)	Report Cards Available (electronic)
Quarter 1	October 9, 2026	November 6, 2026	November 13, 2026
Quarter 2	December 18, 2026	January 29, 2027	February 5, 2027
Quarter 3	March 12, 2027	April 9, 2027	April 16, 2027
Quarter 4	May 12, 2027	Last Day of School	Last Day of School

Credits

Credits are awarded through the completion of course competencies, which are based on national, state, and local standards. Credit will only be awarded to a student who demonstrates at least a minimum level of competency or 2.5.

Dances

During the school year, various clubs and organizations will sponsor dances for the student body. Dances may not take place prior to a school vacation, and chaperones must be approved and available for any school-sponsored dance.

The following rules also apply:

- Guests not from FHS must be at least grade 9 and be only one year removed from High School.
- Any student who has been suspended from school may not attend the school dance.
- If a student is absent on a given day, he/she may not attend any after-school functions for that day or evening.
- Any student who is absent from school on the school day prior to a weekend function is ineligible to attend.
- All guests will be approved at the Administration's discretion prior to the event.
- All FHS students attending must clear all indebtedness to purchase tickets.
- An FHS student must sign up their guest on the sign-up list in the main office before the dance.
- No re-entry is allowed after leaving the dance.
- Dances will end no later than 10 PM. The Building Administration may approve exceptions to this rule.

Delays and Cancellations

In order to keep everyone informed of school hours during storms and when road conditions are bad, Thrillshare/Aptegy Notifications will be used by SAU 18 in the event of any weather-related cancellation or delay. Notification will be made by 6:15 am. Area TV stations will make "No School" announcements. Please do not call the TV stations or the schools. This information can also be found on TV stations, the WMUR App, and the SAU18 website.

Dismissal from School

When and where it is possible, the Administration requests that doctor and dentist appointments be made outside of school hours. If a student is to be dismissed for these or any other reasons, that student is to bring a parent note to the office stating the specific reason for the dismissal and the health care provider's name if there is an appointment. The Administration reserves the right to verify all appointments for which students are dismissed from school. Students must obtain a dismissal slip from the main office before leaving school. The administrators also reserve the right to approve and/or restrict the reasons for which students are dismissed from school. Dismissal notes submitted after 8:40 a.m. will not be accepted without direct contact with a parent.

- Parents requesting that students be dismissed during the school day are encouraged to call the main office to state the reasons for the request, or send the request in writing via email or drop by the main office in person. It should also be noted that for students who are dismissed during the school day, **only Excused Absences from the list above will be acceptable**. Otherwise, students will be marked truant.
- Students who become ill during the school day and wish to return home must report to the nurse's office to be dismissed. The student will be dismissed for the remainder of the day if, in the opinion of the school nurse or Administration, the student should not remain in school. No student will be dismissed without the consent of the parent and school administrator.
- Students who are 18 years old may sign out for excused dismissals only if a completed Consent Form is on file. **If students miss assigned classes, they will be considered truant and will be subject to any consequences that follow, including academic failure.**

Missing Work

It is the student's responsibility to ensure that all work missed due to an excused absence is made up. If you are not in school, regardless of whether the absence is excused, you are responsible for the work that is due that day. Students who are marked truant may not be able to make up any missed work.

Leaving School Without Permission

Students who leave school without prior parent notification to the Administration and without administrative approval **will be considered leaving school grounds and truant**. In cases of emergency, a student may be dismissed via a phone call from a parent to the office. In the interest of student safety, the Administration reserves the right to require parents to present themselves in person to the Administration before dismissing a student from school. In addition, a student may not be dismissed to anyone other than those listed on the emergency contact list. All students are expected to check out at the main office before leaving for dismissal; failure to do so will result in disciplinary consequences.

Signing In/Out of School

Students must check in with the main office when arriving at school tardy, with privileges, or leaving for HUOT or Winnisquam. Students must check out with the main office when leaving school early due to dismissal, leaving for HUOT or Winnisquam, or with privileges. Failure to check in or check out will result in disciplinary action. Appropriate consequences will be assigned depending on the severity of the incident.

Leaving for VLACS/LRCC

Students who have signed out to participate in VLACS or LRCC courses may not return into the building unless they have a class immediately after the course. Students should contact the administration with questions or concerns.

Early Dismissal (Weather Related)

If a storm develops during the school day, and conditions indicate that weather and road conditions will worsen, students will be sent home. If possible, the decision to dismiss school early will be made by 11:00 AM. The dismissal times will be announced via Thrillshare/Apptegy App. School lunch will be served prior to dismissal.

Early Graduation

A high school student may complete the early graduation application if they have met the graduation requirements at the end of their junior year, intend to complete high school in 3 years, or will do so in the first semester of their senior year.

To qualify for early graduation, a student must meet all course and credit requirements and complete their community service hours. It is absolutely necessary that a student and parent/guardian do long-range planning for early graduation. The student/parent/guardian must provide an approved post-secondary plan. Letters must be written by the student and a guardian, along with the guidance form for future planning, a credit audit with the school counselor's signature, completion of all community service hours, state standardized testing completed, and a transcript. Documentation of the approved program is to be provided by the parent/guardian.

Acceptable planning for early graduation includes early college acceptance (a year ahead of the projected graduation year), participating in the spring semester at Lakes Region Community College, Internships, Apprenticeships, or letters of full-time employment to save money for college. Approval for early graduation will

be through the principal's office, and the completed application must be delivered to the principal no later than April 15th for sophomores who intend to graduate a year early in June. Exceptions will only be approved by the superintendent.

All items, testing (including all state testing), and community service are done before students leave high school. It is important to note that college admissions counselors do not recommend early graduation since much of their decisions on acceptance are based on what a student does in their 4 years of high school and how they utilize their time above and beyond graduation requirements.

Electronic Equipment

Personal electronic devices, including cell phones, smart watches, personal computers, tablets, and other non-school-issued technology, are not permitted during the school day unless authorized by Administration for an approved accommodation or instructional purpose. Students must use only school-issued devices for academic work.

Headphones, earbuds, AirPods, and other personal listening devices may not be worn or used in the building unless authorized by a staff member.

Failure to follow this policy may result in confiscation of the device and disciplinary action. Franklin High School is not responsible for lost, stolen, or damaged personal electronic devices.

Elevator Use

The elevator is for students, faculty, and community members who are unable to use the stairs. Students using crutches will meet with the school nurse to obtain a pass to use the elevator. The pass will be honored for the duration of time needed to allow the students' injury to heal as determined by a medical professional. Students using the elevator without a legitimate need may be given a consequence.

Extended Learning Opportunities (ELOs) & Internships

An Extended Learning Opportunity (ELO) allows students to learn something new in an unconventional manner. The goal is for the student to demonstrate mastery of the competencies the student and the ELO Coordinator have agreed to. The plans are self-designed, and the student chooses to explore the desired material in a broad sense or even a specific topic in depth. A teacher, or qualified school personnel, is a resource for the student but not a direct instructor. To earn credit, students must demonstrate their understanding of agreed-upon learning objectives, also known as competencies.

Once you have met with the ELO Coordinator and developed a plan, the student will work with a "teacher" or other "qualified school personnel" to help the student navigate through ELO. Together, the team will determine the competencies the student must master. The plan (which will be flexible with the agreement between the student, the ELO coordinator, and qualified school personnel) will serve as a guide and blueprint for the student's learning experience.

The Franklin School District recognizes ELOs as elective courses that students may earn full or partial credit for toward graduation.

Family Educational Rights and Privacy Act

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

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request or before an IEP Team meeting or due process hearing. The Franklin School Board would like such requests to be honored within ten (10) school days whenever possible. Such requests must be submitted to the principal in writing, and the record(s) must be identified and inspected. The principal will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Such inspection shall occur during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays. Parents/eligible students may obtain copies of education records at a cost of .25 per page.

Amendment of Records

Parents/eligible students may ask the school district to amend education records they believe are inaccurate, misleading, or violating the student's right to privacy. Such requests must be submitted to the principal in writing, and the part of the record they want changed must be clearly identified and specified as inaccurate or misleading. If the principal decides not to amend the record as requested, the parent/eligible student will be notified of the decision, along with their right to request a hearing and information about the hearing process. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or their designee.

Disclosure of Records

The school district must obtain a parent's or eligible student's written consent prior to disclosing personally identifiable information in education records, except in circumstances permitted by law or regulation, as summarized below.

- ***Directory Information***

The school district designates the following student information as directory information that may be made public at its discretion: name, participation, and grade level of students in officially recognized activities and sports, height and weight of student-athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public. Parents/eligible students who do not want the school district to disclose directory information must notify the superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded. The opt-out request form is available in the main office and on the FHS website.

