



**PINKERTON**  
ACADEMY

• 1814 •

STUDENT PLANNER  
2021-2022 SCHOOL YEAR

PINKERTON  
ACADEMY



COURTESY  
RESPECT  
RESPONSIBILITY



## 2021-22 Bell Schedules

| Normal Bell:                                  |                   |
|---|-------------------|
| Red Day                                       | White Day         |
| R1: 7:15 - 8:45                               | W1: 7:15 - 8:45   |
| R2: 8:51 - 10:21                              | W2: 8:51 - 10:21  |
| R3: 10:27 - 12:22                             | W3: 10:27 - 12:22 |
| R4: 12:28 - 1:58                              | W4: 12:28 - 1:58  |
| Lunches take place during<br>R3 and W3 blocks |                   |
| Lunch 1                                       | 10:27 - 10:49     |
| Lunch 2                                       | 10:58 - 11:20     |
| Lunch 3                                       | 11:29 - 11:51     |
| Lunch 4                                       | 12:00 - 12:22     |

| Early Release Bell: |                   |
|---------------------|-------------------|
| Red Day             | White Day         |
| R1: 7:15 - 8:25     | W1: 7:15 - 8:25   |
| R2: 8:31 - 9:41     | W2: 8:31 - 9:41   |
| R3: 9:47 - 10:57    | W3: 9:47 - 10:57  |
| R4: 11:03 - 12:13   | W4: 11:03 - 12:13 |

Lunch will be provided at the 12:13 bell

### **PINKERTON ACADEMY'S MASK POLICY**

*The administration will periodically review this policy and update it as needed.*

COVID-19 can be spread to others even if you do not feel sick. A medical mask or [cloth face covering](#) helps prevent a person who is sick from spreading the virus to others. Appropriate and consistent use [of medical masks and cloth face coverings](#) is most important when students, teachers, and staff are indoors and when social distancing of at least 6 feet is difficult to implement or maintain. (CDC.gov)

Effective immediately, cloth face coverings or masks will be required at all indoor locations and outdoors when social distancing of at least 6 feet cannot be maintained. Students may remove face coverings in the cafeteria while eating and drinking and outside while maintaining social distancing of at least 6 feet. The mask policy is a protective measure to ensure the health and safety of our students, staff, and the extended Pinkerton community. Failure to comply with this policy may result in administrative action. The failure of a student to wear a medical mask or face covering in accord with this policy is considered by Pinkerton to present a health hazard to the student and others. Therefore, Pinkerton reserves the right under RSA 200:39 to require that the student who refuses to wear a mask in accord with these guidelines, without a documented medical or health reason, be removed from the classroom and properly isolated on campus until their parent or guardian takes them home. The policy is subject to change as DHHS and CDC guidelines adapt to an ever changing public health situation.

#### **GENERAL GUIDELINES**

- A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is required for all persons on campus.
- It is recommended that each individual carry an extra face covering with them daily to ensure that a replacement is available should the face-covering become wet or dirty while on campus.
- It is advised that cloth face coverings be cleaned after each use and that a clean mask is worn daily.
- Masks/face coverings are required inside campus buildings at all times.
- Face masks are required outdoors if social distancing of six feet is not possible.
- Individuals unable to wear a mask for medical, disability, or health-related reasons must have documentation on file with the school nurse before they return to school.
- Mask policies on buses will be determined by each sending town's bus company. Contact your school district office or bus company for further information and instruction.
- Face masks must be free of inappropriate or suggestive images. For further information on this detail, refer to Pinkerton's dress code policy on pages 19-20 of the student planner.

Reference:RSA 200:39



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PINKERTON  
ACADEMY

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• 1814 •

## WELCOME TO PINKERTON ACADEMY

The staff at Pinkerton Academy is committed to preparing you for success in life and making your high school experience the best it can be. This planner is designed as a resource to provide you with important information at Pinkerton Academy, and to provide you with a way to organize daily school assignments. Please do not lose your planner. Replacements are available in the Registrar's Office. **Immediately put your name in this book, in ink.**

Take this planner with you to all of your classes. This is one of your daily assignments for each class. It is as important as your textbooks, pencils, and paper. Teachers will expect you to have it so you can record your homework, set goals and use the reference pages in the back of the book.

Pinkerton Academy is rich in tradition. It is important that you carry on this tradition by representing Pinkerton in a first class manner while on campus and when attending off-campus activities. Challenge yourself academically and get involved in the many clubs, organizations and athletic teams that are available.

Please note that the staff and administration care about you as an individual and they are dedicated to providing you with assistance in times of need. With this in mind, don't hesitate to seek help from your teachers, administrators, counselors, and other staff resources. Our offices are always open and we are here for you and always willing to listen.

## PINKERTON ACADEMY'S VISION AND MISSION

### VISION

Pinkerton students will gain the critical knowledge, skills, and deeper understanding necessary to develop goals, become thinkers and communicators, and grow as responsible and productive citizens. While celebrating the strengths of our traditions, we encourage innovation in response to a changing world.

### MISSION

As a unique, independent academy, Pinkerton Academy's mission is to strive to ensure the growth of all students in a challenging, respectful, and collaborative environment. The Academy fosters a student-centered community with purposefully designed, interactive, and relevant learning opportunities.

**Main Telephone Number 437-5200**

www.pinkertonacademy.org

**ATTENDANCE and CONDUCT**

| <b>Associate Deans of Students</b> | <b>Student's Last Name</b>                   | <b>Ext. No.</b> |
|------------------------------------|--|-----------------|
| Ms. K. Larkin                      | Seniors <b>A - K</b>                         | 1160            |
| Mr. P. Dannible                    | Seniors <b>L - Z</b>                         | 5104            |
| Mr. C. Walker                      | Juniors <b>A - K</b>                         | 1165            |
| Mrs. S. Clute                      |  | 1156            |
| Mrs. Tracey (Semester 1)           | Juniors <b>L - Z</b>                         |                 |
| Mr. K. Yahnian                     | Sophomores <b>A - K</b>                      | 1149            |
| Mr. J. Gagnon                      | Sophomores <b>L - Z</b>                      | 1157            |
| Ms. A. Bernard                     | Freshman Teams – <b>Apollo &amp; Mercury</b> | 1174            |
| Mr. R. Konstant                    | Freshman Teams – <b>Gemini &amp; Orion</b>   | 5102            |

**OFFICE-INDIVIDUAL**

|   | <b>Ext. No.</b> |
|---|-----------------|
| Headmaster – Dr. T. Powers                      | 3101            |
| Dean of Students – Mrs. S. Tartarilla           | 2112            |
| Dean of Faculty – Dr. J. Resmini                | 2110            |
| Dean of Studies & Instruction – Mr. D. Lee      | 2108            |
| Dean of Pupil Services – Ms. H. Barrieau        | 1151            |
| Dean of Institutional Advancement – TBD         | 1236            |
| Director of School Counseling – Ms. K. Butler   | 1189            |
| Director of Special Education – Mr. R. Sharp    | 1136            |
| 504 Coordinator – Mrs. J. Hamilton              | 2128            |
| Career and Technical Education – Ms. J. Haskins | 1172            |
| PACE Program – Ms. L. Lonergan                  | 1111            |
| Athletics – Mr. B. O'Reilly                     | 2115            |
| Library – Ms. J. Warburton                      | 1107            |
| Alumni Coordinator – Mrs. M. Sojka              | 1101            |
| Director of Communications – Mrs. J. Mitchell   | 1102            |
| School Nurse/Health Services – Ms. N. Portnoy   | 2118            |
| Ombudsman at Alternative Learning Center        | 965-4488        |
| HiSet at The Upper Room                         | 437-8477        |

*Cover Design by Katelyn Holland, Class of 2022*

**The Pinkerton Academy HOTLINE is a confidential way for anyone to report information about situations that may impact school or student safety.** The number can be called any time, day or night, to report concerns about a potentially unsafe situation or a disruptive activity such as drug or alcohol use, bullying, harassment, or threats. All calls will be carefully investigated and remain completely confidential. **The Pinkerton Academy Hotline may be reached by dialing 437-5200, ext. 4444.**

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**ALPHABETICAL LIST OF TOPICS**

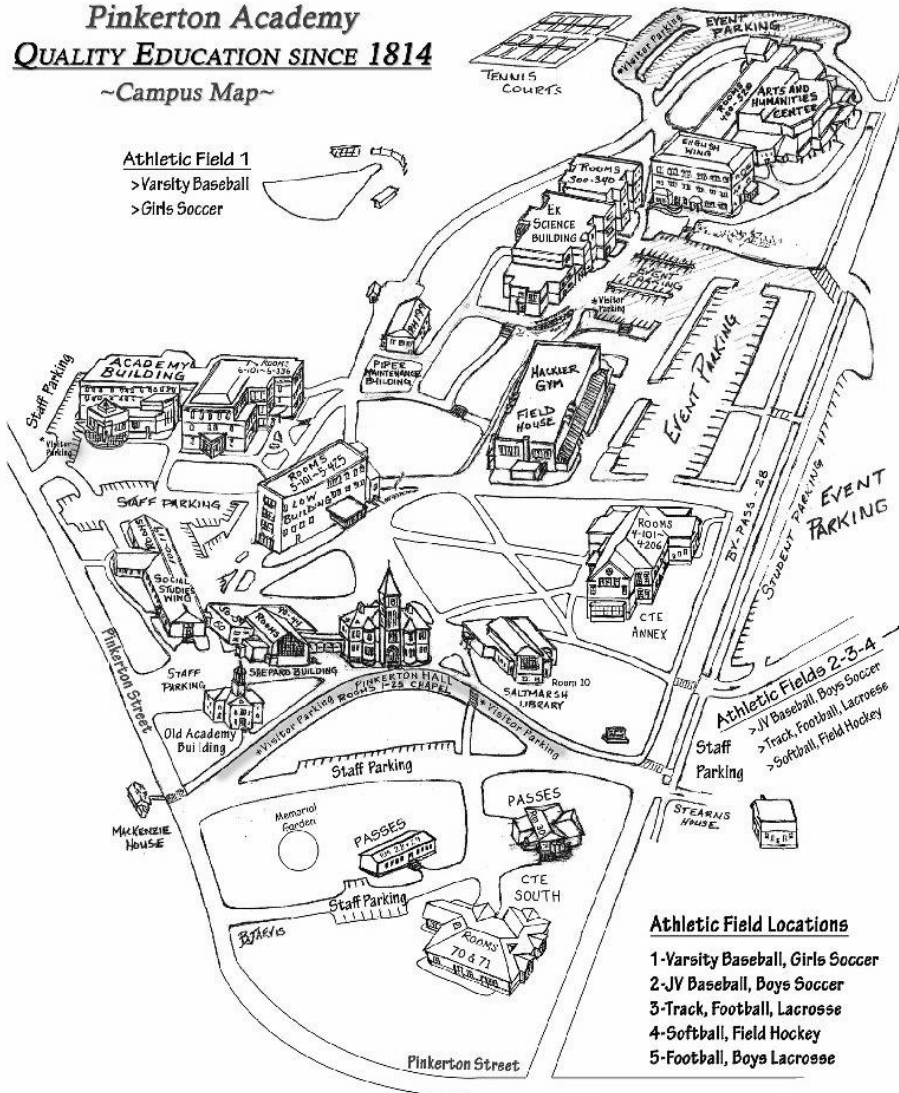
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# Pinkerton Academy

## QUALITY EDUCATION SINCE 1814

~ Campus Map ~



**Athletic Field 1**  
 > Varsity Baseball  
 > Girls Soccer

**Athletic Field Locations**

- 1-Varsity Baseball, Girls Soccer
- 2-JV Baseball, Boys Soccer
- 3-Track, Football, Lacrosse
- 4-Softball, Field Hockey
- 5-Football, Boys Lacrosse

Visitor Parking Locations see: \*

**Athletic Field 5**  
 > Football  
 > Boys Lacrosse



Maintained by LD. 2019

## **Campus Locations:**

**Saltmarsh Library:** Library; Internal School Support (ISS); **Room 10**

**Pinkerton Hall:** Headmaster Dr. Powers; Dean of Students Ms. Tartarilla; Dean of Faculty Dr. Resmini; Dean of Studies & Instruction Mr. Lee; Director of Communications Ms. Mitchell; School Marshall Mr. Kester; Languages; ESOL; **Rooms 12, 20, 21, 25, 22 (Chapel)**

**Haynes House-PASSES Center:** Pinkerton Academy Special Services for Educational Success; **Rooms 28-29, 30-34**

**Shepard Building:** Associate Dean Mr. Yahnian (Soph); Associate Dean Mr. Gagnon (Soph); Languages; JROTC; Campus Corner; Soph/Jr Cafeteria; Auditorium; **Rooms 40-44, 50-60**

**CTE South:** Cosmetology; Animal Science; **Rooms 70, 71**

**Social Studies Wing of Shepard Building:** Social Studies; Alternative Comprehensive Transition (ACT); NECC Classroom; **Rooms 100-119**

**Bradford Ek Science Building:** Main Office/Visitor Check In; Associate Dean Ms. Clute (Jr); Associate Dean Mr. Walker (Jr); Manning Lecture Hall; Science Classrooms; Labs; Family & Consumer Science; **Rooms 300-340**

**Spaulding Arts & Humanities Center:** Associate Dean Ms. Larkin (Sr); Associate Dean Mr. Dannible (Sr); Senior Cafeteria; Fine Arts; English; Stockbridge Theatre; Black Box Theatre; Classrooms; Band Room; Chorus Room; **Rooms 400-520**

**CTE Annex:** Electrical; Engineering; Architecture & Design; Drafting; Environmental Science; Rooms **4101-4206**

**Low Building:** School Counseling Dept.; Registrar; Dean of Pupil Services Ms. Barrieau; Mathematics; Languages (additional); Career and Technical Education (CTE); Special Education Dept.; Chalk Talk Concussion Program; BRYT Path Program; Security; **Rooms 5101-5425**

**Academy Building:** Associate Dean Ms. Bernard (Fresh); Associate Dean Mr. Konstant (Fresh); Freshman School Counseling; Freshman Cafeteria; Culinary Arts; Media Center; Academy Lecture Hall; TV-Video Studio; HOSA; PACE; Information Technology Services; Student Information Services; **Rooms 6101-6336**

**Field House:** Ivah Hackler Gymnasium; Nurse/Health Office; Athletic Director; Physical Education

**Stearns House:** Visitors Center; Finance and Human Resources Offices

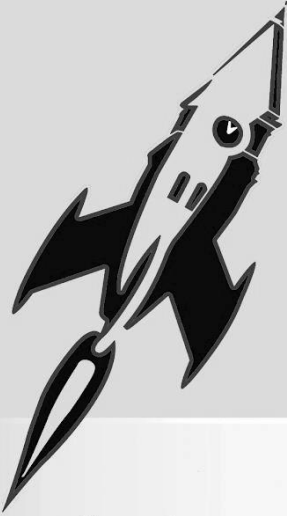
**Old Academy Building:** Alumni Coordinator Ms. Sojka; Database Specialist Ms. Spigarelli

**MacKenzie House:** Board of Trustees; Sr. Executive Assistant to the Board Ms. Butler

**Piper Maintenance Building**

### **Athletic Fields:**

1. Behind Science & Academy Buildings -Baseball, Girls Soccer
2. Across Bypass 28 @ end of straight driveway -Boys Soccer, JV & Freshman Baseball
3. Across Bypass 28 @ end of driveway to right -Football, Boys Lacrosse, Track, Cross Country, Girls Lacrosse
4. Across Bypass 28, first field on right -Field Hockey, Softball
5. Bypass 28 near Derry traffic circle -Freshman & JV Boys Lacrosse



REACH FOR  
— ★ ★ ★ —  
SUCCESS

## Cafeteria

### *Courtesy*

*Use proper language  
Respect the lunch staff  
Respect people & property*

### *Responsibility*

*Clean up after yourself  
Carry your ID card  
Pay for your items*

### *Respect*

*Talk in a reasonable voice  
Wait your turn  
Be polite*

## Classroom

### *Courtesy*

*Be attentive  
Raise your hand  
Cooperate with others*

### *Responsibility*

*Be on time / Come prepared  
Dress appropriately  
Work productively  
Complete your assignments  
Follow classroom rules*

### *Respect*

*Be honest / Be tolerant  
Allow the thoughts &  
ideas of others  
Use appropriate language*

## Hallways / Walking on Campus

### *Courtesy*

*Use proper language  
Practice manners  
Stay with the traffic flow*

### *Responsibility*

*Act age appropriate  
Manage your time  
Proper trash disposal*

### *Respect*

*Display affection  
appropriately  
Respect others & property*



# 1. Rules and Regulations

The Student Planner is intended to serve as a guide to help students and their families come to know Pinkerton Academy. This planner will provide everyone with the expectations of Pinkerton Academy students and to have knowledge of the rules and regulations by which the Academy is governed, including our updated disciplinary code.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at school. The rules, policies, and procedures set forth in this planner are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This planner does not limit the authority of Pinkerton Academy to deviate from the normal rules and procedures set forth in this planner, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the Pinkerton Academy administration.