- ***Military Recruiters/Institutions of Higher Education***

Military recruiters and institutions of higher education are entitled to receive secondary students' names, addresses, and telephone numbers. The school district must comply with any such request, provided that parents have been notified of their right to request that this information not be released without prior written consent. Parents/eligible students who do not want the school district to disclose this information without prior written consent must notify the superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

- ***School Officials with Legitimate Educational Interests***

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement district personnel); members of the Board of Education; persons or companies with whom the school district has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the school district with regard to education records.

- ***Health or Safety Emergencies***

In accordance with federal regulations, the school district may disclose education records in a health or safety emergency to anyone whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

- ***Other School Districts***

The school district sends student education records to school districts or institutions of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer. These records include disciplinary, attendance, special education, and health records.

- ***Other Entities/Individuals***

Education records may be disclosed to other entities and individuals as permitted by law. Parents or eligible students may request information about other exceptions to the written consent requirement from the superintendent or building administrator.

- ***Complaints Regarding School District Compliance with FERPA***

Parents and eligible students who believe the school district has not complied with FERPA requirements have the right to file a complaint with the U.S. Department of Education.

Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

Field Trips

Students are advised that field trip permission slips are required for all trips that involve a student leaving the school. The teacher in charge of the trip will provide field trip forms. Students will not be allowed to leave school unless the field trip permission slip has been completed, signed by a parent, and returned to the school prior to the trip. Notes signed by parents or phone calls from parents will not be accepted unless they contain the same information as permission slips. While participating in off-campus field trips, students are reminded that they reflect Franklin High School and the Franklin Community. All school rules and expectations apply while off campus.

Field Trips during class time are not considered “optional” as they are part of the course and designed for educational purposes. Students who refuse to participate will be considered truant from the class and subject to disciplinary action, including dismissal from school.

Fire Drills/Emergency Drills

Periodically, 10 emergency drills will be scheduled during the school year. When leaving classrooms, students must be quiet, follow the teacher's directions, and walk to the designated area. During some drills, chosen exits may be blocked. Be prepared to reverse direction and leave by another exit. The classroom teacher will inform the students of exit directions. Fire drill evacuation routes are displayed in each room. Students are expected to report to and remain with their assigned We Connect teacher after leaving the building. Everyone must leave the building. Other emergency preparedness drills will occur during the school year. Students who do not behave appropriately during drills are subject to discipline.

The Franklin Learning Exhibition, or FLeX, gives students an opportunity to showcase their learning and talk about it with others. FLeX is incorporated into classes across FHS as the presentation component of an assignment, project, performance, or other learning experience.

FLeX Presentations & Standards

The Franklin Learning Exhibition, or FLeX, gives students an opportunity to showcase their learning and talk about it with others. FLeX is incorporated into classes across FHS as the presentation component of an assignment, project, performance, or other learning experience.

Students present something they have made, done, or can do while other students and teachers view the work, listen, and ask questions. The format may vary depending on the class and type of work. Some students may participate in more than one FLeX during the school year.

FLeX helps students take ownership of their learning, build communication skills and confidence, respond to questions, and reflect on their growth.

Students will:

- Prepare or display their work for an audience
- Explain the work and what they learned
- Respond to questions
- Reflect on challenges and growth

FLeX Area and POG Competency	Learning Target
Showcase — Communication	COMM 1: Communicate a clear central idea for a specific purpose and audience.
Explanation — Knowledge and Application	KNOW 2: Demonstrate an accurate understanding of content, concepts, and skills.
Response — Communication	COMM 5: Respond thoughtfully to questions, feedback, or differing perspectives.
Reflection — Self-Direction	SELF 6: Reflect on the quality of work, obstacles, growth, and next steps.

FLeX Grading Scale

Grade	Description
4 — Advanced	Demonstrates independence, depth, transfer, or impact beyond expectations.
3 — Proficient	Meets the learning target. This is the expected level.
2 — Developing	Demonstrates part of the target but is inconsistent or needs support.
1 — Emerging	Submits evidence but needs significant support to demonstrate the target.
NE — No Evidence	There is not enough evidence to assess the target.

Food and Drink in the Classroom

The privilege of food and/or drink may be allowed in classrooms at the classroom teacher's discretion. Teachers will set guidelines with their students at the beginning of the school year.

Students are allowed to eat their lunch with a faculty or staff member if they present a pass to the adults on duty during that lunch.

Students can only get lunch from the cafeteria during their scheduled lunch. They cannot get food from the cafeteria and bring it to their class because it is NOT their designated lunch period. Teachers will not allow students to bring food into their rooms and will refer them to the office for disciplinary action.

Students who do not have Senior Privileges are not allowed to leave school grounds for lunch. If a parent or guardian dismisses a student for lunch, they must return within the designated 30-minute time period that their lunch is offered. Food purchased from an outside business during designated lunch periods is prohibited in the classroom. Students who return to FHS after their designated 30-minute lunch period, regardless of the time, will be considered truant and subject to disciplinary action.

Please fully respect the guidelines set by individual teachers in their classroom spaces and by the Administration in all common areas. Food and/or drink privileges will be revoked if classroom cleanliness becomes an issue.

Fundraisers (Board Policies [JJF](#) and [DM](#))

All fundraisers, whether by class, club, individuals, or staff, will be on the list and calendar and approved in advance. Failure to do so will result in the money raised being forfeited to the general student activities fund. In scheduling fundraisers, the following guidelines will apply:

Student-sponsored fundraisers for student activities:

- Fundraisers that provide a student/staff-generated product/service are preferred over those that sell a commercial product/service
- There will be no solicitation of students or staff during class time. Should an individual fail to comply, the class, club, or organization they represent will be prohibited from fundraising for a period to be determined by the Administration and approved by the superintendent on a case-by-case basis
- Door-to-door selling by students will not be promoted.

Grade Point Average Calculation

Each course will have a composite competency score of 0-4. That composite number is the unweighted GPA. Franklin High School recognizes that some coursework is more challenging than others. Because of this, 1 grade point will be added to the final composite score of a course if the course is an Early College, Honors, or Advanced Placement Course.

As we transition to more holistic student work scoring, students must earn at least a 2.5 in each competency and a 2.5 composite score for the course to demonstrate competency.

Composite Score	Letter Grade	General Coursework	Honors/ Running Start/AP Coursework
4.0	A	4.0	5.0
3.5	A-	3.5	4.5
3.0	B	3.0	4.0
2.5	C+	2.5	3.5
2.0	No Credit	2.0	3.0
1.5	No Credit	1.5	2.5
1.0	No Credit	1.0	2.0

Graduation Progress

To be considered on track to graduate in four years, students should earn the following credits at minimum:

- 6 Credits after their first year – including 1 credit each of math, science, and English
- 12 Credits after their second year – including 2 credits each of math, science, and English
- 18 Credits after their third year – including 3 credits each of math, English and science.

Graduation Requirements

Subject Area	Credit Required
English	4 (0.5 to include writing)
Social Studies STUDENTS MUST PASS NH CIVICS EXAM	1 credit of US History 1 credit of World History 0.5 credit of Economics 0.5 credit of Government 0.5 credit of Personal Finance 0.5 credit of NH History 0.5 credit of Logic & Rhetoric
Math	4 Algebra 1 +3 Math Experiences

Science	3 1 credit Life Science 1 credit Physical Sci 1 credit Elective
Physical Education	1
Health Education	0.5
Computer Education	1
Creative Arts	1
Elective Courses	8.5
Total Required for FHS Diploma	26

Diploma with Distinction

Students who earn 32 credits will receive a *Diploma with Distinction*.

Franklin Falls Diploma

We will continue to offer this diploma to our Adult Education and dually enrolled students who earn the minimum state requirement of 20 credits.

College Prep Course of Study

Students should earn 2 world language credits, 4 science credits, and 4 social studies credits if they plan to attend a 4-year college or university. Students should check in with potential colleges to find exact admissions requirements.

Graduation Speaker

Each year, Franklin High School selects one or more student graduation speakers to represent the senior class at the commencement ceremony. The following policy outlines the selection and approval process:

Nomination and Voting

Any graduating senior in good standing may be nominated to speak at graduation. Nominations may come from students or staff. After nominations are submitted, the senior class will vote to select the speaker(s).

Speech Development

Selected student(s) must work with a designated teacher or staff mentor to develop their speech. The speech should reflect the values, experiences, and spirit of the graduating class in a respectful and appropriate manner.

Administrative Approval

All final speeches must be submitted to the administration for review and approval at least two weeks prior to graduation. Approval is required to ensure that the content aligns with the school's values, policies, and the tone of the event.

Failure to follow these guidelines may result in removal from the speaking role.

Hall Passes - Securly E-Hall Pass

Franklin High School uses **Securly E-Hall Pass** to manage student movement throughout the school day. Students are permitted **three (3) hallway passes per day**. A student who arrives late to school will have their tardy counted as one of their three daily passes.

Students must have their school-issued Chromebook to request and receive an electronic hall pass. Each pass is limited to **7 minutes**, and students are expected to travel directly to their destination and return promptly. Failure to return within the allotted time may result in disciplinary action or loss of pass privileges.

Teachers and administrators reserve the right to approve, deny, modify, or override the pass system as needed to meet instructional, safety, or individual student needs. Additional passes may be granted at staff discretion when circumstances warrant.

Health Services (Board Policy JLC)

In the Franklin schools, health services are provided by professional registered nurses whose specialized knowledge of the educational system and children's changing growth and behavioral patterns can enable each child to develop their full potential.

School nurses are uniquely positioned to help students acquire health knowledge, develop lifelong attitudes toward wellness, and meet their special needs due to illnesses, accidents, congenital problems, and social adjustment concerns. The first responsibility for a child's health and well-being rests with the family, and when the child attends school, that responsibility is not lessened. When a child first enters a NH school system, a complete physical exam is required (RSA 200:32). The school nurse, dependent upon the student's general health, may request periodic examinations. Occasionally, during the student's school years, the school nurses conduct screenings for vision, hearing, growth, and development. Referrals to parents/guardians are made when unusual findings are detected.

The school nurse advocates for your child, a wellness educator, a link to local, state, and federal programs, and a resource person for students, parents, teachers, and the community. We welcome your assistance in making your child's school years as successful as possible.

- **Immunizations:** NH State Law RSA 141C: 20-A states that all children enrolled in NH schools must present written documentation of age-appropriate immunizations to the following diseases before they may attend: Measles, Mumps, Rubella, Polio, Diphtheria, Pertussis, and Tetanus. If your child is not adequately immunized, you will be notified and given a specific length of time to complete the required doses.
- **Emergency Form:** You will receive an emergency form for each child attending school. Please fill it out carefully and return it promptly to school. Please notify the school if work numbers, home telephone numbers, childcare providers, or your address changes during the year. Please notify the school office if your child is staying home ill. The parents/guardians are responsible for contacting the school if a communicable condition is present in your home (i.e., chicken pox, strep throat, head lice, flu, etc.). Should your child become ill at school, you will be notified using the information on the emergency form. Students who become ill during the school day and wish to return home must report to the nurse's office to be dismissed. The student will be dismissed for the remainder of the day if, in the opinion of the school nurse or Administration, the student should not remain in school. No student will be dismissed without the consent of a parent or school administrator.
- **Head Lice:** (Pediculosis) With recommendations from the American Academy of Pediatrics, the school board recognizes that school-wide screening for nits alone is not an accurate way of predicting which

children will become infested with head lice. Screening for live lice has not been proven to have a significant decrease in the incidence of head lice in a school community. The school nurse will periodically inform families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student demonstrates symptoms. For further details of this policy, please refer to SB [Policy JLCC & JLCC-R](#).

- *Dispensing Medicine*: School personnel will not dispense or administer medication to any student except by the school nurse or under her direction upon the written order of the physician who has examined and prescribed it for that student and the written permission of the parent.
- *Medication Procedures (Policy JLCD)*: An adult must convey medications, including prescription and over-the-counter medications, to and from school. Over-the-counter medications must be brought to school in the original sealed, unopened container.
 - The school nurse shall count and document the amount of medication brought into the nurse's office.
 - All medications, including prescription and over-the-counter medications, must be accompanied by a doctor's order and parental permission, which will be kept on file in the nurse's office. Medications will not be administered unless the appropriate forms are on file.
 - The medication order shall include the student's name, the medication's name, dosage, route of administration, and time to be administered. The medication information shall be documented in the medication book.
 - Medications may be administered one half-hour before or after the scheduled time. If the actual time of Administration is not within one half-hour before or after the scheduled time, the nurse or designated person administering the medication shall write in the actual time and initial the time block in the medication book.
 - Students found carrying medication without a doctor's order and parent permission on file in the nurse's office will be referred to the principal.
 - No student will provide any other student with prescription or over-the-counter medication.
- *Medical Treatment*: The clinical Guidelines for treating students with illness and injuries are from the Clinical Guidelines for School Nurses. The ultimate responsibility for a student's medical care rests with the parent/guardian. In the event of an emergency, Franklin Emergency Medical Services (EMS) may be called to evaluate the illness or injury. Parents will be notified when an emergency occurs.
- *Inhalers*: The school nurse shall request that the parent supply an extra inhaler, which will be locked in the nurse's office (School District Addendum).
- *Epipens*: The school nurse shall maintain at least one EpiPen provided by the pupil for a pupil's use in the nurse's office or in a similarly accessible location (NH State Law). Use of EpiPen: Immediately after using the EpiPen during the school day or at a school event, the pupil shall report to the nurse's office or principal's office to enable the nurse or other school employee to provide appropriate follow-up care.
- *Self-Administration of Asthma Medication or EpiPen by Franklin School District*:
 - A pupil may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms or an EpiPen to prevent or control anaphylactic reaction if certain conditions are satisfied. Please see (RSA 200) for more information. General guidelines are as follows:
 - The pupil has the written approval of the pupil's healthcare practitioner and, if the pupil is a minor, the written approval of the parent.
 - The school principal or school nurse shall receive copies of the written approval.
 - The pupil's parent shall submit written verification from the healthcare practitioner confirming

that the pupil has the knowledge and skills to safely possess and use an asthma inhaler or Epipen in a school setting.

- If the conditions provided in this section are satisfied, the pupil may possess and use the inhaler or Epipen at school or at any school-sponsored activity, event, or program.
- Immunity: No school district, a member of a school board, or school district employee shall be liable in a suit for damages as a result of any act or omission related to a pupil's use of an inhaler or Epipen if the provisions of RSA 200:42 have been met unless the damages were caused by willful or wanton conduct or disregard of the criteria established in

Honor Cords for Graduation

To receive honor cords, a student must have a cumulative career grade point average of 3.50 or higher. Honor Roll is not equivalent to the National Honor Society. Please see NHS eligibility requirements for more details.

Honors Contract

Students are eligible for an "honors contract" for any core course where an Honors course is not available to them through the schedule. Students must complete an additional 2 Signature Tasks to earn the Honors credit. During the first two weeks of a course, the teacher will inform students about the Honors Option. The names of interested students will be submitted to the registrar and students will receive an Honors Contract for student and parent signature. Teachers will submit the names of students who completed the Honors requirements at the end of the course to the registrar and the transcript will reflect the course name and the extra GPA points.

Human Growth and Development

It is the policy of the Franklin School District that human sexuality will be dealt with as an integrated topic in the secondary curriculum. It is a reasonable expectation that human growth and development will be touched upon in other areas of the health curriculum. Questions from the class and individual students should be dealt with in a frank, honest, and unbiased manner. Each teacher may deal with a question of a moral nature or refer the question to appropriate experts. However, in all cases, we feel that no student should be denied access to answers dealing with human sexuality. Therefore, topics in sex education, such as relationships, love, marriage, human reproduction, and family planning are discussed in class. These topics appear primarily in the planned program in the Departments of Health and Physical Education, Science, and Family & Consumer Science.

IDs and Photographs

School photos are usually taken in September. Order forms and information will be emailed home. Every student is expected to have their picture taken even if they are not ordering prints. Student pictures are taken to produce student IDs and maintain building security. It is expected that students carry their identification while at school. Only one card is given out; if lost, please contact the main office at 934-5441.

Indebtedness: School Property, Materials and Books - (Board Policy JFCB)

The students are responsible for properly caring for all school property assigned to them. Loss or damage to assigned school property, including library books, textbooks, sports equipment, fundraising money, property owed to class activities, or monies owed to the school for other reasons, will result in the student being billed for the replacement value.

The school district provides textbooks with the expectation that a certain amount of wear is inevitable and that careful handling will be in order. Students are responsible for the return of textbooks if they are to avoid

replacement costs. Students who do not return school property will be restricted from attending or participating in co-curricular or extracurricular activities.

Class dues will not count toward student indebtedness unless they are from a prior school year. All class dues must be paid in full before purchasing homecoming, winter carnival or prom tickets.

Insurance Statement (Board Policy JHA)

All students have the opportunity to participate in an insurance program covering medical and hospital bills resulting from an accident or injury while going to or from school and participating in school-sponsored activities. Students participating in interscholastic and intramural sports must carry this insurance or have family coverage for similar protection. Information regarding this insurance program is distributed the first week of school and is available throughout the year in the main office.