**The policies may also be revised or updated periodically even during the school year pending approval by the Board of Trustees. You will be advised of any changes as they are made, either electronically (email), standard mail, or the Pinkerton website.**

**To students and parents:** Pinkerton Academy is aware that the vast majority of students and parents are responsible individuals who are genuinely concerned with education. If the Academy is to offer a healthy educational atmosphere and sound educational opportunities to those students in the responsible majority, it must prevent interference, disruptions, and abuse from those whose intentions are less than honorable, and those who are not sincerely interested in pursuing an education. If you are contacting a staff member, please remember that staff are teaching or are on duty assignments and cannot immediately respond to your emails or phone calls. Staff should return your calls or emails within two school days. If you do not hear back from them within that time frame, please call the Main Office extension and leave a message. The preferred method of teacher contact is through their school email accounts. Pinkerton Academy is a closed campus and closely monitors the coming and going of visitors. **Visitors should report to the Main Office in the Bradford V. Ek Science Building for a visitor's pass.** In addition, students should report any suspicious or unfamiliar individuals to any staff member.

If there is any disability, personal, physical, domestic, or financial reason that prevents you from complying with school policies as outlined in this handbook, please contact an administrator so that possible solutions can be considered. If a problem can be prevented before it occurs, it is usually in everyone's best interest.

## CLASSROOM TEACHER CHANGES

It is not Pinkerton Academy's policy to move a student from one teacher to another teacher unless there is a compelling reason or unless it is to accommodate a student's schedule (or IEP). Every effort should be made to identify and correct the situation before a change in teacher is considered. The following conversations and meetings are required prior to moving a student from one teacher's class to another teacher's class, preferably in the order listed:

- Student/teacher conversation;
- Student/parent/teacher conversation;
- Student/parent/teacher/school counselor/case coordinator (if applicable) conversation; and
- If necessary, student/parent/teacher/school counselor/case coordinator (if applicable)/department head/administrator meeting.

The purpose of the conversations/meetings is to identify the issue(s) and determine a possible resolution of the issue(s). If the resolution is to change teachers, existing school procedures will be followed. Please refer to the contact order chart under communications.

**COMMUNICATIONS**

Pinkerton Academy believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. We believe that while on campus or through any means of communication, the parents or guardians conduct themselves in an appropriate manner, refraining from personal threats and inappropriate language. We reserve the right to have our School Resource Officer present during any meetings that the administration feels may become disruptive or hostile.

**To Parents / Guardians: Pinkerton staff is available to help you with questions or concerns. To find the best person to answer your questions or concerns promptly, please refer to the chart below and follow the numbered steps in the order shown. This will help you to get results without delay.**  
**NOTE: Failure to follow the steps in the order as outlined will cause delays.**

| <b>CONTACT ORDER</b>                  |                           |                                   |                               |                        |                       |
|---------------------------------------|---------------------------|-----------------------------------|-------------------------------|------------------------|-----------------------|
| <b>QUESTION REGARDING ↓</b>           | <b>1st</b>                | <b>2nd</b>                        | <b>3rd</b>                    | <b>4th</b>             | <b>5th</b>            |
| <b>Athletics</b>                      | Coach                     | Athletic Director                 | Dean of Students              | Headmaster             |                       |
| <b>Attendance</b>                     | Associate Dean            | Dean of Students                  |                               |                        |                       |
| <b>Classroom Conduct</b>              | Teacher                   | Department Head                   | Associate Dean                | Dean of Students       | Headmaster            |
| <b>Classroom, Grading, Curriculum</b> | Teacher                   | Department Head                   | Dean of Studies & Instruction | Headmaster             |                       |
| <b>Classroom, Teacher</b>             | Teacher                   | Department Head                   | Dean of Faculty               | Headmaster             |                       |
| <b>Clubs, Extra-curricular</b>        | Advisor                   | Dean of Students                  | Headmaster                    |                        |                       |
| <b>Conduct, Bullying, Harassment</b>  | Associate Dean            | Dean of Students                  | Headmaster                    | Board of Trustees      | NH Dept. of Education |
| <b>Safety &amp; Security</b>          | Dean of Students          | Headmaster                        |                               |                        |                       |
| <b>Scheduling</b>                     | School Counselor          | Director, School Counseling       | Dean of Studies & Instruction | Headmaster             |                       |
| <b>Special Education</b>              | Teacher, Case Coordinator | Asst. Director, Special Education | Director, Special Education   | Dean of Pupil Services | Headmaster            |
| <b>504</b>                            | 504 Coordinator           | Dean of Studies & Instruction     | Dean of Pupil Services        | Headmaster             | District Supt.        |

## **NON-DISCRIMINATION POLICY**

Pinkerton Academy complies with applicable federal, state, and local laws governing nondiscrimination in employment, including but not limited to Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964 and Americans with Disability Act Amendments Act of 2008 (ADAAA). In addition, Pinkerton Academy voluntarily subscribes to and follows the Individuals with Disabilities in Education Act of 1997 (IDEA), Section 504 of the Rehabilitation Act of 1973, state special education laws, Crime Victim Leave Act and the New Hampshire Law Against Discrimination (RSA 354-A). Pinkerton Academy does not discriminate or deny services on the basis of race, color, creed, national origin, gender, physical or mental disability, genetics, religion, marital status, veteran status, sexual orientation, gender identity, age or any other basis protected by applicable law. Any individuals who feel they have been discriminated against should contact either the Dean of Students or any other administrator. Grievance procedures have been established for specific complaints of discrimination. It is the intent of Pinkerton Academy to comply with both the letter and spirit of the law and any action taken will be consistent with requirements of applicable laws, including but not limited to, due process protections under Title IX and section 504. Any individuals who feel that they have been discriminated against may, at any time, contact the Office of Civil Rights, U.S. Department of Education, Region I, 140 Federal Street, Boston, MA 02110. Limited English proficiency will not be a barrier to admission nor participation in activities at Pinkerton Academy if a student is otherwise qualified.

## **CONFIDENTIALITY OF INFORMATION AND ANNUAL NOTICE TO STUDENTS AND PARENTS OF STUDENTS OF PINKERTON ACADEMY REGARDING THEIR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

Pinkerton Academy complies with 34 CFR 300.610-300.627, relative to confidentiality of information, including compliance with the federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C.1232G, (FERPA) and its implementing regulations adopted in 34 CFR Part 99.

However, if a parent/guardian still claims the eligible student as a dependent on the IRS income tax forms, that parent retains the right of access to the student's educational records.

*Rights under the Family Educational Rights and Privacy Act of 1974 include:*

First, a parent or an eligible student, as is appropriate, may inspect and review the education records of that student. Parents or eligible students should submit a written request that identifies the records they wish to inspect; such requests should be submitted to the Dean of Studies & Instruction. Pinkerton Academy will make the requested records available to the parent or eligible student within 45 days of the date that Pinkerton Academy received the request. The right to inspect and review educational records includes the right to a response from Pinkerton Academy to a reasonable request for explanations and interpretations of records, and the right to obtain copies of such records upon payment of a copying fee. In accord with FERPA, the Academy maintains a record of all requests for, and disclosures of information from, the student's educational records.

Second, parents or eligible students may ask Pinkerton Academy to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent or eligible student who wishes to amend a record should write to the Dean of Students, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading, or invades the privacy rights of the student. If Pinkerton Academy decides not to amend the record as requested by the parent or eligible student, the Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student upon request, or when notified of the right to a hearing. If, after a hearing, a parent or eligible student's request to have a student's education records amended is denied, the parent or eligible student has the right to place a statement in the student's education records commenting on the contested information contained in such records and/or setting forth their reasons for disagreeing with the decision of the Academy. Third, parents and eligible students have the right to provide written consent before Pinkerton Academy discloses personally identifiable information from a student's education records, except to the extent that FERPA authorizes disclosure without consent.

It is the policy of Pinkerton Academy to disclose, without consent, educational records, including disciplinary records,

upon request from officials of another school or school system in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. Upon request, the Academy shall give the parents or eligible student a copy of the records that were disclosed, and, upon request, it shall give the parent or eligible student the opportunity for a hearing in accord with FERPA and its implementing regulations.

One of the situations where information regarding a student may be released without prior written consent is when the data consists of "directory information." According to the policy adopted by the Pinkerton Academy Board of Trustees, the following categories of information are deemed to be "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, electronic mail address, grade level, and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, will not be used for this purpose and will not constitute directory information.)

The primary purpose of directory information is to allow the Academy to include this type of information in school media and external media (i.e., local newspapers, TV, radio and websites). Examples of school media include:

- A playbill, showing your student's role in a drama production;
- the annual yearbook;
- Honor roll or other recognition lists;
- graduation programs; sports activity sheets; website and social media

Directory information is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7908 and 10 U.S.C. § 503(c), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pinkerton Academy to disclose directory information from your child's educational records without your prior written consent, you must notify the Dean of Students in writing.

It is also the policy of the Academy that photographs and recordings (audio and/or visual) of students shall be considered "directory information", as long as the material is used for the purpose of general news, sports, student participation, or student accomplishment. Photographs (and related materials) are essential to the yearbook, the course catalog, the student handbook, the alumni bulletin, and local media (for news and sports). A parent of a student or an eligible student may request that any or all of these categories of information not be designated "directory information" with respect to that student. Such requests shall be written, dated, and addressed to the Dean of Students. Such requests shall remain in effect until rescinded by the parent or eligible student.

In accord with FERPA, the Academy may also disclose education records, without consent, to school officials with legitimate educational interests. A school official is: a person employed by the Academy or the student's Sending District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Board of Trustees or School Board of the Sending District; a volunteer, or person or company with whom the Academy has contracted to perform an institutional service or function for which the Academy would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the personally identifiable information from the education records (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Parents and eligible students have the right to file a complaint with the US Department of Education concerning alleged failures by Pinkerton Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Upon request, this notice shall be made available in an alternate format or another language.

## **LEGAL COMPLIANCE**

**School Authority:** The daily operation of Pinkerton Academy is in the hands of the Headmaster and members of the administration. These individuals have the authority to make judgments and decisions regarding the welfare of the students, staff, property, and educational climate in general.

It shall be the policy of Pinkerton Academy that a reasonable, cooperative effort be maintained between the administration and law enforcement agencies. This cooperative effort has led to an agreement between Pinkerton Academy and the town of Derry to provide the campus with a School Resource Officer (SRO). The SRO is a Derry police officer who is assigned to Pinkerton Academy. The SRO works with students, faculty, administration, and parents to foster a better understanding of the legal system and to promote a crime-free environment. In accordance with the Safe School Zones Act, NH RSA 193-D, and the Pupil Safety and Violence Prevention Act, NH RSA 193-F, the Administration will report illegal acts occurring in a safe school zone including but not limited to, acts of theft, destruction or violence, vandalism, bullying, along with tobacco, drug or alcohol violations.

As part of its commitment to the long-range best interests and welfare of its students, when there is reason to believe that alcohol, illegal drugs, fireworks, or other articles of contraband are present, the administration reserves the right to search student lockers and student possessions located on Pinkerton property. Depending on the circumstances surrounding a given situation, the search, where there is reasonable suspicion to believe that alcohol, illegal drugs, fireworks or other articles of contraband are present, may include a search of a student's person, backpack, bags, purses, lunch sacks or other briefcase, baggage or enclosure, or automobile. Any illegal articles found in such searches shall be confiscated by the Academy. The SRO will be notified whenever any law has been violated.

Students 18 and Over: Regardless of age, all Pinkerton Academy students will be subject to all school policies, rules and regulations. Behavioral expectations, school rules, and designated penalties will apply to all students unless specifically modified in a student's IEP or Section 504 plan. In general, according to RSA 21-B:1, parents' rights transfer to a student at age 18. However, if a parent/guardian still claims the student as a dependent on I.R.S. income tax forms, that parent/guardian retains full parental rights and access to information.

Upon reasonable notice, Pinkerton Academy will accommodate requests for copies of this handbook in an alternative format when reasonably feasible. Pinkerton Academy is subject to the Safe School Zones Act. A "school" is defined as any public or private elementary, secondary or secondary vocational technical school in New Hampshire. See NH RSA193-D:1 (III).

## **CUSTODY**

It is Pinkerton Academy's policy in cases involving students of divorced or separated parents to provide, upon request by the non-custodial parent, information about their child(ren). If the Academy has on file a certified copy of a court order prohibiting the provision of information to the non-custodial parent, requests will be denied. It shall also be the practice of Pinkerton Academy to accept the signature of a parent or guardian as permission for a student activity or the release of information unless the Academy has on file a certified copy of a court order indicating the parent/guardian lacks authority to sign for the student.

In a divorce decree where parents are awarded joint decision-making responsibility or joint legal custody, the child's legal residence for school attendance purposes may be the district in which either parent resides, as long as the parents agree in writing to the district which the child will attend, and the parenting plan is updated by the court to reflect this agreement. The parents are responsible for providing the Academy with documentation of the written agreement and updated parenting plan. This provision shall not apply when a parent is awarded sole or primary residential responsibility or physical custody of the child. In such cases, the child's legal residence for school attendance purposes shall be with the parent with primary residential responsibility or custody.

Parents are asked to address their initial requests and questions about records to the Registrar's Office, where all information and/or forms are located. To the extent permitted by law, failure to return or pay for all books and materials will result in Pinkerton Academy's refusal to forward any grades, transcripts, or records pertaining to the student in question. This requirement shall not be construed to prevent a parent or student from inspecting and reviewing their educational records.

The federal statute and regulations pertaining to access to educational records are enforced by the Family Compliance

Office, U.S. Department of Education, Washington, DC 20202-4605. Any parent of a student and eligible students have the right to file complaints with this agency if they feel that Pinkerton Academy is not complying with the provision of "The Family Educational Rights and Privacy Act of 1974."

### **HOMELESS SITUATIONS**

The McKinney-Vento Homeless Assistance Act and the Every Student Succeeds Act of 2015 require that the Sending Districts ensure that each child of a homeless individual has equal access to the same free appropriate public education as provided to other children and youths. The law requires that homeless children and youths have access to the education and other services such that they will have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. If you have any questions regarding homelessness and the educational rights of your child, you should contact your Sending District.