In order to clarify the Franklin School District's athletic insurance requirements and to outline the district coverage, the following statement has been prepared:

The district requires that any student participating in interscholastic athletics authorized by the Franklin School District must be covered by health/accident insurance through their own or a parent's plan. A statement by the parent indicating that the student is covered must be on file with the athletic director at Franklin High School prior to the start of the activity.

The district has purchased health/accident insurance that is considered excess coverage; that is, it will cover costs up to \$25,000 that are not covered by the student's plan, which is considered primary coverage. The district plan does not cover prior injuries, injury-related problems, or non-athletic-related injuries. Vehicles transporting students for school-sponsored activities must carry at least \$1,000,000 in personal liability insurance.

Interrogations by Law Enforcement

It is the schools' policy to cooperate with law enforcement agencies in the interest of the welfare of all citizens. The school understands that the parents have concerns for the welfare of their students while they are in attendance at school. Therefore, it should be understood and acknowledged that school officials will attempt to observe the following:

- Since all non-school personnel are to report to the principal's office, a student may not be interrogated on school premises by any authority without the knowledge of the school officials.
- Any interrogation must be done in private, if possible, with an official school representative present and notice given to parents before or after interrogation.
- If a student is removed from school by legal authority, school officials will immediately notify the parent.
- School officials reserve the right to search school lockers since they are school property and to search the person and possessions of individuals, including students when they have reasonable suspicion of a violation of law or school rules and regulations.
- School officials will confiscate any illegal or improper drug, substance, or material that may be illegal or harmful, including any item or material that could be considered or used as a weapon.

Junior & Senior Privileges

We recognize that Junior and Senior status is reached by maturing academically, intellectually, and socially. Junior and Senior privileges provide certain freedoms that reflect growth in independence and responsibility. When Franklin High School students reach Junior or Senior year, we would like to extend the privilege of signing out and/or arriving late if they have a free block.

Eligibility for Accepting Junior Privileges	Eligibility for Accepting Senior Privileges
• Juniors must have earned a minimum of thirteen (13) credits. • Juniors must have completed at least 20 of their required community service hours. • Students must have earned at least two (2) credits of "We CONNECT." • Class Dues paid and up to date.	• Seniors must have earned a minimum of eighteen (18) credits. • Seniors must have completed at least 40 of their required community service hours. • Students must have earned at least three (3) credits of "We CONNECT." • Class Dues paid and up to date.

With privileges comes responsibility. Violation of these rules may result in suspension of Junior or Senior privileges. Permission forms for Junior and Senior Privileges are available in the Main Office. All forms must be signed and returned prior to privileges being approved.

Late Work and Remediation

Students should be working and communicating with teachers throughout any project. When learning accommodations and modifications are necessary or required, these should be used to help students complete Formative and Signature Tasks. If a student needs extra time on a task, they need to reach out to the teacher and work on a plan and an agreed upon new due date. Remediation can and should take place throughout the course.

- Any late work is ineligible to receive a 4.
- Work that is submitted less than two weeks late without communication will be graded, but ineligible for revision and further improvement.
- Work that is more than two weeks late without prior communication will not be accepted and entered as NE.
- No work will be accepted after the course ends.

It is up to teachers whether they will accept work that is over 2 weeks late when the student has not communicated with the teacher or shown progress turning the time given.

If a student has completed all the Signature Tasks and still does not meet expectations of a signature task and wishes to reassess, some teachers might require all missing formative tasks or additional tasks be completed before a reassessment opportunity is given.

If students complete a Signature Task and do not meet the expectations for the task, the teacher can ask the student to complete all or a portion of the task again, depending on the task. An essay for example, might require another full draft or just fixing the grammar and spelling mistakes. A presentation might require the student to present again. Teachers should use the Signature Task Remediation Plan in the appendix of this document.

Students who are not meeting expectations on a task should work closely with the teacher to ensure they get the extra support to be successful on each Signature Task including timeline.

Lunch

Payment for meals will be on a cash/check basis. A la carte charging is not permitted. The cafeteria uses a debit account system for lunch payments. Students meeting certain family income criteria are eligible for free and/or reduced hot meals. Forms are sent home on the first day of school and are available year-round in the office.

Students will eat their lunch in an orderly manner and are required to remain in the cafeteria until the lunch period ends. Students are required to eat lunch in the cafeteria and are not permitted to sit on the floor in the hallways near the cafe. Students are allowed to eat their lunch with a faculty or staff member if they present a pass to the adults on duty during that lunch. Students are not allowed to reserve seats in the cafeteria. Students are reminded that “cutting in line” is unfair to other students. Students are expected to return trays to the cafeteria window after removing paper trash. Those bringing their lunch should dispose of all trash in the receptacles provided.

Students can only get lunch from the cafeteria during their scheduled lunch. They cannot get food from the cafeteria and bring it to their class because it is NOT their designated lunch period. Teachers will not allow students to eat lunch in their rooms if they are teaching a class

Students who do not have Senior Privileges are not allowed to leave school grounds for lunch. If a parent or guardian dismisses a student for lunch, they must return within the designated 30-minute time period that their lunch is offered. Food purchased from an outside business during designated lunch periods is prohibited in the classroom. Students who return to FHS after their designated 30-minute lunch period, regardless of the time, will be considered truant and subject to disciplinary action.

Students are **not allowed** to order take-out food for delivery from any service or vendor to the school, including from family members and friends. The main office will refuse any deliveries.

Missing or Stolen Property

Students should keep all valuables on their person or locked in their lockers. Loss or theft of items must be reported to the school administration as soon as possible by filling out the Report of Missing or Stolen Property Form located in the main office. A copy of the form can also be found on our website. The Franklin School District will not be responsible for lost or stolen items brought to school by students. In the case of stolen property, a report will be filed with the Franklin Police Department.

Lost and Found is located on a table right near the elevator on the first floor.

Moment of Silent Reflection (Policy JFA-2)

The Franklin Board of Education established its policy to provide a moment of silent reflection for its students each day. With the relentless torrent of noise and commotion facing each one of us in the community every day, the Franklin School Board insists upon allowing its administration, faculty, and students a moment of peace with their personal thoughts. The Board believes it would be consistent with the Constitution of the United States to observe a 60-second period of silence each morning, providing that all faculty and administration understand that they are not to encourage prayer or religious practices during these daily exercises.

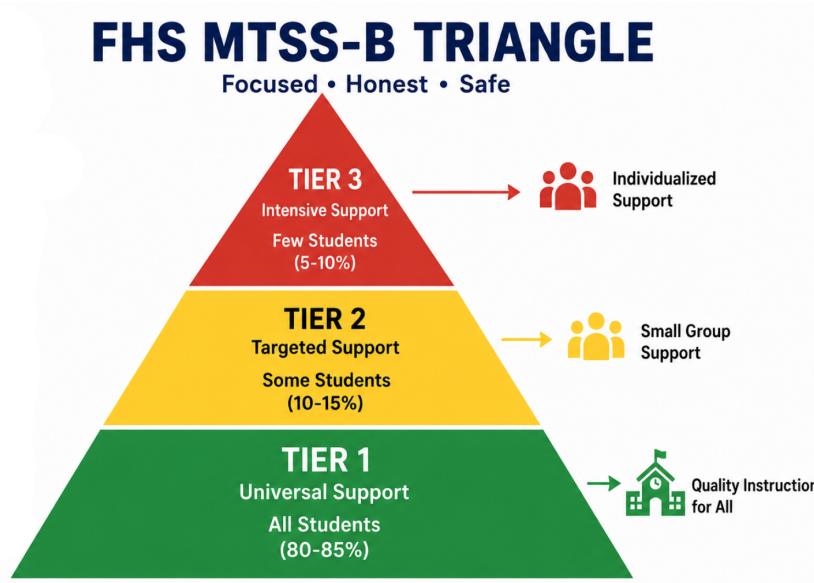
Multi-Tiered System of Support for Behavior (MTSS-B) - (Board Policy JLBDA)

Franklin School District uses a tiered system of support for behaviors, similar to what we use for academics. A student might struggle with one skill but excel at another, and this approach allows us to target resources where they are most impactful. MTSSB uses data to inform decisions about interventions at all levels and depends on **all** adults providing a consistent approach.

School-Wide MTSS-B models include:

- Common purpose & approach to discipline
- A clear set of positive expectations & behaviors
- Procedures for teaching expected behavior school- and class-wide
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior
- Procedures for ongoing monitoring & evaluation

Our MTSS-B model allows us to target resources where they are most needed. As 80% of students will respond to universal systems in place, approximately 15% will need more targeted interventions, and about 5% will need individualized services, often through our community partners.



A violation of these expectations may result in the following consequences:

Behavioral Consequences Description (Board Policy JKB)

Teacher Detention

A classroom teacher may assign after-school detentions. Students are given 24-hour notice of the detention, which may be up to 90 minutes in duration. Skipping teacher detention is considered a separate incident and will result in a referral to the Administration for further disciplinary action.

Removal from Class

If a student is removed from a class for disciplinary reasons, the student will report immediately to the Main Office. If a teacher sends a student from class, that referral and subsequent consequence will be determined by an administrator.

Restorative & Reflective Practices

Students who are struggling with appropriate classroom behavior and who have not responded to appropriate classroom interventions may need to meet with a behavior interventionist prior to meeting with the assistant

Focused - Honest - Safe

principal or principal. The behavior interventionist will help determine if chosen behaviors can be rectified with redirection and resources readily available. Students may be sent to the appropriate staff in order to accomplish this goal. If students continue to engage in inappropriate decision-making, they will be sent to school Administration.

School administrators may also use restorative or reflective practices or positive discipline to connect students with appropriate resources or meaningful learning opportunities that complement or replace traditional modes of correction.

Reflective Practices

Reflective practices are guided conversations or activities that help students think critically about their choices, behaviors, and future actions. At Franklin High School, students may have the opportunity to reduce the number of assigned days (such as disciplinary consequences) by completing a reflective practice activity with an FHS staff member. This option is offered at the discretion of the administration and will include communication with the student's parent or guardian.

Administrative Detention

The Administration may assign after-school detentions and may be assigned as a result of a referral by a staff member. Students will be given at least 24-hour notice of the detention, which must be served when students are present in school. These detentions may be up to 90 minutes long, and cell phones will not be used. While serving an administrative detention, students will be expected to work on school assignments, and all school rules will be in effect. Skipping an administrative detention will result in further disciplinary action, including Out of School Suspension (ISS).

Intervention

The entire school community must assume responsibility for teaching and modeling proper behavior at all times. Except in cases of more serious or frequent violations that need immediate referral to the office, teachers will individually address behavior incidents and violations. If the student does not respond to teacher expectations and consequences, this will be considered a Failure to Comply, resulting in immediate referral to the office. A record of discipline referrals will also be available to parents and students through the SWIS,

Students whose behavior resulted in a referral to the Superintendent of Schools may receive further disciplinary action, such as additional days of out-of-school suspension and/or a referral to the School Board. A referral to the School Board may result in a hearing and further consequences, such as a long-term suspension or expulsion from school.

OSS (Out-of-School Suspension) - [\(Board Policy JICDD\)](#)

Students assigned OSS are not to be on campus or at school events. Suspensions begin when they are assigned and remain in effect until 8:30 a.m. on the return day. OSS is the most severe consequence that can be assigned to a student. Infractions that constitute safe school violations will result in automatic out-of-school suspension. For more detailed information, please see [RSA 193:13 Suspension and Expulsion of Pupils](#).

Cumulative Suspensions

Students who accumulate more than 10 days of suspension in the school year may be referred to the Principal for a parent meeting before they may return to school. Students who accumulate more than 20 days of suspension will be referred to the Superintendent of Schools before they may return to school.

Appealing of Disciplinary Consequences.

Students or parents who wish to appeal disciplinary decisions should do so in the following manner: disciplinary action taken by the Assistant Principal must be appealed to the Principal. Action taken by the Principal must be appealed to the Superintendent of Schools. Decisions made by the Superintendent of Schools must be appealed to the Franklin School Board. Levels of appeal may not be skipped, and a notice of an appeal will not suspend consequences. For the full text of student due process rights, see [ED 317.04 Due Process & Disciplinary Procedures](#).

NCAA Eligibility

Students seeking eligibility for athletics at the collegiate level must ensure that the NCAA has approved the courses they select to meet graduation requirements as a minimum. Prospective collegiate athletes may enroll in a non-NCAA-approved course for graduation from FHS, but this does not necessarily mean that the NCAA has approved the course. For more information, please see your school counselor or visit www.ncaa.org.

New Hampshire Scholars

Students who complete a rigorous course of study throughout their four years at Franklin High School will receive the designation of “New Hampshire State Scholar”. This designation is recognized nationally and could entitle the bearer to additional financial aid for their post-secondary education. Please see your school counselor and/or pick up a New Hampshire State Scholar brochure in the school counseling office. **To be eligible for NH Scholars, all required courses must be passed with a minimum GPA average of no less than 3.2 or better.** Students are also eligible to receive the NH Scholars Course of Study designation in either Core, STEM, STEAM, or Arts. For more information, please visit <http://www.nhscholars.org/>

NH Scholars Courses

NH Scholar Core	NH Scholar STEM (3.2 min GPA)	NH Scholar Arts (3.2 min GPA)	NH Scholar Career Pathway
English 9, 10,11, 12	English 9, 10, 11, 12	English 9, 10, 11, 12	English 9, 10, 11, 12
Algebra I, Algebra II, Geometry, and one other credit	Algebra I, II, Geometry, and one other credit	Algebra I, II, Geometry, and one other credit	Algebra I, II, Geometry, and one other credit
3 credits of science chosen from Biology, Chemistry, Bio-Med. Physics, Anatomy, and/or Physiology.	4 science credits, including 3 credits chosen from Biology, Chemistry, Bio-Med., Physics, Anatomy, and/or Physiology.	3 credits of science chosen from Biology, Chemistry, Bio-Med. Physics, Anatomy, and/or Physiology.	3 credits of science chosen from Biology, Chemistry, Bio-Med. Physics, Anatomy, and/or Physiology.
3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives	3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives	3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives	3.5 credits chosen from U.S. History, World History, Geography, American Government, Economics, and other electives
2 credits of Foreign Language	2 credits of Foreign Language	2 credits of Foreign Language	
	1 additional credit in Technology, Engineering, Computers, Advanced Manufacturing, Science, Math, etc.	2 additional credits in Art, Visual Arts, Fine Arts, Performing Arts, Music, Graphic Design, etc.	CTE, Industry-Aligned or Career-Driven ELO. Work-Based Learning. College Credits, Industry Valued Recognized Certificate, Post-Secondary

Parent & Student Portal (ALMA)

Franklin High School offers online access to grades for parents. Parents can log onto a secure website and look at their child's classes and grades using the following information.

Here are a couple of highlights:

- To start the process, you will need a valid email address on file. If you are unsure, please call 934-3108.
- You will need your child's six-digit Student ID number, which is located on the top of their report card
- Using your name, you can create an account even if you are not the primary parent your child lives with

To set up an account:

- Go to our website: www.sau18.org
- Click on the web services link at the top right of the page
- Click on the picture that says ALMA Parent Portal Login
- When the parent portal appears, click "create account"
- Follow the steps to create your account. Your password will be emailed to the address on record
- If additional help is needed, please contact the Technology Department at 934-3108

Parental Bill of Rights (Policy AB)

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the Right:
 - A. To direct the upbringing and the moral or religious training.
 - B. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
 - C. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
 - D. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
 - E. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
 - F. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
 - G. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non- public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
 - H. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
 - I. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.

- J. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
- K. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
- L. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
- M. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
- N. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
- O. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
- P. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
- Q. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
- R. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
- S. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

- a. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
- b. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
- c. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii). B. Dissemination Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent to cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

Pursuant to 189-B:5 School Board Notification of Parental Rights, Franklin School District will post them:

- 1. Each year in the School District's annual report;
- 2. Permanently on the District's website; and
- 3. Each year in every student and employee handbook.

Legal References:

NHSBA history: New policy - July 2025. NHSBA revision notes: New policy - July 2025, sample AB was created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B)

Parent's Right to Know

- (A) Qualifications: At the beginning of each school year, a local educational agency that receives federal funds shall notify the parents on request (and in a timely manner) of information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:
1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas where the teacher provides instruction.
 2. Whether a teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 3. The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) Additional Information: In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:
1. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part.
 2. This is timely notice that the parent's child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

Parking

Parking a motorized vehicle on school property is a privilege at Franklin High School. Students who abuse this privilege will be placed at the bottom of the parking permit list for the following year. This may result in the student not having a parking spot.

- Distribution of parking permits will be done by class status: seniors first, then juniors.
- Permits cost \$25.00 each, and all student debt must be cleared before parking permits are granted.
- Parking permits will be issued only to students with parental/guardian permission to bring vehicles to school. A copy of the student's driver's license and vehicle registration will be kept on file. It is the student's responsibility to alert the Administration if they later change vehicles.
- Permits are available in the office on a first-come, first-served basis. Only a limited number of spaces exist, which changes yearly due to the year's staffing needs.
- Parking permits **must** be displayed on the vehicle's rear view mirror. Cars are to be parked only in the student parking area in the assigned spot.
- Parking spots will be assigned by number in the upper lot but not on Daniel Point. There are 15 spots available, and students can park there on a first-come, first-served basis. No parking is allowed on Daniel Point on the baseball field side.
- Students are not permitted to loiter in the student parking area during school hours without permission from the Administration. If allowed, they may need to be escorted by staff.
- Students must drive their vehicles in a cautious manner on and near school property.
- Students may not leave school grounds in any vehicle during the day without permission. Depending on the severity of the incident, appropriate consequences will be assigned, and a student's parents/guardians will be notified. Students will be considered truant for their classes.
- Failure to follow school rules and traffic laws will result in disciplinary measures at the discretion of the Administration.
- Students MAY NOT park in the visitors parking area in front of the main office; even if they only have one class on certain days, they must park in their assigned spot.