### **Students in Homeless Situations have the Right to go to School**

Pinkerton Academy works in conjunction with the District Superintendents to honor the rights of the McKinney-Vento Homeless Act.

Students in homeless situations lack fixed, regular, and adequate nighttime residence including:

1. Living with a friend, relative or someone else, as a result of being evicted, losing their home, kicked out by a parent, foreclosed on, etc.
2. Staying in a motel or hotel
3. Living in an emergency or transitional shelter or domestic violence shelter
4. Living in a car, park, public place, campground, etc.
5. Students in homeless situations have the right to:
  - Stay in school of origin: which is the school the student is attending now.
  - If temporary housing is found outside of Pinkerton's district, the student is allowed to finish the present school year here.
  - Students can receive transportation to and from school to a feasible extent.
  - Students can have free breakfast and lunch.

If a student finds himself/herself in a homeless situation – please contact the Registrar, located in the Low Building across from School Counseling, 437-5200 ext. 1177 or 1191. THEY WILL BE HAPPY TO HELP!

### **SCHOOL CANCELLATIONS / DELAYS**

In the event that school is canceled due to inclement weather, the following radio and television stations will carry the announcement:

Radio Stations: WZID (95.7FM), WOKQ 97.5FM) / TV Stations: WBZ Ch. 4, WHDH Ch. 7, WMUR Ch. 9

When the weather is questionable, parents and students are urged to listen to one of these stations, rather than calling the school, the radio or television stations, or the Police Department.

You will be notified by our automated telephone system and via email of school cancellations and delays. Please make sure that we have the most current telephone numbers and email addresses. You may notify Student Services at 437-5200, ext. 1191, of any changes. "No school" announcements may also be carried by the local cable TV channel in your community.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is against the law. In the spirit of Title IX of the Education Amendments of 1972, Pinkerton Academy believes that all students and employees should be able to work, study, and function in an environment that

is free of sexual harassment. It is against Pinkerton Academy policy for any employee or student to sexually harass any other employee or student, and any form of sexual harassment is strictly prohibited. In regard to this issue, the Academy defines sexual harassment as unwelcome sexual advances; requests for sexual favors; and other physical contact, verbal or written statements, and expressive behavior of a sexual nature when:

1. such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or professional performance, or of creating an intimidating, hostile, or offensive educational or employment environment.
2. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.
3. submission to or rejection of such conduct is used either explicitly or implicitly as the basis for academic or employment decision affecting that individual.

Students who believe they have been sexually harassed should discuss it with any administrator, teacher or school counselor at Pinkerton Academy. A prompt, confidential, and thorough investigation of all complaints will be undertaken. Regardless of the outcome of the investigation, the investigator will create a written report, which shall include factual findings, and which may include recommendations for consequences. To the extent required by law, the Academy may redact personally identifiable information before providing the complainant with a copy of the report. Any person found to have sexually harassed another person will be subject to appropriate consequences, including but not limited to, suspension, expulsion, or termination of employment.

The procedures set forth in this policy do not limit the rights of individuals to pursue other avenues of recourse, including filing a complaint, initiating a civil action or seeking redress under criminal statutes. Any individual with a sexual harassment or sexual violence complaint may choose to bypass the procedures set forth in this policy and proceed by filing a complaint with the New Hampshire Commission on Human Rights, 2 Chenelle Drive, Concord, NH 603-271-2767, or the U.S. Department of Health and Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, 617-565-1340.

### **ANTI-HARASSMENT POLICY**

Pinkerton Academy is committed to equal employment and educational opportunity for all employees and applicants, students, and members of the school community without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, handicap or disability, or status as a Vietnam-era or special disabled veteran in all aspects of employment and education. The members of the school community include the Board of Trustees, administration, staff, students, and volunteers working and studying in the school. Pinkerton Academy is also committed to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, handicap or disability, or Vietnam-era or special disabled veteran. Pinkerton expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern and respect for their fellow employees and the students. Harassment of any member of the school community by any other member of the school community, or by vendors or visitors, will not be tolerated. Violations of this policy, whether intended or not, will not be permitted. Harassment refers to conduct or behavior which is personally offensive or threatening, impairs morale, or interferes with the education of students. Examples of harassment include conduct or comments that threaten physical violence, circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, sexual orientation, gender identity, handicap or disability, or other group listed above; and verbal abuse or insults about, or directed at, any employee, student or group of employees or students because of their relationship in any of the groups listed above. Sexual harassment is prohibited and is addressed through Pinkerton Academy's Title IX Coordinator. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment or educational development and opportunity, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
3. Such conduct or communications has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or educational environment.

How to report harassment: Students who believe that they are targets of any form of harassment should contact any administrator,

teacher or school counselor. Reports of harassment will be investigated in accord with our Title IX process, when applicable or by an Associate Dean of Students, and/or the Dean of Faculty. Any student found to have engaged in any form of harassment will be subject to consequences up to and including expulsion from school. Any further violations will be dealt with on an individual basis.

The Academy also prohibits any form of retaliation against any member of the school community for filing a good faith complaint under this policy or for assisting in a complaint investigation. Anyone found to have engaged in retaliation against a person who has registered a complaint under this policy or to have retaliated against anyone for assisting in the investigation of a complaint, will be subject to consequences up to and including expulsion. Anyone not satisfied with the course of investigation or results of the harassment procedure may appeal under our Title IX process when applicable, or otherwise to the Dean of Student/designee.

### **BULLYING**

For the purposes of this policy, bullying is defined as insults, taunts, or challenges, whether verbal or physical in nature which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Harassment may rise to the level of bullying if severe or pervasive. Further, reporting may be required under New Hampshire's Child Abuse Protection Act (RSA 169C). Reporting Procedures: All students are required to report all incidents of bullying to an administrator who will conduct an investigation. All incidents of bullying established as valid by an administrative investigation, along with preliminary subsequent consequences that were taken, will be reported to the Dean of Students for their awareness, approval, and/or further action. In accordance with RSA 193-F, the Dean of Students will report incidents of bullying to the appropriate law enforcement agency. The Dean of Students /designee shall inform all legal guardians of any students involved in bullying incidents within 48 hours in writing and by telephone unless this requirement is waived by the Headmaster when such waiver is deemed to be in the best interests of the student. Consequences may include penalties up to and including suspension and possible expulsion (Dean of Students' level). All student complaints will be taken seriously. Parents/guardians have the right to appeal the Dean of Students' decision to the Headmaster. Appeals beyond the Headmaster may be made to the Education Committee of the Board of Trustees. A party aggrieved by a decision of the Education Committee may appeal to the New Hampshire State Board of Education for review, provided that such appeal is filed within 10 days of receipt of the written decision of the Education Committee. Such appeal shall be in writing and filed with the commissioner, with a copy to the Headmaster and mailed to NH Department of Education, 101 Pleasant Street, Concord, NH 03301. The request for review shall state in detail the reasons for the appeal. The State Board shall conduct a hearing in accordance with the procedures in Ed 200.

### **CYBERBULLYING**

Pinkerton Academy is committed to providing a positive educational environment for its students. Any form of harassment using electronic media, commonly known as "cyberbullying" by students toward students or staff is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, video, etc.) that defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another person in a deliberate, repeated or hostile and unwanted manner.

In addition, any communication of this form, which disrupts or prevents a safe and positive educational environment might also be considered cyberbullying.

Students are encouraged to report any incidents of cyberbullying to their respective administrator. Students who report an incident should preserve any evidence of cyberbullying and present this to the administrator. Students are reminded that information posted on social media sites are often read by prospective colleges, employers, and others, and care should be used when posting anything negative toward others on these sites.

Students whose behavior is found to be in violation of this policy will be subject to consequences, including detention, suspension, and possible expulsion from school. Any perceived criminal conduct will be reported immediately to the School Resource Officer or to the Derry Police.

### **HAZING**

"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 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 act is a condition of initiation into, admission into, continued membership in or association with any organization.

In accordance with New Hampshire law, RSA 631:7, the Academy will not condone student hazing, will take all reasonable measures to prevent student hazing, and will report all instances of such misconduct to law enforcement authorities.

**Reporting Procedures:** All students are required to report all incidents of hazing to an administrator who will conduct an investigation. All incidents of hazing established as valid by an administrative investigation, along with preliminary subsequent consequences that were taken, will be reported to the Dean of Students for the purposes of awareness, approval, and/or further action. In accordance with RSA 193-F, the Dean of Students will report incidents of bullying to the appropriate law enforcement agency. Consequences may include penalties up to and including suspension and possible expulsion. All initial student complaints will be taken seriously.

### **STUDENT IDENTIFICATION CARDS**

**Each student is required to carry a Pinkerton Academy Identification Card at all times.** Students who cannot produce an ID card (or a picture of ID on phone) upon the request of a member of the faculty, staff, or administration will be subject to consequences. Each student will need a Pinkerton Academy ID Card for access to the hot lunch program, the library and its materials, extra-curricular events (such as dances), and for personal identification on campus. All new students, except incoming freshmen, will be processed for student IDs during the registration process. Freshmen will most likely be scheduled to have their IDs taken during Freshmen Orientation and/or during their study halls in the first week of school. Students whose IDs are lost or stolen may have replacements taken in the Registrar's office each morning before the R1/W1 block. There will be a fee of \$5 for each replacement ID card. Individual ID photos will be taken and printed at the time a student registers and/or pays for a replacement ID. Students are encouraged to protect and take proper care of their ID cards as replacement will be at the student's expense. Broken cards and/or cards that have been altered by the student in any way will not be accepted for use in the lunch program or in the library and may be confiscated. Students are prohibited from using another student's ID card or number in any situation. Violations will result in consequence.

### **ATTENDANCE**

Pinkerton Academy believes that optimum educational benefits are tied to optimum attendance. Educational programs are designed for, and scholastic requirements are based on, student in-school participation. Any questions concerning absences and the attendance policy should be addressed with the appropriate attendance and conduct office.

Using RSA 193:1 as the base, Pinkerton's policies and guidelines on student attendance are as follows:

**Absenteeism:** In the event a student will be absent from school, that student's parent or guardian should phone the appropriate attendance office to inform the school of the absence on the morning of the absence before 7:00 a.m.

In accordance with RSA 193:16, any student who is absent during a school day or any portion of a school day without a parent calling to verify, will be considered truant and will have to meet with their administrator. This includes a student who is absent but seen on or near the campus during the school day. The administration may involve the district truancy officer. Students who are repeatedly truant will be required to develop an action plan with their administrator.

#### **Attendance Policy:**

1. **Aligning with Pinkerton's current attendance rubric for *unsatisfactory* (included below) an 8th absence will result in the student being assessed a grade no higher than 65% for the marking period.**
2. **Students who have had their grades lowered due to absence will have the opportunity to make up instructional time to earn back the original grade.** The committee explored several *restorative practice* opportunities for students including before/during/after school programs resembling Directed Study, as well as options utilizing the library for weekend recovery.
3. **Assigned attendance grades for each class each marking period will be reported out on report cards and transcripts.** Grades will be on a four-point scale rubric similar to the current Responsibility Rubric.
4. **Attendance Rubric.** These grades will be reported out the same way. Teachers will not need to enter other grades for this as Aspen will automatically populate the grade for each course each term.

|                          |                       |                  |                           |
|--------------------------|-----------------------|------------------|---------------------------|
| <b>4 (Distinguished)</b> | <b>3 (Proficient)</b> | <b>2 (Basic)</b> | <b>1 (Unsatisfactory)</b> |
| 0-2 absences             | 3-4 absences          | 5-7 absences     | 8+ absences               |

5. **Consistently uphold makeup policies:** Teachers will make clear and hold students accountable to a makeup policy for missed work due to absences. After a certain amount of time (determined by teachers), students will not be permitted to complete for-credit work missed during absences. These policies will be determined by each individual department/PLC.
6. **Attendance Waiver:** Any student (or the parent of that student) who has exceeded the 7-day limit because of verifiable family emergency, illness, injury, or extenuating/special circumstances and who has neither “cut” classes nor been truant, may request that the attendance policy be waived. The student may request a waiver application from their Associate Dean who will forward the student’s attendance record and their recommendation to the Dean of Students. The Dean of Students will make the final determination regarding the request for waiver of the attendance policy.

A student’s absences may vary from one class to another based on tardiness or dismissals. It is the student’s responsibility to be aware of how many classes the student has missed in any given marking period, and to ask the teacher whenever there is a question of absences.

It should also be noted that the following reasons will be acceptable and will not count against the student in regard to the attendance policy:

1. Religious holidays
2. Bereavement \*
3. Subpoenas and court orders \*
4. School sponsored activities
5. College/Post-Secondary/Career Readiness Visitation - Seniors Only - 2- day limit \*
6. Specific reference to an attendance exception in the Individual Education Plan of a special education student.
7. Specific reference to an attendance exception as part of a Section 504 accommodation plan.

**\* Please be aware that documentation may be required.**

If students miss a class for any of the above reasons, it is their responsibility to present appropriate information and verification to the attendance office just before or just after the absence.

**Medical Documentation** for any absences shall be in the form of a note presented exactly as it was issued by the practitioner. 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 will result in continued absences beyond the 30 days, the school shall require the student to be seen monthly for re-evaluation of medical status and to provide an updated note from the medical follow-up for an additional 30 days, and so forth. **Pinkerton reserves the right to verify all medical notes** and also reserves the right to retroactively enforce the attendance policy for any term affected by forged notes. 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 administrative action for the student involved. Forgery of medical notes or any official document will be referred to Derry PD.

**Parental Notification:** Pinkerton Academy will make every effort to notify parents or guardians when their students are out of school. Parents who wish to be certain that they are notified about every absence should use the *Aspen Student and Parent Portal* or may contact the appropriate attendance office and make arrangements with the administrator. Ultimately, it is up to each student and the student’s parents to monitor attendance throughout the year. Parents are

encouraged to call the attendance office for an individual update at any time. We urge all students and parents to strive for maximum attendance, as that will ensure a more complete educational experience.

**Absenteeism/Tardiness During Midterm or Final Exams:** Students who fail to complete an assessment during the designated period will receive a zero for the assessment unless: (1) the appropriate attendance office and teacher are notified in advance that the student will be absent the day of the assessment and (2) the absence is for a legitimate reason such as illness, a family emergency or other extenuating circumstance. Students who do not complete an assessment due to a verified legitimate reason may make-up the assessment. During the assessment window, teachers will be made aware of legitimate verified absences. Please follow make-up assessment times established by your teacher.

### TARDINESS TO SCHOOL/CLASS/STUDY

The school day at Pinkerton Academy is from 7:15 a.m. through 1:58 p.m., regardless of student schedules. All students are expected to be present at 7:15 a.m. on a regular basis. Any student who arrives at school after 7:15 am for any reason, **must report directly to the attendance office to check in.** Students checking in to school after 7:40 a.m. will require a parental verification (note, phone call or email). Non-compliance will result in consequences up to and including suspension.

Because school-wide attendance is taken during block R1/W1, all students must report to their assigned classes or study halls for attendance before reporting to the library or any other appointment. Students should expect to remain in R1/W1 study halls until 7:20 a.m. **Students participating in an extra-curricular activity or sport will not be allowed to participate in a specific game or activity unless the student is in school prior to 9:00 a.m. on the day of the event, or excused in advance through the Attendance Office for extenuating circumstances. For weekend events, students must be in school the day preceding the activity.** If there are any extenuating circumstances, please notify the appropriate attendance office.

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

During the course of each quarter, each student who is tardy to school more than five times may receive a consequence. On the sixth tardy to school, a consequence may be assigned. Consequences may be assigned based on the frequency and/or amount of time missed. Any subsequent tardies to school will result in further consequences. At the beginning of each marking period, the attendance cycle starts again. **\*Note: If a student arrives to school late enough that they miss one or more periods without parental permission, those classes will be considered as “cut” classes. Consequences may be assigned at that time.** Tardiness due to late buses will not count against the student.