Pledge of Allegiance (Policy JFA-1)

In accordance with the direction of the NH State Board of Education, the Franklin School Board established its policy to provide the students of the Franklin schools with a daily opportunity to express their allegiance to the United States of America by reciting the Pledge of Allegiance each school day - instead- a daily opportunity to express their allegiance to the United States of America by reciting the Pledge of Allegiance. In keeping with its character and citizenship initiatives, the legislative intent expressed in RSA 194:15A supporting the Pledge of Allegiance, and Ed. 306.37(c) requiring schools to provide opportunities to practice citizenship, the Franklin School Board believes it is in the interest of all Franklin's students to be afforded an opportunity to recite the Pledge of Allegiance on a regular daily basis as part of the formal program offered by our schools. The Board also acknowledges the need to accommodate those students, who for reasons of religion or conscience, choose to dissent from participating in this daily exercise, in a non-disruptive manner.

The Franklin School Board believes it is in the interest of all Franklin's students to be afforded an opportunity to recite the Pledge of Allegiance on a daily basis as part of the formal program offered by our schools. This is in line with New Hampshire's character and citizenship initiatives, expressed in RSA 194:15A supporting the Pledge of Allegiance, and Ed. 306.37(c) requiring schools to provide opportunities to practice citizenship. The Board also acknowledges the need to accommodate those students, who for reasons of religion or conscience, choose to dissent from participating in this daily exercise, in a non-disruptive manner.

Posters and Bulletin Boards

Bulletin Boards and display cases are for general information concerning all students. The advisor must approve all posters and notices for dances, campaigns, etc. Additionally, posters must be approved by the Principal or Assistant Principal prior to being displayed in the school. The students must remove all posters once the event/activity is over. Posters or flyers may not be hung on walls, doors or lockers.

Report Cards

Report cards are available for viewing in our student information system (ALMA) after the completion of the term. There are two semesters per school year. Progress reports are issued twice per semester. Competency grades are issued on a scale of 1 to 4, the latter being the highest. To earn credit in a class and prove competency, a student's grade must be rated a 2.5 or higher in their competencies. Competency grades are used to determine the issuance of credit, GPA, privileges, and athletic eligibility.

Reporting to Parents

Parents may access student academic information via ALMA to determine grades and assignments required by classroom teachers. Conferences will be available and arranged through the School Counseling Office. Should more detailed information regarding course contents be desired, parents should consult the course disclosure forms, and they should contact the classroom teacher, their child's We Connect teacher, or the school counselor.

Safe School Zone - (Policy JG-3)

It is the policy of the Franklin School District that all school buildings, all premises including any location of school-sponsored activities, vehicles used for school purposes, and any associated areas shall be safe environments for all students, free of the danger posed by the presence of weapons or conduct which threatens harm by any means, especially by means of weapons or objects used as weapons. It is the policy of the Franklin School District that the provisions of RSA 193-D: 2, the so-called Safe School Zone Act, be carried out in all

school areas. Should any portion of this policy be found in conflict with state law or regulations issued pursuant thereto, this policy shall be read and interpreted to conform to such law or regulation. This policy replaces any previously adopted by the district concerning safe school zones and student disciplinary procedures.

Franklin High School is within a Safe School Zone. As such, both students and staff are expressly prohibited from possessing alcohol, drugs, tobacco products, combustibles, weapons (including but not limited to fake and real guns of any type, swords, knives, brass knuckles, nunchucks, throwing stars, and the like), or objects that could be used as weapons.

School Board Policies

All [School Board Policies](#) are available online. Hard copies are available upon request.

School Resource Officer

The School Resource Officer is a trained law enforcement professional who helps ensure a safe learning environment, builds positive relationships with students, and supports school safety efforts through education and prevention.

Search and Seizure - ([Board Policy JIH](#))

The right to search students and inspect a student's property under the temporary control of a student is inherent in the authority granted to the school and its administrators. Nevertheless, exercising this authority by school officials places significant demands upon their judgment in an effort to protect the constitutional rights of the individual students while, at the same time, acting in the best interest of the entire learning community.

That said, entry by a student on school property or participation in the school function is deemed consent to a search of the student's person and property if the Administration determines there is a reasonable suspicion that a student(s) may possess illegal or dangerous items.

Articles, vehicles, containers, purses, wallets, bags, and the like may only be brought onto campus with the understanding that they are subject to search if the Administration determines there is reasonable suspicion to do so. All property on school property, including lockers and desks, is owned by the Franklin School District, and use by a student is not deemed to make that property private. Buses are considered school property.

School Administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, alcohol, weapons, dangerous articles, illegal or prohibited material, or stolen goods are likely to be found on the student's person, in lockers, desks, in items belonging to a student or vehicles which are parked on school property. The Administration shall confiscate any articles found in such searches, and the SRO will be notified whenever any law is violated. When school officials determine that there is reasonable suspicion, a refusal by the student or the parent to a search will result in a suspension of not less than 3 school days.

Whenever a student search is conducted, the following shall apply:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Whenever possible, the search shall be conducted with two adult school personnel present, one of whom shall be the Principal or their designee.
- Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.

- Should a student refuse to comply with a request for a search voluntarily, the student must be detained until parents/guardians are contacted. If necessary, the police can arrive at the school to assist as appropriate in the investigation. Said refusal will result in an automatic suspension (see above).
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, and suitable disciplinary action shall be taken.
- Parents/guardians will be notified about any student search.

Sexual Harassment (Board Policy ACAC)

The Franklin School District seeks to provide an educational environment that respects the dignity and worth of all. Such an environment must be free of sexual harassment. The district prohibits any form of sexual harassment and sexual violence.

In order to promote an environment free of sexual harassment, the Administration will review this policy annually with all staff and students to ensure that our employees and students are fully informed about the district's prohibitions on sexual harassment. In addition, this policy will be published in student handbooks and distributed to teachers and parents of students. Sexual harassment is a form of sexual discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended 42 U.S.C. 2000e et seq., and Title IX. Sexual violence is a physical act of aggression that includes a sexual act or proposal.

It shall be a violation of this policy for any student or employee to harass another student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the district. Please review the Franklin School District Sexual Harassment and Sexual Violence Report Form located in the Main Office, School Counseling Office, or on the FHS website.

Special Education Services

At Franklin High School, special education services are provided in an inclusive setting. Students are educated with their peers in the least restrictive environment. The IEP team determines necessary accommodations and modifications. These supports are provided in accordance with the IDEA law. The department's goals are to support student academics and help develop appropriate transitions for students' post-secondary goals.

Standardized Testing

State testing occurs in the junior year with the SAT and the State Science Test. Students in the tenth grade are offered an opportunity to take the PSAT. Parents may opt out of any standardized assessments by contacting the school counseling office and completing the proper paperwork.

Student Discipline and Due Process - (Board Policy JICD)

Franklin School District uses a tiered system of support for behaviors, similar to what we use for academics. A student might struggle with one skill but excel at another, and this approach allows us to target resources where they are most impactful. MTSS-B uses data to inform decisions about interventions at all levels and depends on all adults providing a consistent approach.

School-Wide MTSS-B models include:

- Common purpose & approach to discipline
- A clear set of positive expectations & behaviors
- Procedures for teaching expected behavior school- and class-wide
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior
- Procedures for ongoing monitoring & evaluation

Our MTSS-B model allows us to target resources where they are most needed. As 80% of students will respond to universal systems in place, approximately 15% will need more targeted interventions, and about 5% will need individualized services, often through our community partners.

Arson or Attempted Arson

Arson is the criminal act of deliberately setting fire to property. Students who commit arson or attempted arson will be disciplined, and appropriate consequences will be assigned depending on the severity of the incident. A safe school report will be filed with the Franklin Police Department.

Assault

According to NH RSA 631:2-a, **Simple Assault** is defined as purposely or knowingly causing bodily injury or unprivileged physical contact to another, recklessly causing bodily injury to another, or negligently causing bodily injury to another by means of a deadly weapon. Consequences assigned to cases of assault will be based on the severity of the incident, and all cases will be reported to the Franklin Police Department.