**Tardiness to Class:** Students are expected to be prompt and be in classes when the late bell rings. If students, through their own fault, are late to a class, they shall report to the class and gain entrance by explaining the situation to the teacher. 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 block R1/W1, which will be treated as tardiness to school and handled by the attendance office.

**Tardiness to Study Hall and the Library:** During the course of each semester, each student will receive a warning from their teacher for the first two tardies. On the 3rd, 4th, and 5th occasions of tardiness, will result in administrative action. Subsequent tardies will result in progressive consequences. At the beginning of second semester, the cycle starts over again. If there is a legitimate reason preventing a student from arriving “on time” on a daily basis, the student should see the appropriate Associate Dean of Students.

### DISMISSAL FROM SCHOOL

**When and where it is possible, the Academy requests that medical or legal 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 parental note to the appropriate attendance office before 7:10 a.m. The note must state the specific reason for the dismissal and parental contact may be made by the school. If a parent must call to dismiss their student, we ask**

that they do so as early in the day as possible. We are unable to interrupt classroom instruction to accommodate last minute dismissals. ***Immediate dismissals by phone will not be honored except in cases of emergency.*** Students dismissed before the end of the school day may not participate in extracurricular activities on the day of dismissal. If a dismissal is on the last day of school, prior to a weekend, students may not participate in weekend extracurricular activities without prior Associate Dean approval.

**Students must obtain a dismissal slip from their administrative office before leaving campus.** Students who leave school without prior parental notification of the attendance office, and/or without administrative approval, will be considered leaving school grounds. (Please see: *Leaving School Grounds.*) Pinkerton reserves the right to verify all appointments for which students are dismissed from school. Pinkerton administrators also reserve the right to approve and/or restrict the reasons for which students are dismissed from school. **In the interest of student safety, Pinkerton Academy reserves the right to require a parent or guardian to present themselves in person to an administrator 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.**

### **REMOVAL FROM CLASS**

If a freshman student is removed from a class for disciplinary reasons, they will report immediately to their administrator. If an upperclassman is removed from a class other than a study for disciplinary reasons, the student will report immediately to the department head. Depending on circumstances, the administrator may impose additional consequences. All classes missed for disciplinary reasons count against the attendance policy. When a student is removed from class for a third time, the student will meet with the Associate Dean of Students and a parent meeting will be scheduled, but the student will be returned to class. Subsequent removal from class is subject to a three-day suspension.

### **STUDY HALLS**

Pinkerton Academy does not operate social study halls; study halls are meant to offer a quiet atmosphere in which students can apply themselves to their scholastic assignments. Playing cards and games are prohibited. All students are expected to work quietly by themselves during study halls. Electronic devices may be used in study halls with the use of personal earbuds. Any student who fails to comply with these regulations shall, upon the request of the study hall supervisor, report directly to the attendance office.

Students may have options to go to different locations such as the Math Center, Writing Center, Media Center, and Library during the study period. Students may also work with a teacher with teacher approval and must submit a pass to the Study Hall teacher prior to leaving the study hall.

### **HOMEWORK**

To further Pinkerton Academy's mission of ensuring the growth of all students, we believe that purposefully designed homework that helps students to demonstrate course competencies is essential to the learning process. Homework includes learning activities of practice, preparation, and/or extension that are completed outside of class time. There is no recommendation for the amount of time it should take for students to complete homework, as it will vary based on the type of homework assigned along with individual learner needs.

### **OUT-OF-SCHOOL INSTRUCTION**

Tutoring is a service that may be provided to students who are unable to attend school due to medical, emotional or disciplinary issues. In situations of medical and/or emotional issues, tutoring may be granted according to the Tutoring Procedures. Students will receive credit for completed work while receiving tutoring services from Pinkerton Academy. Tutoring instruction time per week may vary according to the student's needs, age, and complexity of the program. Pinkerton Academy shall make provisions for tutoring services, upon the recommendation of the Director of School Counseling in accordance with the established Tutoring Procedures.

### **FINANCIAL HARDSHIPS**

Pinkerton Academy hopes that all students have the ability to participate in all aspects of campus life, but understands that there are financial situations that can limit participation. If the student/family qualifies according to Federal guidelines, they may be eligible for free or reduced price lunches and waivers for PSAT, SAT, and AP testing costs.

Our school social worker can also assist in locating resources and supports for those with financial hardships. If you have any questions or concerns, please speak with the appropriate administrative office for your child.

## **2. Student Code of Conduct**

### **CODE OF CONDUCT**

Pinkerton Academy's Code of Conduct is based upon the concepts of courtesy, respect, and responsibility. Students are urged to respect the property and the rights of other students, staff members, area businessmen, and citizens of the community. Too often a thoughtless deed results in a great deal of inconvenience and trouble for innocent people. Consider the rights of others before you do something that might endanger, injure or inconvenience them, and causes embarrassment to yourself and your parents. Pinkerton Academy Administration has been implementing a more restorative practice approach to conduct and consequences. We are trying to instill a sense of responsibility and ownership of actions of our students when mistakes, in terms of conduct, are made. This has led to some alternative consequences.

### **OUT-OF-SCHOOL AND OFF-CAMPUS BEHAVIOR**

Each individual is responsible for his/her own activities and should exercise self-discipline where and when appropriate. Students should be aware that certain activities even outside of school hours or off school property may result in loss of school privileges, removal from athletic teams, clubs or other school organizations, and other consequences, including suspension and expulsion.

Students may be subject to discipline for misconduct which is or may be construed as disruptive of the educational process, interferes with the work of the school, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school. This discipline may be implemented even if such conduct takes place off campus, during non-school hours or while on breaks from school.

Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

### **Student Conduct Policy**

In accord with NH RSA 193:13, Pinkerton maintains a system of interventions and consequences for students which are designed to correct student misconduct, promote acceptable behavior as well as the health, safety and welfare of our students and staff. The following are examples of in-school interventions that maybe offered to students before, during and after a conduct incident and consequence:

- Parent conferences
- Student counseling
- Referral to substance use disorder counseling
- Group counseling
- Rearranging a students' class schedule
- Participating in facilitated peer mediation
- A behavioral intervention plan
- Saturday Restore and Renew program
- Instruction in conflict resolution and/or anger management and
- Such other interventions which are designed to promote good conduct and behavior

In-school interventions are not considered behavioral consequences per se. The examples above are not exclusive, and an administrator may implement such other interventions as she/he deems appropriate. A student's refusal to accept or participate in an in-school intervention may constitute good cause for the administrator implementing a consequence or an additional disciplinary consequence.

Teachers may refer a student to an administrator for in-school interventions and further consequences. Pinkerton administrators will seek to implement graduated consequences (sanctions) when doing such will not be detrimental to the health, safety, or welfare of students of campus personnel. These include, but are not limited to, one or more of the following:

- Reducing campus privileges
- Removing campus privileges
- Restricting participation in extracurricular activities (see also Athletics Policy)
- Terminating participation in extracurricular activities (see also Athletics Policy)
- Requiring community service on, or off campus

- After-school Administrative Detention
- Internal School Support [ISS]; and/or
- Such other consequences as are designed to correct student misconduct and promote good behavior

The decision of an administrator as to the implementation of in-school interventions and the consequences set forth above shall be final and is not appealable. The administrator has the discretion to determine the appropriate consequence or consequences.

Neither in-school interventions nor graduated discipline shall be deemed a precondition to a suspension or expulsion which is permitted under the law without prior in-school interventions or graduated consequences.

## **SATURDAY RESTORE AND RENEW PROGRAM**

The Saturday Restore and Renew Program is deemed an in-school intervention and is not considered a consequence. Restore and Renew provides students with an opportunity to *restore* the damage resulting from their behavior such as low grades or disengagement in classes. At each Saturday morning session, students work one on one with administrators, teachers, and school counselors to set realistic goals, and *renew* their approach to both academics and conduct. An administrator may, when in their sole discretion they deem such to be appropriate, divert a student to the Saturday Restore and Renew Program in lieu of, or in conjunction with, a consequence. Failure to participate in the program when required, may result in consequences.

## **DETENTION**

Detention is a behavioral consequence. There are two forms of detention, Teacher's Detention, and After-School Administrative Detention. There is no appeal process for either form of detention.

**Teachers' Detention:** Teachers may keep students after school for a conduct infraction provided 24-hour notice is given for the student to arrange transportation. If a student has been assigned both an administrative detention and a teacher's detention for the same afternoon, the student should attend the teacher's detention. However, the student must ensure that the teacher notifies the appropriate attendance office, verifying that the student was serving a teacher's detention. If the administrative detention is postponed on a given day due to inclement weather, the teachers' detentions are also postponed. **If a student fails to report for an assigned teacher's detention, that student will be referred to the department chairperson for appropriate action, which may include additional detentions.**

**After-school Administrative Detention:** Administrative detentions may be held before/after school or during lunch/study periods. All students must report to the appropriate location and sign in properly to receive credit for serving an administrative detention. All students in attendance are encouraged to do schoolwork or sit quietly and follow the rules set forth by the administration. Students may only be assigned to this detention by a member of the administration, but teachers may keep students after school for disciplinary reasons, provided 24-hour notice is given for the student to arrange transportation. Detentions are assigned as a deterrent to students who are in violation of school rules. Depending on the nature of the infraction, the number of detentions assigned may vary.

Any student who misses an assigned administrative detention without administrative approval will receive a warning on the 1st offense; an additional detention on the 2nd offense; an additional detention on the 3rd offense, a 1-day ISS on the 4th offense, and a 3-day ISS and 3-to-5-day OSS for all subsequent offenses during the school year.

The accrued detentions must still be served until a 3 or 5-day suspension is assessed. If a student is assigned a detention, attendance at same is compulsory. Such excuses as athletic practice, a job, or a social engagement are not acceptable. If a student feels they have a legitimate reason for missing detention, the student must gain administrative approval in advance. The best way to avoid conflicts and problems of this nature is to comply with school policies so that detentions are not assigned. If a student is asked to leave an administrative detention for a conduct related reason, the student is subject to suspension or further consequences.

It is the responsibility of the student to maintain an awareness of how many detentions have accumulated. All detentions must be served consecutively; a student who has been assigned five detentions (for example) may not serve them every Tuesday for 5 weeks. **There is no appeal process for administrative detentions.**

## **INTERNAL SCHOOL SUPPORT (ISS)**

Internal School Support (ISS) is another graduated measure that may be utilized by the Academy's administration in accordance with established policy and administrative regulations. Days served in ISS will not be held against the student's attendance. The goals of ISS are:

1. to hold students accountable for their actions, which resulted in their presence in ISS;
2. to ensure that students continue their academic studies while in ISS. Internal School Support is a serious consequence. Class assignments are completed in a quiet, educational, and supportive atmosphere.
3. Students who cannot control their behavior in ISS, may be subject to another day of ISS or Out-of-School suspension pending nature, occurrence, and/or severity of the misbehavior.
4. Removal from ISS may result in a 3-day OSS.
5. Refusal to attend ISS may result in OSS.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

There are three (4) forms of graduated out-of-school suspension:

Level One: Short term suspensions up to five (5) school days

Level Two: Short term suspensions up to ten (10) school days

Level Three: Long term suspensions between eleven (11) and twenty (20) consecutive school days

Level Four: Expulsion or long term suspensions that exceed (20) consecutive school days.

**While under suspension, a student may not participate in any school function or school related event for the duration of the suspension, and except as set forth herein, a student may not be on campus unless they have been granted permission from a Dean in writing.**

Only an Associate Dean (or such other person as is authorized by the Headmaster) may issue a short-term suspension. Only the Dean of Students, the Headmaster, or Board of Trustees may issue a long-term suspension, and only after holding a hearing. Level One suspensions are not appealable.

Pinkerton shall make educational assignments available to the suspended pupil during periods of suspension. It shall be the responsibility of the student to access and complete those educational assignments. No student shall be penalized academically solely by virtue of missing class due to suspension.

Any student who is suspended from school may make-up all schoolwork which they are unable to access during their suspension. All work missed during suspensions must be made up within the number of school days that is equal to the number of suspension days. For example, a 3-day suspension = 3 school days following the student's return to complete all missed work. Within reason, teachers may require that the missed schoolwork be completed and submitted shortly after a student returns from a suspension.

Students under suspension may be on school property to take mid-year, final exams or state testing but must first obtain administrative approval and check-in daily with their appropriate attendance office.

A parent may be required to accompany a student returning from a suspension, and to meet with the Associate Dean of Students who issued the suspension. Canceled school days, extended absence days and exam days do not count in the total of suspended days.

Long term suspensions are appealable to the Board of Trustees unless meted out by the Board of Trustees. Any appeal of a long-term suspension to the Board of Trustees shall be made in writing and received by the Dean of Students within 10 days after the issuance of the decision being appealed. The Board of Trustees shall hold a hearing on the appeal but shall have discretion to hear evidence or to rely upon the record of the hearing before the Dean of Students or the Headmaster. The long-term suspension shall remain in force while that appeal is pending unless the Board of Trustees stays the suspension while the appeal is pending. The Board of Trustees may affirm, reverse, shorten, lengthen, or otherwise modify the terms of the long-term suspension, and when appropriate under the law of the state, may expel the student. The decision of the Board of Trustees shall be in writing.

### **Standards for Short Term Suspension up to five (5) school days [Level One]**

A short-term suspension of up to five (5) school days shall be reserved for:

- Misconduct that presents a low level of detriment to the health, safety, or welfare of the student committing the act and a low level of detriment to the health, safety or welfare of other students or staff;
- Repeated and willful disregard of the rules of the Academy that has not been remediated through in-school interventions and graduated lesser consequences.
- Such other infraction as the Associate Dean deems to warrant a short-term suspension up to five (5) days.

Examples of misconduct which may result in a suspension of up to five (5) days include, but are not limited to the following:

- *Social Media Violations/Harassment*
- *Vandalism*
- *Fighting*

The examples provided above are not an exhaustive list and any similar form of misconduct may result in a suspension of up to five (5) school days. The Associate Dean shall have discretion to determine the number of days that the misconduct warrants, up to five (5) days. In addition, the Associate Dean shall have the discretion to refrain from issuing a suspension when they determine that the student's conduct may be remediated through in-school supports and/or a lesser consequence. In considering the length of the suspension the Associate Dean shall consider the extent to which the conduct presented a risk to the health, safety or welfare of other students or school personnel. The Associate Dean shall also consider whether the conduct was disruptive to the school environment, and if so, the nature and extent of the disruption. The Associate Dean shall also consider the extent to which the misconduct is a repeat incident. The administration reserves the right to implement the suspension on the day of the infraction, depending on the nature and severity of the violation and/or the potential results of the violation. Suspensions of not more than five (5) days may be made by an Associate Dean of Students (or representative as designated in writing by the Headmaster). Prior to such suspension, the person ordering the suspension must, orally or in writing, inform the student of the charge(s) and give the student an opportunity to respond to the charges. If the student refutes the charge(s), evidence of the misconduct shall be presented to the student. A suspension of five (5) days or less is not appealable.

### **Standards for Short Term Suspension up to Ten (10) school days [Level Two]**

A short-term suspension of up to ten (10) school days shall be reserved for:

- Behavior that results in harm to the health, safety or welfare of the student, or other students or staff.; or
- Repeated and willful disregard of the rules of the Academy that has not been remediated through interventions and graduated lesser consequences (which may include a Level One suspension).
- Misconduct that involves or threatens disruption of the school environment.
- Such other infraction as the Associate Dean deems to warrant a short-term suspension up to ten (10) days.

Examples of misconduct which may result in a Level Two suspension, but are not limited to the following:

- *Multiple Level One infractions, whether in combination or if repeated infractions*
- *Drug/alcohol policy violations*
- *Assault*
- *Disruption of the School Day (Threats of Violence)*

The examples provided above are not an exhaustive list and any similar form of misconduct may result in a suspension of up to ten (10) school days. The Associate Dean shall have discretion to determine the number of days that the misconduct warrants, up to ten (10) days. In addition, the Associate Dean shall have the discretion to issue lesser forms of discipline when they determine that the student's conduct may be remediated through in-school supports and/or a lesser consequence. In considering the length of the suspension the Associate Dean shall consider the extent to which the conduct presented a risk to the health, safety or welfare of other students or school personnel. The Associate Dean shall also consider whether the conduct was disruptive to the school environment, and if so, the nature and extent of the disruption. The Associate Dean shall also consider the extent to which the misconduct is a repeat incident.

The administration reserves the right to implement the suspension during the day of the infraction, depending on the nature and severity of the violation and/or the potential results of the violation. Suspensions of not more than 10 days may be

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made by an Associate Dean of Students (or representative as designated in writing by the Headmaster). Prior to such suspension, the person ordering the suspension must, orally or in writing, inform the student of the charge(s) and give the student an opportunity to respond to the charges. If the student refutes the charge(s), evidence of the misconduct shall be presented to the student.

Suspensions of 6 days or more may be appealed to the Dean of Students in writing within 24 hours. Students who appeal suspensions remain out of school until a decision is rendered by the Dean of Students, or their suspension expires, whichever comes first. Upon review of the case, the Dean of Students reserves may uphold the suspension, the right to cancel, or decrease or increase the original suspension, and suspensions may be carried over into the next school year. The decision of the Dean of Students is final and there is no further right of appeal of a suspension of ten (10) days or less.

### **Interventions after Suspension**

A student who is suspended for bullying shall be provided with targeted interventions, these may include, but are not limited to, the in-school interventions enumerated above. If a student engages in repeated bullying after such targeted interventions, they may be subject to long term suspension or expulsion, depending on the misconduct.

### **Standards for Long Term Suspensions [11 to 20 days] [Level Three]**

The Headmaster, Dean of Students, or such other individual as is designated by the Board of Trustees is authorized to extend a suspension for a period of up to 11 to 20 consecutive school days following a hearing before the Headmaster for the following misconduct:

- Misconduct that threatens or results in significant harm to the health, safety or welfare of the student, other students, or the school staff.
- Misconduct that causes, or threatens to cause, substantial disruption to the school environment.

The Headmaster or designee is authorized to extend a suspension for a period up to 11 to 20 days based on the extreme nature of a situation.

Examples of misconduct which may result in a suspension of up to twenty (20) days include, but are not limited to the following:

- Any Substantial Threat to the School Community
- Persistent and Continual Disregard of Reasonable School Policies
- An act that constitutes an act of theft, destruction, or violence as defined in RSA 193-D [The Safe School Zones Act]
- Bullying pursuant to school district policy when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student
- Possession of a firearm [pending an expulsion recommendation], BB gun, or paintball gun, look-alike weapon; or
- Any act warranting potential expulsion while student is pending a hearing before the Education Committee of the Board of Trustees

A student who repeats any of the long-term suspension infractions listed above may be referred to the Education Committee of the Board of Trustees for an expulsion hearing. A student who has been referred to the Education Committee of the Board of Trustees for expulsion may be subject to either a Level Two or Level Three suspension as an interim measure pending the hearing before the Education Committee on the Headmaster's recommendation for expulsion.

### **Due Process for Long Term Suspensions**

Before any long term suspension [more than 10 days] may be executed, except as provided for below, the student and his/her parent/guardian must be informed in writing of the charges, and a hearing scheduled before the Headmaster, Board of Trustees, or other person with authority to make the suspension, at which the student shall be permitted to be represented by a parent, other adult, or counsel (at student expense) to refute any charges or evidence against the student, offer evidence, explanations or mitigating circumstances, cross-examine witnesses and call witnesses of their own. The

long-term suspension process shall comply with the requirements of Ed 317.

This requirement for a prior hearing shall not apply where the student's presence poses an imminent or ongoing threat to persons, property or threatens to substantially disrupt the functioning of the educational process. The student may be immediately suspended, and if appropriate, referred for expulsion provided that written notice is mailed to the student within 1 school day of such suspension and expulsion referral such notice stating the charges and the evidence, and that a hearing as provided for above, is scheduled within five (5) school days of such suspension.

Long term suspensions are appealable to the Board of Trustees unless meted out by the Board of Trustees. Any appeal of a long-term suspension to the Board of Trustees shall be made in writing and received by the Dean of Students within 10 days after the issuance of the decision being appealed. The Board of Trustees shall hold a hearing on the appeal but shall have discretion to hear evidence or to rely upon the record of the hearing before the Dean of Students or the Headmaster. The long-term suspension shall remain in force while that appeal is pending unless the Board of Trustees stays the suspension while the appeal is pending. The Board of Trustees may affirm, reverse, shorten, lengthen, or otherwise modify the terms of the long-term suspension, and when appropriate under the law of the state, may expel the student. The decision of the Board of Trustees shall be in writing.

**The Board may affirm, reverse, shorten, lengthen, or otherwise modify the terms of the long-term suspension. The decision of the Board shall be in writing. Students who appeal suspensions to the Board shall remain out of school until a decision is rendered by the Board or their suspension expires, whichever comes first.**

#### **Expulsion [Level Four]**

Expulsion decisions may only be made by the Education Committee of the Board of Trustees [Board] after written notice to the adult student or student's parent/guardian of the Headmaster's recommendation for expulsion, and a hearing. The written recommendation shall set forth the basis for the Headmaster's recommendation.

Expulsion may only occur only after a hearing by the Board which affords the minimum due process required by the regulations of the State Board of Education. The hearing shall be in nonpublic session unless the parent or adult student requests a public hearing.

Any pupil may be expelled from Pinkerton by the Board for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- (a) A repeated act that would otherwise warrant long term suspension but for its repetition;
- (b) Any act of physical or sexual assault that would be a felony if committed by an adult;
- (c) Any act of violence pursuant to RSA 651:5, XIII; or
- (d) Criminal threatening pursuant to RSA 631:4, II(a).

Examples of such conduct include, but are not limited to the following:

- An act of theft, destruction, or violence in a Safe School Zone
- Possession of a pellet or BB gun, paintball gun, rifle, or handgun

In addition, any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code on Pinkerton campus, on school transportation, or to any Pinkerton activity or event as defined in RSA 193-D:1 without written authorization from the Headmaster or designee shall be expelled from school by the local school board for a period of not less than 12 months. A pupil expelled from school in another state or NH School District shall not be eligible to enroll in Pinkerton Academy for the period of such expulsion. If the expulsion is for an indefinite period, the pupil or his/her parent/guardian may petition the Board of Trustees for enrollment, upon establishing residency in a sending district. If the pupil is denied enrollment, the expulsion may be appealed to the state board of education. The Headmaster is authorized to modify these expulsion and reenrollment requirement on a case-by-case basis.

Nothing in this section shall be construed to prevent the sending school district from providing educational services to such student in an alternative setting. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school Pinkerton shall develop an intervention plan designed to proactively address the pupil's problematic behaviors.

When a student has been suspended for a cumulative total of 15 days, the student and a parent/guardian will be required to meet with the Dean of Students and the appropriate Associate Dean of Students prior to that student's return to school. **Prior suspensions for drug/alcohol, weapons, or fighting violations may be considered aggravating factors in making disciplinary decisions.** A student may be referred to the Dean of Students at any time for serious behavior issues.

Except for when a student has been expelled, when Pinkerton contemplates a suspension which will result in cumulative suspension days for the school year more than twenty (20) days, the student shall be referred to the sending district so that it can arrange for alternative educational services for the student during any suspension day more than the 20 cumulative days.

**Probation:** The Dean of Students has the right to place on probation any student who has a history of excessive disciplinary referrals. While on probation, the student's behavior, attendance, and scholastic performance will be closely monitored, and further unacceptable conduct may lead to additional in-school interventions or further consequences. Specific details concerning probation will be provided upon request and to all students who are placed on probation.

**Suspension and Expulsion Policy for Students Receiving Special Education/504 Services: Multiple suspensions (in and out of school) adding up to more than ten (10) days in the same school year.**

It is expected that students receiving special education services or Section 504 accommodations at the Academy will follow the rules and regulations set up for all students unless a rule or regulation is specifically modified by the student's IEP or Section 504 Plan. A special education student may be suspended for up to 10 school days (cumulative in the same school year). Beyond the tenth day of removal, consequences will not be invoked until an IEP/504 team, or pattern determination team, has held a manifestation meeting to determine whether the student has been subjected to a series of removals that constitute a pattern of behavior. Exceptions to this rule include the "special circumstances" referenced below: a drug/alcohol violation, possession of a weapon, and inflicting serious bodily harm. The pattern determination team may find that a pattern of behavior exists when 1) the student has been subjected to a series of removals that total more than 10 school days in a school year; 2) the student's behavior is substantially similar to the behavior in previous incidents that resulted in the series of removals; and, 3) such other factors, such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another indicate that the removals constitute a pattern.

If the IEP/504/pattern team determines there is no pattern, the student may be suspended or expelled. The team must give the student's parent/guardian notice of the decision that a pattern of behavior does not exist and provide the parent/guardian with a copy of the procedural safeguards. The student's parent/guardian has the right to request due process to challenge the decision that the pattern did not exist. If the pattern team determines there is a pattern, then a manifestation meeting will be held to determine:

1. if the behavior/conduct is caused by the direct result of the LEA's failure to implement the student's IEP/504 Plan
2. if the behavior/conduct had a direct and substantial relationship to the student's identified disability as determined by the team; or
3. if the behavior/conduct was caused by the student's disability.

If the answer is yes to either 1, 2, or 3, then the behavior is a manifestation of the student's disability, and the team must complete a Functional Behavioral Assessment and implement a Behavior Intervention Plan. If a Behavior Intervention Plan has already been developed, the team must review the existing plan and modify it, as necessary to address the student's behavior. The student must be returned to his/her current placement unless the student's IEP/504 team agrees to a change in placement.

If the behavior is not a manifestation of the student's disability, the student may be consequence, and the Academy shall provide the student's parent/guardian with a copy of procedural safeguards.

**One suspension of more than 10 school days:**

If administration determines that consequences for a single incident will be a suspension of 11 days or more, there must be a manifestation meeting. The IEP/504 team or pattern team will not determine whether there is a pattern of behavior. The manifestation meeting will be held to determine:

1. if the behavior/conduct is caused by the direct result of the LEA's failure to implement the student's

- IEP/504 Plan;
2. if the behavior/conduct had a direct and substantial relationship to the student's identified disability as determined by the IEP/504 Team, or
  3. if the behavior/conduct was caused by the student's disability.

If the answer is yes to any or all the above, then the behavior is a manifestation of the student's disability and the team must complete a Functional Behavioral Assessment and implement a Behavior Intervention Plan. If a Behavior Intervention Plan has already been developed, the Team must review the existing plan and modify it, as necessary to address the student's behavior. The student must be returned to his/her current placement unless the student's IEP Team agrees to a change in placement.

If the behavior is not a manifestation of the student's disability, the student may be consequenced, and the parent/guardian will be provided a copy of the procedural safeguards.

**Special Circumstances:** School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

- Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of the school
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or school functions under the jurisdiction of the school or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the school

When a student is removed to an interim alternative educational setting, the Academy shall provide the student's parent/guardian with a copy of the procedural safeguards. The IEP team must still convene to determine pattern if the interim removal is 10 days or less and the student has other removals during that school year. If there is a pattern or the interim alternative placement is longer than ten days, the IEP team will determine manifestation.

The IEP team will also conduct a manifestation meeting when a student is sent to an interim alternative setting to determine if the incident was related to the child's disability. The outcome does not impact the decision to be placed in an interim alternative setting, but the IEP Team needs to address the behavior through the IEP process.

The IEP team determines the location for the interim alternative educational setting.

**Note:** The above policies and procedures also apply to students who are in the process of being referred for special education or 504 support services provided the referral occurred prior to the infraction giving rise to a suspension consideration.

In the event a student who receives special education/504 services is facing expulsion, the Academy will convene a manifestation determination meeting to determine:

1. if the behavior/conduct is caused by the direct result of the LEA's failure to implement the IEP/504 Plan
2. if the behavior/conduct had a direct and substantial relationship to the student's identified disability as determined by the IEP/504 Team; or
3. if the behavior/conduct was caused by the student's disability

If the answer is yes to item 1, 2, or 3, then the behavior is a manifestation of the student's disability, and the team must complete a Functional Behavioral Assessment and implement a Behavior Intervention Plan. If a Behavior Intervention Plan has already been developed, the Team must review the existing plan and modify it, as necessary to address the student's behavior. The student must be returned to his/her current placement unless the student's IEP Team agrees to a change in placement.

If the behavior is not a manifestation of the student's disability, the student may be consequenced, and the expulsion proceeding would commence. The Academy shall provide the students parent/guardian with a copy of the procedural safeguards.

If the Academy has knowledge that a student that it is seeking to suspend (for more than 10 days) or expel is a child with a

disability, then, prior to suspending or expelling the student, the Academy will convene a manifestation determination meeting to determine: (1) if the behavior/conduct had a direct and substantial relationship to the student's suspected disability; or (2) if the behavior/conduct was caused by the student's suspected disability. If the answer to either 1 or 2 is yes, then the behavior is a manifestation of the student's suspected disability and the Team must complete a Functional Behavioral Assessment and implement a Behavior Intervention Plan. If a Behavior Intervention Plan has already been developed, the Team must review the existing plan and modify it, as necessary to address the student's behavior. The student must be returned to his/her current placement unless the student's IEP Team agrees to a change in placement.

The Academy has knowledge that a child may be a child with a disability if, before the behavior that led to the consequences occurred: (1) the child's parent expressed concern in writing to the child's teacher(s) or administration that the child is in need of special education and related services; (2) the parent requested an evaluation; or (3) the child's teacher or other Academy staff expressed specific concerns about a pattern of behavior demonstrated by the child to the Assistant Director of Special Education or other supervisory personnel of the Academy. The Academy does not have knowledge that a child may be a child with a disability if: (1) the parent has refused to allow the child to be evaluated or has refused services under the IDEA; or (2) the child has been evaluated and determined not to be a child with a disability under the IDEA.

If the Academy does not have knowledge that a child may be a child with a disability, then the child may be subjected to a suspension, without a manifestation determination. However, if the child's parent requests an evaluation, one must be conducted in an expedited manner. Until the evaluation is completed, the child remains in the educational placement determined by the administration, which can include suspension or expulsion.

In the event a student with an educational disability is suspended more than 10 school days or expelled, it is the responsibility of the sending district, and not Pinkerton Academy, to see that the special education student is provided with a free, appropriate education at public expense during the period of any such suspension or expulsion.