Bomb Threats

Through the Organized Crime Act of 1970, the federal government rules on the problem of bomb threats. The following is an excerpt of that ruling:

“Whoever through the use of the mail, telephone, telegraph or other instrument of commerce willfully makes any threat, or maliciously conveys false information knowing the same to be false, concerning an attempt or alleged attempt being made, or to be made, to kill, injure or intimidate any individual or unlawfully damage or destroy any buildings, vehicles or other real or personal property utilizing an explosive shall be imprisoned for not more than 5 years or fined not more than \$5,000.00 or both.”

All students should be aware of the seriousness of this offense; all information will be turned over to the Franklin Police Department for prosecution in juvenile/adult court. Students will be suspended if they are involved in bomb threats to the Franklin School District.

Cell Phones - Unauthorized Communication Devices [School Board Policy JICJ](#)

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or "district-provided" devices.

B. Restrictions

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as “the school day”). The school day includes lunch periods, passing time, and recesses. Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person’s reasonable expectation of privacy. If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off, on the student’s person or in the student’s assigned locker. If this process is not sufficient, further steps will be taken. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student’s personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device. Consequences for violations of this policy will be pursuant to the Student Handbooks.

Additionally:

1. First Offense: Administrative warning and communication to parents/ guardians.
2. Second Offense: The electronic communication device will be confiscated. The student’s parent/guardian will be contacted. The student must pick up the device at the end of the school day from the principal or superintendent’s office.
3. Third Offense: The electronic communication device will be confiscated. The student’s parent/guardian will be contacted and must pick up the device from the principal or superintendent’s office. Furthermore, all devices must be surrendered to the main office upon arrival at the start of the school day, for a period of time determined by the principal or their designee.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board each school year and published in the Student Handbooks.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day are included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

Disrespect to Others

Disrespecting others, especially staff, is insulting them. When students are disrespectful toward others, disciplinary action will be taken, and appropriate consequences will be assigned depending on the severity of the incident.

Disruption of School Activities

Disruption of school activities covers any behavior that adversely affects the general operation of the school day and its activities. There is a wide range of behaviors that fall into this category, and the school Administration will make the final determination when a student's behavior falls into this category. Appropriate consequences will be assigned depending on the severity of the incident.

Disturbance of the Classroom

Students disturb their classrooms when their words, noises, or actions distract other students, the teacher, or the overall learning environment. Depending on the severity of the incident, disciplinary action will be taken, and appropriate consequences will be assigned.

Disturbance of Other Classrooms

Disturbance of other classrooms occurs when a student disrupts a classroom that is not their assigned classroom through their words, noises, or actions. Depending on the severity of the incident, appropriate consequences will be assigned.

Dress Code - [\(Board Policy JICA\)](#)

The Franklin School Board believes school performance and future success are enhanced by appropriate dress and grooming. Parents are urged to work closely with the school district to ensure their student's adherence to the high standards of dress and grooming expected by the Franklin School District. Any type of wearing apparel or personal grooming that is considered to be distracting and/or interferes with the learning process of the student body will not be allowed. Failure to follow the dress code will result in a response from the administration, which will include consequences depending on the severity of the violation.

Guidelines: Examples of unacceptable clothing include, but are not limited to:

- Clothing/jewelry with inappropriate logos or statements that are offensive or inflammatory (i.e. - alcohol, sex, tobacco, drugs, weapons, overt-covert sexual reference, gang identification, any advocating of prejudice or harassment of religion, race, ethnicity, gender, sexual orientation or disability, etc.)
- Clothing that immodestly exposes undergarments, the chest, back, midriff, genital area, or buttocks is prohibited
- Hats may be worn in the building. Within the classroom, it is at the discretion of the teacher.
- Hoods are not allowed to be up at any time for safety and security reasons.

- Pajama wear (including slippers) may not be worn as outer garments except for days/activities specifically approved.
- Any garment accessory (ie, bracelets with spikes, long wallet chains, etc) that can be used as a weapon, is prohibited.
- Sunglasses may not be worn over the eyes inside the school building.
- Students must dress appropriately for the class they are taking to ensure safety (ie. closed toe shoes for Culinary, no loose attire for woodshop, sneakers for PE, etc.) This will be at the discretion of the classroom teacher.
- School Administration will make the final determination of acceptable and appropriate clothing.

Drugs and Alcohol - ([Board Policy IHAMA](#))

The possession, sale, and/or use of drugs (mood-altering substances) or alcohol is strictly prohibited, as is the possession, sale, or distribution of drug paraphernalia. Students found to be under the influence of drugs and/or alcohol are also in violation of this policy. The consequences for this behavior are outlined in the section on behavioral standards. Violation of this policy will result in the notification of the Franklin Police Department and the Superintendent of Schools for SAU 18. Appropriate consequences will be assigned depending on the severity of the incident.

E-Cigarette/Vapor Pens - ([Board Policy JECIG](#))

It shall be a violation for any student or minor visitor to possess, consume, display, or sell tobacco products, tobacco-related devices, electronic inhalant devices, or 'e-cigarettes' at any time on school property or at off-campus school-sponsored events. Appropriate consequences will be assigned.

Failure to Comply

Failure to comply occurs when a student refuses, either verbally or nonverbally, to follow a reasonable request of a staff member. Depending on the severity of the incident, disciplinary action will be taken, and appropriate consequences, including ISS and OSS, will be assigned. Severe incidents may be referred to the Franklin Police Department.

Fighting

Fighting (mutual combat) occurs when students engage in fighting, no matter who may have 'started' the fight. This is not to be confused with an "assault," which is differentiated as the actions of one person, whether provoked or not. Appropriate consequences will be assigned depending on the severity of the incident, and the Franklin Police Department will be notified.

Forgery

Forgery is the process of imitating a document or signature to deceive others. When students commit forgery, disciplinary action will be taken, and appropriate consequences will be assigned. In the case of legal documents, the Franklin Police will be notified.

Inappropriate Behavior

Inappropriate behavior occurs when a student acts in a manner that is not proper or suitable at that time and place. Depending on the severity of the incident, appropriate consequences will be assigned.

Incendiary Devices

Incendiary devices are items used to start fires, and they are strictly prohibited on school grounds. Depending on the severity of the incident, disciplinary action will be taken, and appropriate consequences will be assigned. A safe school report may be filed with the Franklin School Department.

Inciting Others to Violence

Inciting others to violence is when students encourage other students to engage in fighting or physical violence. Disciplinary action will be taken, and appropriate consequences will be assigned depending on the severity of the incident.

Leaving Assigned Area/Leaving Class without Permission

Students are not allowed to leave class or their assigned area, including the school building, without permission and may receive disciplinary action when they do so. Appropriate consequences will be assigned depending on the severity and frequency of the incident.

Leaving School Grounds

Leaving school grounds is when a student leaves school property without permission from school staff. Depending on the severity of the incident, appropriate consequences will be assigned, and a student's parents/guardians will be notified.

Loitering

Students are expected to stay in their assigned locations during the school day. Loitering in the restrooms or any other unsupervised area within the building or on school grounds is prohibited. Unauthorized entry to areas off limits to students is strictly prohibited.

Loitering in the school building after school hours will not be allowed. Students should have a purpose for staying after school and are expected to stay in the location related to that purpose. Students waiting for rides should do so in the cafeteria or by an exit. Students found loitering in the school building will be asked to leave and will be reported to the office for possible disciplinary action.

Misrepresentation

Misrepresentation is the act of giving a false name or false or misleading account of events. Students will face disciplinary action, and appropriate consequences will be assigned depending on the severity of the incident.

Out of Assigned Area

Being out of an assigned area occurs when a student is not in a classroom or area of the building where they are scheduled to be during the day. Appropriate consequences will be assigned for being out of an assigned area.

Profanity

The use of profanity is prohibited at school. Depending on the severity of the incident, appropriate consequences will be assigned.

- *Profanity Towards Staff*: There is no tolerance when students use profanity directly toward any staff member. As such, an appropriate disciplinary consequence will be assigned.

Public Display of Affection

Showing affection in an honest relationship is personal and does not need to be displayed in public school. The school is not the place for continuing displays of affection. Disciplinary action may be taken if this type of behavior occurs.

Signing In/Out of School

Students are required to check in with the main office when arriving at school tardy, with privileges, or leaving for HUOT or Winnisquam. Students are required to check out with the main office when leaving school early due to dismissal, leaving for HUOT or Winnisquam, or with privileges. Failure to check in or check out will result in disciplinary action. Appropriate consequences will be assigned depending on the severity of the incident

Skipping Classes or Tornado Time

Students who do not attend their regularly scheduled class or who do not have permission to be in another location during that class will be considered skipping. Appropriate consequences will be assigned.