For students with educational disabilities, the suspension procedures which apply to all students will be followed, with these additional procedures:

1. The Special Education Director will notify, in writing, the designated person in charge of special education from each sending district each time a special education student is suspended or facing possible expulsion, pending a manifestation determination meeting.
2. The parent of the student will be informed of the contact person for each of the sending districts and the contact person at Pinkerton Academy in charge of special education.
3. If a student is going to be suspended for more than 10 cumulative days during the same school year, Pinkerton Academy will call a meeting of the student's IEP/504 team, for the purpose of conducting a manifestation determination (described above). If the behavior is a manifestation of the student's disability, the student's Individual Education Plan, Behavior Plan (if appropriate) and Functional Behavioral Assessment (if appropriate) will be evaluated, and a determination will be made as to any modifications or changes in placement.
4. The parent of the child with a disability who disagrees with any decision regarding placement under Ed 1124, 34 CFR 300.530 and 300.531, or the manifestation determination, or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing. The hearing is requested by filing a complaint pursuant to 34 CFR 300.507 and 300.508 (a) and (b).
5. Information regarding the contact persons who monitor students receiving special education services from the respective school districts is available through the Special Education Office (437-5200 ext. 1136).
6. In certain situations, regarding school safety, the administration may ask the IEP team to consider an emergency 45-day placement.

Note: In accordance with Ed.1124 and 34 C.F.R. 300.530(f)(2), a parent and the LEA can agree to an interim alternative placement, as part of the modification of the student's behavior intervention plan, even if the behavior is a manifestation of the student's disability.

A student receiving educational services under a Section 504 plan shall also receive the benefit of the suspension/expulsion procedures set forth above. If their behavior is not determined to be a manifestation of their disability, the student may be consequence by Pinkerton Academy and while they will be able to access their coursework and assignments, may not be entitled to receive educational services from their sending district during the period of suspension.

Note: Parents should refer to their copy of the Parent Procedural Safeguards or they may request a copy from the Pinkerton Academy Special Education Department at 437-5200 ext. 1184.

### 3. General Rules

The following rules and regulations apply while a student is on school property, at school-sponsored activities, or at off-campus events in which Pinkerton Academy is a participant. Rules pertaining to violence, threats of violence, bullying, hazing, and harassment of any type may also apply to students while they are on their way to or from school. This is especially applicable (but not limited) to bus transportation and bus stops.

#### ALCOHOL AND DRUGS

Involvement in alcohol and/or drugs is totally unacceptable for any student at the Academy, and such involvement creates a very serious situation for the student and the school. Students may jeopardize their health, high school careers, and futures in general through such involvement.

It is important that students and parents be aware of this so that concerned parties can work to prevent these problems. A student shall not possess, use, be under the influence of, sell, buy, be in the act of selling or buying, be in the presence of, or transport alcoholic beverages, illegal or controlled drugs, synthetic drugs or drug paraphernalia, such as but not limited to rolling paper, blunts, pipes, vape juice or other liquids, hookah pens or other types of electronic delivery devices. In light of the serious dangers presented by illegal or controlled drugs, a student may be disciplined for the possession, sale or purchase of items intentionally passed off as an illegal or controlled drug, even if they only have the appearance of an illegal or controlled drug.

Alcoholic beverage is defined to include any beverage, whether brewed, distilled or fermented, that contains alcohol and shall specifically include beverages labeled "non-alcoholic" that nevertheless contain alcohol. Because of the administration's concern for the health and safety of the students, any student who is knowingly involved in the misrepresentation of an over-the-counter (legal) drug or other substance as an illegal drug, and/or is knowingly involved in the subsequent use, sale or possession of that fraudulent substance, shall be subject to the same rules as drug violators. This includes any student who is under the influence of, dispensing or being in the act of selling or buying prescribed medication of another student or individual.

These administrative rules also apply to any student who possesses, transfers or uses **any** substance for the purpose of "getting high" or assisting others in doing the same. Additionally, all prescribed medication should be monitored by parents and dispensed by the Health Office personnel, in accord with the policies and procedures of the Health Office. Offenses are cumulative throughout a student's high school career. The penalty guidelines for violations are as follows:

- **1st offense:** 10-day suspension from school, a re-entry meeting with the Dean of Students, and a mandatory enrollment in an approved Assessment Education Program or an alternative assessment program approved by Pinkerton Academy.
- **2nd offense:** 10-day suspension from school and a re-entry meeting with the Dean of Students.
- **3rd offense:** 10-day suspension from school and a recommendation for removal for a period of one full semester, and a recommendation to the Board of Trustees for permanent expulsion from Pinkerton Academy.

The penalties set forth above are guidelines only. Even the first or second offense may result in expulsion if there are extenuating factors, such as increased risk to health, public safety risks, possession for sale, commission of a felony-level offense, possession of a large quantity or volume of drugs or alcohol, distribution, serious property damage while under the influence of drugs or alcohol, other violations of the Student Code of Conduct, or any other extenuating factor which in the sole discretion of the Administration, increases the gravity of the offense. Students who do not enroll and complete the required assigned program, will be subject to an additional administrative action up to and including further suspension and a referral will be made to the Dean of Students.

In addition, all violators of this policy shall be subject to police report, arrest and criminal conviction. Any outside assessment programs are at the expense of the student or parent. Students in violation of this policy will lose their parking permit or will be prohibited from obtaining one for the year.

#### DRESS CODE

Pinkerton Academy has adopted a dress code policy for all students on campus and representing Pinkerton at school events off campus. The dress code is in place for meeting state and federal health and safety regulations, and setting a professional tone for students to achieve academically. All clothing must conform to all other Academy policies.

The intent of this dress code is not to interfere with the free exercise of religion, and the Academy will consider requests for appropriate exceptions to this policy for matters of religious exercise which do not create a risk to public health or safety. This dress code is in effect at all times that school is in session, including mid-year and final exams, and at all school functions. Certain courses (CTE) may require a specific dress code outlined in the course syllabus.

1. Acceptable clothing must be in good condition, free of holes, tears, fraying, and not tattered or worn whether or not skin is showing; cut-offs are never acceptable.
2. Acceptable footwear should be safe, comfortable shoes that are suitable for walking around campus. Footwear must be worn while on campus.
3. Acceptable tops include collared shirts, turtlenecks, sweaters, and tank tops, tops or dresses with a minimum shoulder strap width of 2 inches. Shorts, skirts, and dresses must fully cover the back, butt, chest, belly and sides and must be at mid-thigh (to the tip of the hand fully open and extended) or longer.
4. Any clothing that is too revealing, see-through fabric, pajama bottoms or sleepwear, or comparable attire is not allowed. Undergarments must not be visible.
5. Hats, hoods, headgear, and sunglasses are prohibited in classes and study halls. Bandanas, durags, and items that fully or partially cover the face are prohibited at all times.
6. All clothing must be free of inappropriate or suggestive words, phrases or images (displaying or promoting alcoholic beverages, tobacco products, illegal substances, prejudice, violence, dismemberment, extreme behavior, and any sexual activity or innuendoes). Pinkerton Academy reserves the right at any time to prohibit the display of any article of clothing, headgear, insignia, symbols of "gang" affiliation or any article of clothing which is likely to incite violence or create a risk to the safety of students or faculty.
7. All athletic uniforms (when worn during the school day) must adhere to the Academy's dress code guidelines.
8. Certain Academy functions will require a more formal dress code according to the nature of the activity and supersede the standard dress code described herein.
9. All personal grooming, including application of make-up, should be done in bathrooms, locker rooms, or the health office. Electrical grooming devices such as hair dryers, hair curlers, or straighteners are prohibited (except when part of an academic syllabus).

Based on the guidelines above, judgements related to acceptable clothing shall be made by the administration, and those judgements are not subject to arbitration. Students in violation of the dress code outlined herein will be subject to administrative action and at the sole discretion of administration, require appropriate clothing to be brought to school or the student sent home to change or kept out of class until appropriate attire is worn.

*(revised October 2017; approved by the Board of Trustees, November 16, 2017)*

### **SELLING / ATTEMPTED SELLING OF CONTROLLED SUBSTANCES**

**Students are not to possess, use or distribute any over-the-counter medication**, including energy supplements, while at school or any school-sponsored activity or function. Students in need of medication should see the section titled, "Medications" in the Health Services regulations of this planner. Violators will be subject to consequences. Any student found to be selling, attempting to sell, or distributing controlled drugs shall be suspended for a minimum of 10 days. The student shall also be referred to the Headmaster, with a recommendation to the Board of Trustees for further consequences. In addition, upon returning to Pinkerton on a probationary status, the student must enroll in an educational assessment program, either through Pinkerton's Student Support Counselor or through an outside agency at the expense of the student or parent. Students shall also be prohibited from participating in or attending any extra-curricular activity for a period of one school year.

### **SEARCH OF STUDENTS – PROCEDURES AND REGULATIONS**

Searches shall be conducted under the following provisions:

Entry by a student onto Academy property or participation in an Academy function is deemed consent to a search of the student's person and property.

A student is subject to search by Academy staff if reasonable grounds exist to suspect that evidence of a violation of the law or Academy rules will be discovered.

**Persons Authorized to Conduct a Search:** Only administrators or School Resource Officers are authorized to conduct searches of a student's person or a student's belongings. Pinkerton administration will only conduct a search if there is reasonable suspicion under state law or Academy rules.

**Reasonable Suspicion:** For the purposes of these regulations, “reasonable suspicion” means that a Pinkerton Academy employee has reasonable grounds to believe that either the law or Academy rules have been violated. Reasonable suspicion may be established if a Pinkerton Academy employee observes, hears or is informed of behavior or actions that violate either the law or Academy rules.

Students do not have any expectation of privacy in belongings stored on Academy property, including but not limited to vehicles, desks, lockers, storage areas, backpacks, purses, wallets, and the like. Buses are considered school property. The Academy maintains access to lockers via a master key or knowledge of lock combinations. Such areas may be searched by an administrator or School Resource Officer at any time, with or without reasonable individualized suspicion. Students will not necessarily be informed that such areas are going to be searched.

**Locker Searches:** Lockers, desks and storage areas are the property of Pinkerton Academy. When obtaining a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their obtained lockers closed and locked. However, the Academy retains the right to access any locked Academy property. A shared locker implies shared responsibility for a locker and its contents.

- A. A student’s locker, desk or storage area may be searched by Academy staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. Academy administration shall report a student’s suspicious activity to the Dean of Students.
- B. Authorized persons may search all lockers, desks or storage areas without prior notice given to students and without individualized suspicion that the search will yield evidence of any particular student’s violation of the law or school rules.

**Searches:** Students are expected to cooperate in investigations. Failure to cooperate with an investigation may be cause for consequences, resulting in a suspension of 10 days and 10 days or more for a second offense. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, the school reserves the right to take action, including proceeding without a statement from the student. Additionally, administration reserves the right to use a metal detection device when conducting student searches.

Parents will be notified after a search has been conducted. A complete copy of our search procedures and regulations is available upon request.

**Use of Detection Dogs:** The Dean of Students is authorized to arrange for the use of trained detection dogs to conduct a sweep, general inspection or search to aid in identifying the presence or absence of drugs, alcohol and related paraphernalia in school buildings and on all school facilities, grounds, parking lots and any other Pinkerton Academy owned property.

### **USE OF RESTRAINTS POLICY**

State law, NH RSA 126-U: 2, requires that Pinkerton have a written policy and procedures for managing the behavior of students. The Use of Restraints Policy is adopted as an adjunct to Pinkerton’s other policies and procedures pertaining to the management of the behavior of students, but shall be deemed to be the controlling policy as to all matters involving restraint. Pinkerton is committed to the management of student behavior through its disciplinary policy and through the use of positive behavioral interventions. Therefore, Pinkerton’s use of physical restraint shall be limited to that restraint permitted by NH RSA 126-U. Under no circumstances shall Pinkerton staff use medication restraint. The use of mechanical restraint shall be limited to that mechanical restraint necessary to safely transport students. Please see any administrator for a full copy of this policy.

### **VIDEO SURVEILLANCE POLICY**

Pinkerton Academy is committed to providing a safe, caring, and positive environment. The health, safety, and well-being of students and staff while on Pinkerton property are paramount. Therefore, Pinkerton Academy recognizes the value of video surveillance systems and the monitoring of activity on school property to promote school safety. Monitoring individuals who enter onto school grounds is important to maintaining campus safety and discipline while protecting students, staff, visitors, and property.

#### **Location, Notification, and Purpose:**

1. Cameras will be positioned in areas where it is necessary to protect property, to assist in the provision of the personal safety of individuals, or to monitor student behavior. This may include within school buildings or on school grounds.
2. Video monitoring will not be used to monitor areas where the public has a reasonable expectation of privacy, including locker rooms and bathrooms.



Signs will be posted advising that video monitoring is in place. Video monitoring includes visual imaging and recording.

**Access and Use of Video Recordings:**

1. A video recording of actions by student(s) may be used by the Administration as additional evidence in any consequences brought against any student arising out of the student's conduct in or about Pinkerton Academy property.
2. Only the Headmaster or designated school officials will have access to the video information recorded.
3. Video monitoring may be used to detect or deter criminal offenses that occur in view of the cameras, and police may use the video recordings as evidence in criminal matters.
4. If information in the recording has been used to make a decision that directly affects an individual, the recordings will be retained for at least one year from the date of the decision. All other unused recordings will be destroyed on a weekly basis.
5. Staff and students are prohibited from tampering with or otherwise interfering with any and all video equipment and signs.

**VIDEO & AUDIO RECORDING FOR INSTRUCTIONAL PURPOSES**

Pinkerton Academy is committed to the use of technology to enhance the education of its students. Pinkerton acknowledges that video, digital video and audio recording in the classroom may be useful for student instructional purposes, and nothing in this policy is intended to preclude that usage. In addition, there are times when live streaming, or internet access to digital video and audio recording are appropriate. For example, these technologies may be useful tools to provide access to students in remote locations, home-bound or hospital-bound students, or to permit a student to recover classroom instruction lost during an extended absence.

The decision whether or not to conduct video, digital video or audio recording for student instructional purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the Dean of Studies and Instruction. All such recordings shall be deemed the copy-written property of Pinkerton Academy and shall not be reproduced without Pinkerton's express permission. Recordings shall not be sold. Recording in the classroom for other than instructional purposes is prohibited without the express prior permission of the Headmaster or Dean of Students. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study, and do not constitute educational records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g. Only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The Dean of Studies and Instruction may authorize others to view an existing recording on a case-by-case and as-needed basis.

Audio or video recording for use with or by a student with a disability or by the student's teacher or service provider shall be permitted provided it is included in the student's Individualized Education Plan or Section 504 Plan as part of the student's accommodations, special education, related services, assistive technology, or as part of an educational methodology. All such audio or video recording conducted by Pinkerton Academy or a service provider shall be made, used and maintained in a manner which protects student privacy in accordance with FERPA and applicable state law. When audio or video recording is authorized by an IEP or Section 504 Plan, whether by the student or by Pinkerton personnel it should: be conducted in a manner which respects the privacy rights of the other students in the classroom; and, to the extent possible, focus video/audio on the teacher rather than the other students in the classroom.

The IEP Team or Section 504 Team is authorized to grant exceptions to this requirement when the exception is deemed to provide the student with access to an appropriate education.

All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the later event, unless a student's IEP or Section 504 Plan specifies to the contrary. If the classroom teacher wishes to preserve a recording for future instructional or educational purposes, or to disclose a recording to a third party, they shall seek permission from the Dean of Studies and Instruction, and when applicable, a student's IEP Team or Section 504 Team, and any such redisclosure shall comply with FERPA. Except for those recordings authorized under a Section 504 Plan or IEP, no recording shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course.

Any use of audio or video recordings for use in the instruction of teacher interns or student teachers shall be preceded by prior notice to the intern or student teacher, and written notification to the parent or guardian or each student, and each adult student in the recorded setting. Any such recordings shall be maintained by Pinkerton Academy in a manner that preserves student privacy.

Pinkerton reserves the right to reassign students to classes in accord with their recording preferences.

This policy does not apply to the recording by Pinkerton of events such as public concerts, graduation ceremonies, athletic events, and the like; all of which are not considered classroom recording. Notice is given that video recording in other areas of the school buildings, including hallways, entries to campus buildings, cafeteria areas, common areas and the like, as well as on campus grounds may occur for security and surveillance purposes, and consent is not required for those recordings. Furthermore, notice is given that such recordings may be used for administrative purposes. This policy has been adopted after a public hearing conducted by the Board of Trustees.

(RSA 189:68(IV) and (V) 20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA) 34 CFR Part 99, Family Education Rights and Privacy Act (FERPA))

### **SMOKING / TOBACCO**

Pinkerton Academy will enforce RSA 155:64-77, which mandates that smoking is totally prohibited in all school buildings and on all school property by all individuals at all times in New Hampshire, and that no person under 18 years of age shall purchase, possess, or use any tobacco product, including lighters or matches. Possession or use of any tobacco product is prohibited on Pinkerton property at all times and will result in administrative action.

Any student suspended for a tobacco violation will be referred not only to the school's Student Support Counselor, but also to the School Resource Officer.

Note: Please also see Pinkerton Academy's Alcohol & Drug Policy in this planner regarding vaping devices/violations.

### **ARSON**

Any student that engages in the act of starting, or attempting to start a fire anywhere on school property will receive a mandatory 10-day external suspension from school and be subject to police report, arrest and criminal conviction. In addition, the student will be referred to the Headmaster for further consequences.

### **THEFT**

Any student who steals, who is in possession of stolen property or who in any way is a party to the theft of property or services, exceeding \$50 and/or belonging to Pinkerton Academy, a member of the student body or a member of the staff, will be subject to administrative action. Before said student is allowed to return to school, full restitution must be made to the owner, or suitable arrangements must be agreed to by all parties regarding return, replacement or compensation. Any incident of theft will be reported to the Derry Police Department.

Theft is an all-too-common occurrence in our society today. With that in mind, parents and students are reminded that **Pinkerton Academy is not responsible for any articles that are lost or stolen at school.** Students are encouraged to make use of school-issued locks and lockers to secure their valuables. Students should take care not to leave their wallets, purses, electronic devices, and other belongings where others may steal them. Finally, parents should discourage students from bringing unnecessary valuable items such as music players, cell phones or large sums of money to school. Any unauthorized entry is prohibited and violators will be subject to consequences, including possible suspension from school.

### **VANDALISM**

Any student involved in any type of vandalism on, or involving, school property -including graffiti and pulling fire alarms- will be subject to administrative action, and will not be allowed to return to school until full restitution, alternative compensation, or satisfactory alternative arrangements are made with the Academy. An incident of vandalism that involves an estimated value of \$50 or more will be reported to the Derry Police Department. Of particular note, vandalism to computer software, computer hardware, files, and operating systems is included in this policy. Depending on the nature and the extent of the vandalism, the Academy reserves the right to apply long-term suspensions or other consequences and possible expulsion.

### **FIGHTING**

**Fighting is prohibited on school property and adjacent areas, at off-campus Pinkerton activities and events, and areas that relate to school bus transportation for Pinkerton students.** This rule may also apply to students who are on their way to or from campus if the incident presents a possible disruption to the operation of the school. Any student involved in a fight or the provocation leading to a fight will receive a minimum suspension of 5 days. Any student who refuses to stop when

instructed to do so by school personnel, or who reengages once the altercation has ended, will be subject to a minimum 10-day suspension and possible expulsion. Repeat offenders will receive a minimum suspension of 10 days, and may be required to meet with the Headmaster. A fight is considered to be a physical conflict caused by aggression. Fighting includes the throwing of punches, spitting at or on someone, or a serious physical struggle during which punches may not be thrown. Any fight which rises to the level of a simple assault under RSA 631:2-a, will be reported to law enforcement officials. Students are expected to avoid fighting at all times. When faced with the possibility of a fight, students:

- May use a reasonable attempt to prevent harm to oneself and may attempt to restrain the attacker. Careful consideration needs to be made when defending oneself. Any retaliatory actions such as, but not limited to, hitting, punching, striking or kicking, may be considered a mutual fight.
- Should leave the area quickly and report directly to the nearest classroom or office.
- Should report the confrontation to any adult.
- Should have a parent or guardian contact the appropriate Associate Dean of Students.

### **ASSAULTS / AGGRAVATED COMBAT**

Any student who commits a premeditated/planned or spontaneous assault will be subject to administrative action. Any student who increases the risk of serious injury to another by using an object/weapon, by using excessive force or abuse, by continuing the conflict after the other combatant has stopped, and/or who refuses to stop when instructed to do so by school personnel will be subject to a minimum 10-day suspension and possible expulsion. Law enforcement officials will be notified.

### **CUTTING CLASSES AND STUDY HALLS**

Any absence from study hall or class that cannot be documented by the official Daily Attendance Report or a pass from the Health Office, School Counseling Office, Special Education Office, a staff member, or an administrator will be considered a cut. The responsibility for documenting an absence from class or study hall rests with the student. In addition to the administrative consequences described below, teachers may also assess academic consequences for cutting a class. Students who cut class should not expect to be allowed to make-up work or assignments missed during that class. All cut classes will count against the attendance rubric. A student who cuts a class, study hall or Freshmen Seminar will result in administrative action. It should be noted that this policy applies to a student's total cuts within the school; it does not allow the student three cuts in each class and study hall before suspension occurs. When a student totals four cuts, regardless of whether these cuts were classes or study halls, that student will be subject to suspension. This policy is effective on the first day of school, and remains cumulative through the last day of semester 2. It does not start over during any marking term or semester. Multiple cutting (more than one class or study hall in a single day) negates the above progression, and could result in immediate suspension.

### **LEAVING SCHOOL GROUNDS**

All students are required to remain on campus (school property) from the time they arrive in the morning until 1:58 p.m. This applies to bus students as well as non-bus students. Any student who is found leaving the school grounds or being off campus without administrative permission, will result in administrative action **and be subject to a search**. Additional offenses will result in longer suspensions and possible expulsion.

**Parking lots:** Students are restricted from parking lots and vehicles during the school day. Penalties will be the same as those for students who are off campus. Students who must go to their cars for legitimate reasons must obtain administrative permission in advance. Any student who leaves the campus during the school day, for any reason, must have administrative approval in advance. Any students authorized to park in the student lot who use their vehicle or allow another to use their vehicle to go off campus risk having their parking permits revoked for the remainder of the school year. Any student who leaves the campus during school hours and engages in smoking, fighting, or committing an offense that would be punishable by suspension if it were done on campus, will be punished for that offense as well as for being off campus.

### **FORGERY / MISREPRESENTATION**

Forging, altering, or misusing a pass, permit, note, ID card, ticket or any other official school document shall be considered a violation of school policy. Any student who engages in this or any other deliberate deceptions or fraudulent activities will receive consequences and may be subject to suspension, depending on the nature of the infraction. Forgery of medical notes or any official document will be referred to Derry PD.

### **PASSES**

The Academy operates on a system of corridor passes. Except for between classes, when students are passing, all students in the corridors or bathrooms must have an official school pass from a staff member authorizing their

presence. Students who are in the hallways or outside the buildings without a pass will result in administrative action. This applies to students who leave the cafeteria, locker rooms, library, etc., before the bell.

### **PERMANENT PASSES**

Please note that NO physical pass is issued to students. Students can request a permanent pass from a **current** teacher during any full study or lunch period. Teachers should issue permanent passes to students who require extra time and assistance for long-term projects and assignments. Staff members should not offer a permanent pass to a student(s) if they have more than 20 current students in the class period that the pass is to be used. Students with R4/W4 permanent passes must remain in class until 1:58 p.m. For a complete list of guidelines regarding a permanent pass, please contact your attendance office.

### **BATHROOMS**

Bathrooms are not social centers. If students are found to be loitering in these areas, they may be subject to a search and consequences. Students should refrain from sharing bathroom stalls with others. Students found to be in the same stall are subject to a search and will result in administrative action. Passes to bathrooms during classes will be issued at the reasonable discretion of each teacher. Cell phone usage in bathrooms is strictly prohibited.

### **CELL PHONES / ELECTRONIC DEVICES**

The following are considered electronic devices: cell phones, tablets, iPods or similar music devices, electronic reading devices, portable speaking devices, personal computers. **Students are allowed to use their electronic devices at any time during the school day with the following conditions:**

- Students must turn off all electronic devices before entering any office or classroom and keep the devices off, unless otherwise instructed by the classroom teacher.
- Headphones that cover the entire ear are not permitted for use during the school day.
- Electronic device usage is not allowed during any emergency situation.
- **At no time should students use or have electronic devices turned on in classrooms, auditoriums, labs, the writing center, lecture halls, the field house or locker rooms without teacher approval. Students should not be making calls, texting, checking for messages or time during classroom time. The use of any electronic device to take pictures or videos is prohibited unless pre-approved by the administration.** Students may, with teacher permission, use their electronic devices in the classroom for academic purposes only. Electronic music devices may be used during study halls.
- No electronic device or cell phone usage for calls, texting or gaming is allowed in the library at any time, including before or after school. Students who use or whose electronic devices or cell phones ring in non-designated areas will be subject to administrative discipline.
- Students may not use camera phones, or any other portable recording devices, that in any way violates this policy, or any of the school's other policies. The wearing or usage of Google glasses or similar devices is prohibited at all times on Pinkerton Academy property. This would be deemed an invasion of privacy and a violation of law. Further, such devices must not be used to record, transmit or make a digital image of anyone who does not know they are the subject of such activity or who objects to being subject to such activity. This provision includes a prohibition from using camera phones in any restroom, locker room or other private place.
- No external speakers during the school day.

Students in violation of the electronic device policy will result in administrative action, up to and including expulsion, as set forth in the Student Planner.

### **RECORDING DEVICES**

Students are prohibited from bringing any electronic listening or recording device into a classroom, lab or cafeteria without the prior consent of the teacher and administration. The use of any devices to take unauthorized pictures, audio recordings or videos including cell phones and other communication devices is prohibited. **Violations of this policy will result in consequences.**

**Video Recording/Taping within Classrooms:** There are times when videotaping a class is acceptable such as a teacher who wants to reflect and grow in their pedagogical practices. This may be done with permission of the Dean of Faculty and with notice to the students that the class is going to be videotaped along with a reason for the taping. Any student who wishes not to be taped will be seated out of range of the camera. Once the teacher has reviewed the tape for intended purpose, the tape will be deleted.

## **MOTOR VEHICLE OPERATION**

Pinkerton Academy will not tolerate reckless operation of a motor vehicle on its property. Students who operate a vehicle in such a manner as to jeopardize the safety and welfare of others or to disrupt Academy programs will have their parking privileges revoked, temporarily or permanently, and will be subject to further consequences, which shall include possible suspension from school and/or legal action. Student athletes are prohibited from traveling between locker rooms and on campus athletic fields in student driven vehicles at all times. Of particular concern is the practice of riding in the back of pickup trucks, in convertibles, and in or on other open vehicles.

## **STUDENT DROP-OFF, PICK-UP, AND CAMPUS PARKING**

**To promote safety, Pinkerton Academy restricts drop-off and pick-up of students on campus, and limits campus parking to students with valid permits.** The administration is concerned about the increased traffic through our campus during the morning drop-off and especially during the afternoon pick-up. We understand that the designated areas may be inconvenient for some of you, but there is a greater safety concern for all individuals that is at stake. There is a large volume of students walking throughout our campus and parental pick-up has become problematic, and certain areas have become dangerous for our students and staff.

Bus transportation and carpooling are encouraged to improve safety and ease congestion. If you drive:

- Be patient; allow extra time, especially in the morning.
- Leave room and pull to the side of the roadway for emergency vehicles.
- Pull ahead to the next car before dropping off your children.
- Be very careful of pedestrians and other cars.
- Please obey crossing guards and traffic control personnel.

### **Student Drop-off & Pick-up – Restrictions & Guidelines**

**Drop off and pick-ups are restricted the following locations only:**

#### **Student Drop Off**

Enter via Pinkerton Street at the Freshman Academy Building. Follow the access road around and drop your student off at the designated drop off area (stop sign). This will be manned by Pinkerton Academy staff. After the drop off, continue around this access road and exit onto North Main Street where you will be directed by a Security Officer.

**Pick Up:** Enter onto campus via Pinkerton St at the Freshman Academy Building. Follow the access road around and take a left at the stop sign. Follow the road around to the northern side of the Fine Arts Building/Stockbridge Theatre. Park on the LEFT side curb and await your student. Once you have your student, safely pull off the curb to the right and exit onto North Main Street. A Security Officer will assist you as you exit.

### **Student Campus Parking – Restrictions & Guidelines**

Students with valid parking permits are the only students allowed to park on the Pinkerton campus. All inquiries should be directed to the senior attendance office

1. Students must have a valid permit issued by an Associate Dean of the senior class.
2. Student parking is limited to the Senior or Junior Lot on the East side of the 28 Bypass.

## **DISRESPECT**

Any student who is disrespectful, profane or vulgar to any member of the Pinkerton staff is subject to consequences including possible suspension.

## **FAILURE TO COMPLY**

Any student who refuses to comply with any reasonable request made by a staff member is subject to consequences and possible suspension.

## **DISPLAYS OF AFFECTION**

Affections between students should not be on display for other students and staff members. If students persist in **prolonged** public displays of affection, the situation will be treated as an infraction of school rules and will result in administrative action. Parents will be notified.

## **PROFANE, OBSCENE, ABUSIVE AND/OR INSULTING LANGUAGE**

Pinkerton Academy will not tolerate written or verbal comments which insult or attack another person's race, religion, heritage, gender, disability, or sexual preference. Students who make inappropriate, degrading, and/or inflammatory slurs will be subject to administrative action. Less specific profane, obscene, and/or abusive language will also not be tolerated. Disciplinary measures will progress from a warning to three detentions, depending on

the seriousness, context, and setting of the violation. Students who persist in using inappropriate language will be subject to suspension. Such conduct may rise to the level of harassment, bullying, or hazing and be reported to law enforcement agencies.

### **DISTRIBUTION OF UNOFFICIAL WRITTEN MATERIAL ON SCHOOL PROPERTY**

**No person shall engage in the distribution of written materials on school grounds which:**

- Are obscene to minors; libelous; indecent or vulgar;
- Advertise any product or service not permitted to minors by law;
- Invade the privacy of another person or endanger the health or safety of another person;
- Contain insulting or fighting words tending to injure or harass other people. This includes, but is not limited to, threats of violence, defamation of character or a person's race, religion or ethnic origin;
- Present a clear and present likelihood that, either because of its content or its manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation of the school or school activities, or will cause the commission of unlawful acts or the violation of school regulations.

### **The Procedures for Approval of Unofficial Written Material**

Anyone wishing to distribute unofficial written material on Pinkerton property must first submit for approval a copy of the material to the Dean of Students' office at least 1 day in advance of the desired distribution time, together with the following information:

- If a student submits the request, the student must submit their name and their first period class location;
- The date(s), time(s) and method of distribution of the material (e.g. by display, handout or other);
- The locations where the material is to be displayed or distributed;
- To whom the display or distribution is intended.

Within 1 day of submission of the material, the Dean of Students/designee will decide whether the material violates the restrictions set forth above, or in the time, place, and manner restrictions set forth below. If permission to display or distribute the material is denied, the individual submitting the material will be so informed in writing, along with the reasons for denial of the request.

### **The Time, Place and Manner of Distribution**

The distribution of unofficial written material shall be limited to a reasonable time, place, and manner:

- No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause disruption of that activity.
- Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or parking lots.