Theft

Theft is taking another person's property without that person's permission or consent. Depending on the severity of the incident, disciplinary action will be taken, and appropriate consequences will be assigned. A safe school report will be filed with the Franklin Police Department.

Threat of Physical Violence

A threat of physical harm causes another person to perceive that they may be injured. Depending on the severity of the incident, appropriate consequences will be assigned for threatening to harm another physically, and a safe school report may be filed with the Franklin Police Department.

Tobacco Products - [\(Board Policy JICG\)](#)

Any student caught using or possessing tobacco products (s) will face disciplinary consequences. Students under 18 years old will be referred to the Franklin Police Department. Using tobacco products is prohibited on school grounds by all persons at all times. Individuals found using tobacco products on school grounds will be referred to the Franklin Police Department, and appropriate consequences will be assigned.

Unauthorized Entry

Unauthorized entry occurs when students enter a classroom or any other area of the school without permission. Students are not allowed to open any exterior door with the intent of letting someone into the building. All visitors and students must enter through the main office. Depending on the severity of the incident, appropriate consequences will be assigned for unauthorized entry.

Unprivileged Physical Contact

Unprivileged physical contact is touching another person without that person's permission. Depending on the severity of the incident, disciplinary action will be taken, and appropriate consequences will be assigned.

Vandalism

Vandalism is the deliberate destruction or damage to public or private property. Depending on the severity of the incident, appropriate consequences will be assigned. A safe school report will be filed with the Franklin Police Department.

Student Rights and Responsibilities - [\(Board Policy JI\)](#)

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin. Students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right must not interfere with the rights of others. Students may present complaints to teachers or Administration officials.

Freedom of expression may not be used to present obscene or slanderous material, defame character, or advocate violation of federal, state, and local laws or official school policies, rules, and regulations.

Tornado Time

Tornado Time is a designated one-hour block during the school day where students have the opportunity to choose an activity to participate in with a teacher, promoting engagement and a sense of community. Whether it's joining a fun interest-based session or seeking academic support for competency recovery, Tornado Time is designed to meet a variety of student needs. The primary goal is to strengthen relationships and build meaningful connections between students and staff, fostering a supportive and inclusive school culture where every student feels seen, supported, and successful. Students will select their activity during We CONNECT. Students who are truant during Tornado Time will receive appropriate disciplinary consequences.

Transferred Credit

Franklin High School will accept credits issued by any accredited secondary educational institution. These credits will be applied toward state and local graduation requirements. The principal will determine the awarding of credits. The grading scale of the former institution will be used to determine if the student is eligible to earn credit. The transcript will reflect only final grades and credit determination.

Transfers and Withdrawals

Parents of students who plan to transfer or withdraw from Franklin High School should make an appointment with the school counseling office. Students who withdraw must obtain written confirmation on a checkout sheet available in the school counseling office, which states their lockers are clean. All books and materials must have been returned to teachers and the library. The student must bring the sheet around to their teachers and other designated areas for signatures, whereby money owed will be noted, and grades to date of leaving will be recorded, and return it to the school counseling office, where the student will be given a copy.

Franklin High School wants to provide every student the opportunity to receive the best possible education. Our learning community depends on the willingness of every member to follow certain rules. All learning community members have the right to learn and work in an environment where they feel safe and supported. To that end, all school community members will choose to act responsibly with regard and respect for others. Our Code of Conduct reflects our expectations for how we will behave in our school, and it applies at school and at all school-sponsored and school-related events.

The Code of Conduct is not an exhaustive list of conduct for which students can be disciplined but should be used as a guide for students and parents to understand the type of conduct that is not welcomed in our school. The Code of Conduct also provides for potential consequences for student misbehavior. Consequences can include various combined interventions to deter future misbehavior. Progressive discipline will be followed. However, the school Administration reserves the right to determine appropriate disciplinary consequences based on each situation's individual facts and circumstances.

Truancy from Class

Students who are in school but are considered truant from class will be subject to the following procedures until regular attendance is achieved. The school will follow a progressive discipline model, **and** the student may lose credit in the class.

- Truant from a class 3 times: The School Counselor will meet with the student. Parents/Guardians will be notified.
- Truant from a class 6 times: A School Administrator will meet with the student. Parents/Guardians will be notified.

- Truant from a class 9 times: The student will receive an “NC” (No Credit) for the class but must remain in the class. Parents/Guardians will be notified.

Students who pass the class but receive an “NC” for their trancies may recover the credit at the teacher's and Administration's discretion.

Students who miss a total of 25 minutes of any class (combined between tardy/leaving class with or without a permission) will be considered truant for the class. Consequences will be assigned at the discretion of the teacher and/or administration.

Truancy from School

Truancy

Truancy is defined as any unexcused absence 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 Designee is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above. When the Wraparound Team identifies a student who is habitually truant or in danger of becoming habitually truant, the team shall commence an intervention with the student, the student's parents, and other staff members as deemed necessary. The intervention shall consist of processes including, but not limited to:

Investigates the cause(s) of the student's truant behavior;

- Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
- Involves the parents in the development of a plan designed to reduce the truancy;
- Seeks alternative disciplinary measures but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
- Determining whether school record-keeping practices and parental notification of the student's absences affect the child's attendance.
- As a support to parents, families and students, Franklin's Family School Attendance Liaison will be checking in by phone and with home visits when truancy interferes with a student's education.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Wraparound Team will send the student's parent a letter that includes:

- A statement that the student has become or is in danger of becoming habitually truant;
- A statement of the parent's responsibility to ensure that the student attends school; and
- A request for a meeting between the parents and the appropriate team members to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the Administration to seek truancy prevention and truancy reduction strategies based on the recommendations below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

- Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
- Provide development strategies, resources, and referral procedures to assist school staff in developing site attendance plans.
- Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.
- As a support to parents, families and students, Franklin's Family School Attendance Liaison will be checking in by phone and with home visits when truancy interferes with a student's education.

Visitors - (Board Policy KI)

All visitors to Franklin High School will check in to the main office, which will explain the purpose of their visit to office personnel. Visitors to the school building during the school day will be allowed if the purpose of the visit is supportive of the school's mission and part of a school function. Visitors must also be qualified to carry out the purpose of their visit. For example, guest speakers or college representatives regularly visit our school to enhance the classroom experience and discuss educational opportunities beyond high school.

- All visitors will have a name badge clearly identifying the person as a visitor.
- Any student who sees a person in the school building they do not recognize as an FHS student should report this to the office or a staff member as soon as possible. Please do not approach the person yourself.
- Requests to invite non-students to the school building during the school day to "shadow" students will be denied as this is generally disruptive and a safety issue.
- In the interest of heightened building security and the maintenance of our learning environment, we request that friends and alumni visits be scheduled after 3:15 p.m.
- School officials will report any suspicious individuals who are on school grounds without a legitimate reason to local authorities.

We CONNECT

We CONNECT is the primary person model at FHS, designed to foster strong relationships and support among students, teachers, and staff. It emphasizes the importance of community and collaboration, ensuring everyone feels valued and connected. Attendance plays a crucial role in the success of We CONNECT, as consistent participation is essential for building and maintaining these relationships. Regular attendance enhances academic performance and contributes to a supportive and inclusive school environment where everyone can thrive. **We CONNECT** is a credit-bearing advisory class designed to empower and support students at Franklin High School. Scheduled on Tuesdays and Thursdays, this dedicated block during the school day allows students to connect with peers and advisors, discuss academic responsibilities, set personal goals, and engage in grade-level challenges that promote both personal and academic growth.

We CONNECT is organized by grade level to create a supportive environment among students at similar stages in their high school journeys. We recognize that many students have experienced various configurations throughout high school, and we appreciate your adaptability as we navigate this journey together. We will actively seek your feedback throughout the year and encourage you to share your thoughts honestly and constructively.

This year, our program is anchored in our six **Portrait of a Graduate** commitments: **Community, Humanity, Learning, Resourcefulness, Responsibility, and Wellness.**

Grading and Completion Requirements:

To complete the **We CONNECT** program and earn credit, students must participate in their **We CONNECT** block every week and engage in activities from each commitment.

Grade		What is required	Total minimum
4	Exceeding	At least 5 activities completed in every commitment	30+
3	Meeting	At least 4 activities completed in every commitment	24+
2	Approaching	At least 2 activities completed in every commitment	12+
1	Beginning	Fewer than 2 activities in one or more commitments	Below 12

***Students can Honor Up in We CONNECT with the approval of the administration and Climate Specialist**

This is a quarterly breakdown of activities needed to stay on track. **These will be documented in ALMA.**

Grade	End of Q1	End of Q2	End of Q3	End of Q4 (Year)
4	8	16	24	30+
3	6	12	18	24+
2	3	6	9	12+
1	2	3	5	Below 12