**Definitions:** A copy of the definitions of the terms used in this policy may be obtained from the Dean of Students.

### **GANG ACTIVITY**

It is the policy of the Academy that membership in gangs, fraternities, sororities, or in other clubs/organizations which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the education process and are prohibited. The use of hand signals, graffiti, gang affiliated language or comments, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the Academy environment and educational objectives and are forbidden. Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to consequences, including suspension and expulsion.

### **THROWN OBJECTS**

The throwing of all objects (including snowballs) is prohibited. Violators will receive a minimum of one detention and will be subject to further consequences, including suspension, in the event of further violations or in regard to the severity of the infraction. Students who throw or drop litter on the campus will be subject to consequences.

## **FOOD AND REFRESHMENTS**

- No food, beverages or refreshments are allowed in any science classes, in any computer rooms, labs or where otherwise posted.
- At the teacher's discretion, dry snacks and/or beverages are allowed in classrooms and study halls.
- Students are not allowed out of the cafeteria with food at any time during the school day without prior administrative approval.
- Food must be purchased from on-campus food services or brought from home. No food deliveries from outside vendors are allowed.

## **GAMBLING/CARD PLAYING**

Games of chance which involve the exchange (or potential exchange) of money or material goods are prohibited, as are **any card playing**, lotteries, raffles, "pools" and wagering on athletic events.

## **IMPROPER STUDENT BEHAVIOR**

Any improper student behavior that is not specifically mentioned herein (such as spitting), but that poses a threat to the health and/or safety of persons or property at Pinkerton Academy, or that creates a disruption or the likelihood of a disruption in the educational climate or school activities, shall be considered a violation of school rules, and shall be dealt with by the administration. This includes any acts of an intimate or sexual nature, unwanted physical contact or roughhousing. These behaviors may rise to the level of an assault and result in serious disciplinary consequences and police involvement. Violators may be subject to long-term suspensions or expulsion, and possible exclusion from extra-curricular activities and/or athletics, depending on the nature of the infraction.

## **BUS TRANSPORTATION - STUDENT BEHAVIOR**

Driving a school bus is a serious profession, and we are concerned for the safety of everyone. Proper bus conduct is an important factor for the safety of all students riding the buses.

Rules and regulations that apply in and around school property shall also apply to transportation to and from school and bus stops. Students may board or leave their assigned bus at their assigned neighborhood location only. Bus students are required to remain on school grounds from the time they leave the morning bus until the end of the school day.

The school bus driver shall be responsible for discipline on the bus. The driver will submit a written Bus Conduct Report to notify the administration about any students who distract or refuse to cooperate with the driver, cause damage to the bus, bully or harass any student on or around the bus, or carry out any other inappropriate behavior.

Depending on the nature of the disruption, immediate suspension of bus riding privileges (in accordance with RSA 189:9a) and/or detentions or suspensions from school may be imposed. Repeat offenders may be kept off the bus for long-term durations or permanently removed from riding the bus. Parents will be contacted regarding any bus conduct reports, and students are required to meet with their administrator. Students may be kept off the bus until a parent meeting is held with the assigned administrator.

Riding a school bus to school is not a right but a privilege. Students are expected to behave appropriately at all times while riding the bus to and from school. Students who choose to misbehave put everyone at risk.

## **BUS TRANSPORTATION**

All school buses from Auburn, Candia, Chester, Derry, Hampstead, and Hooksett are scheduled and routed by the towns themselves. Students should learn the number of their buses, and the pickup and drop-off locations. Bus students are required to remain on school grounds from the time they leave the morning bus until the end of the school day. Due to liability concerns, students cannot board a bus that is different from the town in which they reside. Any bus changes need to be approved by the sending town/District as well as the bus company. In the event you wish to call the bus company in your district with a question, the numbers are:

**First Student:** Chester and Derry - 432-7417 (SAU#82- Chester 887-3621 / SAU#10- Derry 432-1210) Hampstead - 382-2303, 378-9468 (SAU#55- 382-3334)

**Student Transportation of America:** Candia, Auburn, and Hooksett - 222-2248 (SAU#15- 622-3731)

## **SCHOOL SAFETY CONCERNS**

Any student who is in possession of, or who attempts to use, objects or articles, including but not limited to knives and guns, that pose a threat to the health and/or safety of persons or property at Pinkerton Academy, or that create(s) a disruption or the likelihood of a disruption in the educational climate or school activities, shall be considered in violation of school rules and shall be dealt with by the administration, who reserves the right to confiscate such articles and

objects at any time. (Examples – stink bombs, fireworks, mace, pepper spray, chains, laser devices, spiked jewelry, aerosols, lighters/matches, etc.) The administration reserves the right to treat look-alike weapons as if they were a real weapon or explosive. Look-alike weapons and explosives are likely to disrupt our community and present a substantial risk to emergency responders. Therefore, students who bring look-alike weapons or explosives on campus, as well as those who bring any of the actual weapons listed above, may be subject to long term suspension or expulsion, and exclusion from extra-curricular activities and/or athletics, depending on the nature of the infraction. Additionally, any action that causes concern for the staff, students, and/or Pinkerton Academy property resulting in a potentially dangerous or harmful situation will be subject to suspension and possible expulsion. The complete text of the policy regarding weapons on Academy property is published in the planner below.

### **WEAPONS ON ACADEMY PROPERTY**

Weapons are not permitted on Academy property or at any time while on school trips or at school events. The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

This policy applies to students, employees, trustees, renters, and members of the public alike for any event on Pinkerton Academy property, not limited to the school day or Academy-related or sponsored activities. Students violate the policy by bringing a weapon to school or having one in their vehicle on Academy property. Student violations of this policy will result in both school consequences and notification of local law enforcement authorities. Bringing in, or being in possession of, a weapon will result in administrative action, suspension, or possible expulsion. Likewise the use of, or threat to use, a weapon will result in a long-term suspension or expulsion. In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Headmaster upon review of the specific case in accordance with other applicable laws. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board of Trustees requires the Headmaster to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Members of the public who violate this policy will be reported to local law enforcement authorities.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year by way of the student planner. All faculty/staff will receive written notice of this policy at least once a year by way of the staff handbook. Any renter of Academy property will be notified of this policy in the rental agreement.

*Legal References:* 18 U.S.C. § 921 Et seq., Firearms; 20 U.S.C. § 7151, Gun-Free Schools Act; RSA 159:20, 159:24, RSA 193-D, RSA 193:13; NH Code of Admin Rules, Sec. Ed. 317

### **THREATS**

Bomb threats, and any other threats (including false 911 calls) that require emergency police or fire response from the community and/or evacuation of any portion of campus, shall be considered a serious infraction and subject to long term suspension or expulsion, depending on the nature of the infraction.

### **PINKERTON ACADEMY ACCEPTABLE USE POLICY FOR DIGITAL & ELECTRONIC MEDIA COMMUNICATION FOR STUDENTS**

As a school whose vision is to *encourage innovation in response to a changing world* and whose goal is to promote *educational excellence in a challenging, respectful and collaborative environment*, Pinkerton Academy realizes that part of 21st century learning is adapting to changing methods of communication. Major components of this include social media and web 2.0 tools. Social media can be defined as any online tool and/or service that allow any Internet user to create and publish content online. Examples of social media tools include but are not limited to Edmodo, Facebook, Ning, Twitter, YouTube, blogs, wikis, etc. Web 2.0 can be defined as user-oriented web applications, which are interactive and collaborative in nature. Visit <http://edudemic.com/2011/11/best-web-tools/> for a list of web 2.0 tools used by educators.

The importance of teachers, students, and parents engaging, collaborating, learning, and sharing with these various digital communication tools is a part of the 21st century learning environment. For the purpose of education and instruction, clear boundaries, which promote positive and appropriate relationships among students and all members of the Pinkerton Academy community (other students, faculty and staff, parents, and administration), create an atmosphere of trust and individual accountability and responsibility. Being digitally responsible means adhering to the same standards of conduct that are expected in face to face communication. Pinkerton Academy students should be familiar with the following



Acceptable Use Policy. **Any violation of these guidelines will be grounds for consequences, up to and including expulsion, as set forth in the Student Planner. For example, students who use the Internet/Intranet, social media, and/or Web 2.0 to participate in dishonesty/misrepresentation, bullying/harassment/cyber bullying, cheating and other academic dishonesty, etc. will be subject to administrative action in the same manner outlined in the Student Planner as if the interaction was face to face. In addition, any violation of this policy may result in suspension or revocation of a student's technology privileges, referral to law enforcement and/or legal action. Any student who intentionally damages the Academy's computer system or network shall assume legal and financial liability for such damage.**

The Academy's technology remains under the control, custody, and supervision of the Academy at all times. The Academy retains the right to monitor all use of its computers, email, Internet/Intranet, iPads, laptops, and other technology. Students have no expectation of privacy in their use of Academy technology.

The Academy takes precautions to supervise student use of the Internet, but parents should be aware that the Academy cannot reasonably prevent all instances of inappropriate technology use by Students, including access to objectionable materials and communications with persons outside of the school. The Academy is not responsible for the accuracy or quality of information that students obtain through the Internet.

**Acceptable Use for Students:** Each student is responsible for his/her actions and activities involving all Academy and personal technological devices used at school, in a virtual environment or at a school function, including but not limited to, networks, Internet/Intranet, stand-alone workstations, laptops, iPads, cell phones, and other technology. This policy does not describe every possible permitted or prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is permitted or prohibited are encouraged to contact an administrator.

All Academy policies, rules, and expectations concerning student conduct and communication apply when Students are using any Academy technology, or are using other technology at school, in a virtual environment or at a school function. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using Academy technology or when using other technology at school or at a school function.

Any system which requires password access shall only be used by the authorized user. Students shall not share passwords or other login information with other students. Account owners are responsible for all activity under their accounts.

- Students will model appropriate behavior and will exercise appropriate judgment when using digital communication and resources both inside and outside of the classroom.
- Pinkerton Academy students are personally responsible for the content they publish online.
- Online communication, interactions, and behaviors should reflect the same standards of honesty, respect, and consideration that you use for face to face communication as outlined in the Student Planner.
- Students' online relationships with other students will align with the guidelines set forth in the Student Planner.
- Students will not disclose confidential information or post things that are disparaging of the Academy or any members of its community (other students, faculty/staff, parent/guardians). Students will not use the Internet, social media and/or Web 2.0 tools to put other students or the Pinkerton community as a whole at risk or in a manner that would jeopardize the safety of the Pinkerton community.
- Students are expected to model and promote digital responsibility by using and following on-line safety through the use of appropriate privacy settings.
- All Pinkerton Academy students are expected to abide by the school policies, including but not limited to, the code of conduct and the bullying policy, and ensure safe and ethical relationships with all members of the school community; this includes but is not limited to the use of social media and web 2.0 tools.
- Students are encouraged to use social media and web 2.0 tools in support of their learning and education provided they follow the Responsible Use Policy for Students. Students will follow both the Acceptance Use Policy as well as follow the guidelines set forth in the Computer Usage and Infractions section of the Student Planner.
- All hardware and software is either owned or licensed by Pinkerton Academy. All users are required to use the hardware and software in accord with its designed purpose. No hardware or software shall be altered or reconfigured without the permission of the administration. **Unacceptable Use for Students:** Unacceptable use activities include, but are not limited to, any activity through which the user:
  - Uses the Academy's technology to violate the acceptable uses set forth above.
  - Creates, accesses, submits, posts, publishes, forwards, downloads, scans, or otherwise displays defamatory, abusive, obscene, vulgar, threatening, discriminatory, harassing, and/or illegal materials.
  - Uses the Academy's computers or other technological devices, networks, or internet/intranet for any illegal activity, or in violation of any Academy policy or rule, such as for bullying, cyber bullying, harassing, and vandalizing, or in

support of such activities.

- Violates copyrights, license agreements, and/or contracts.
- Engages in malicious use, disruption, or harm to the Academy's computers or other technological devices, networks, or internet/intranet, including but not limited to hacking and creating/uploading computer viruses and/or worms.
- Downloads or installs software or other applications without permission from the administration.
- Uses Academy technology after such access has been denied or revoked.
- Accesses or attempts to access confidential information stored on the Academy's network or server.
- Uses the Academy's technology for any other use that is inconsistent with the Academy's educational mission and/or is not for educational purposes (See also Academic Dishonesty).

***Any violation of these guidelines will be grounds for consequences, up to and including expulsion, and may result in suspension or revocation of a student's technology privileges, referral to law enforcement and/or legal action.***

If you have any questions or concerns, please see or submit the questions or concerns in writing to the administration.

## **COMPUTER USAGE AND INFRACTIONS**

It is the belief of the faculty and administration that students are expected to be responsible for their actions. This includes ethical, responsible use of materials, tools, and equipment. Nowhere is this more important than in the responsible use of the many computers on campus. Students must learn to show courtesy and respect to other users of the computers and be aware of the Academy as a community of learners. Computer users must abide by all aspects of the computer infractions and acceptable use policies listed in this book. Any student who discovers vandalism or damage to computer hardware or software must report to a nearby faculty member immediately. An Internet user who accidentally links to an inappropriate site must notify their teacher immediately. Failure to do so will cause the student to face consequences.

Policies and consequences for each of these categories of offenses are listed under the appropriate sections in the student planner. Due to the potential drastic ramifications of abuse with computer systems, the following infractions are being listed separately. Examples of infractions in each category are listed; however, infractions are not exclusively limited to these lists.

### **1. Vandalism**

- a. Altering, deleting, or installing files, icons, or programs on the computer without instructions to do so.
- b. Altering or removing any parts of a computer system including cables attached to the computer, mouse, network, printer, or other peripherals.
- c. Running programs that install bugs or viruses or cause physical or logical damage to the computer network.
- d. Entering parts of any network, system, program, or area where access has been denied.
- e. Modifying programs or the operating system without instructions to do so.

### **2. Stealing**

- a. Taking storage devices.
- b. Removing parts of any computer system including keyboard keys, mouse components, or cables.
- c. Any unauthorized entry into computer files, including theft of intellectual property, will result in significant consequences.

### **3. Sharing Accounts - In order to minimize computer misuse, students are prohibited from sharing student accounts or passwords. Students engaging in this practice will be subject to consequences, including loss of privileges and detentions.**

Any of the above infractions shall subject a student to consequences up to and including expulsion. All computer violations will be handled through normal administrative disciplinary channels, except for security breaches and/or vandalism. In these two situations, the Dean of Students/designee will supervise the investigation. Please consult the Internet Acceptable Use Policy (see table of contents). Violations of the Internet Acceptable Use Policy may result in one or more of the following consequences:

- **Saturday detention, suspension or expulsion**
- **suspension or revocation of access privileges**
- **removal from a class activity**
- **removal from a course**
- **referral to the appropriate legal authorities for possible criminal prosecution**
- **See also Academic Dishonesty**

**Students are responsible for personal accounts and passwords and should never leave computers unattended if accounts or programs are open.**

## 4. General Information

### LOCKERS

Students are strongly encouraged to make use of school-issued locks and lockers to secure their valuables. Students who do not lock up their books and personal items are greatly enhancing the opportunity of having them stolen or damaged. Pinkerton Academy is not responsible for any articles that are lost or stolen at school.

Students will not be issued lockers. Students wanting to use a locker may select a locker in any building to use for their belongings. Students should obtain a lock from either the Main Office or their Administrative Offices, free of charge. Only school-issued locks are allowed, and Pinkerton Academy reserves the right to cut or remove any lock and to inspect the contents of any locker. School-issued locks need to be returned before the end of the year.

### FIRE ALARM

The emergency signal is a loud, unusual, horn-like alarm. When it occurs, all students are to leave their places quietly and walk quickly in an orderly manner to the designated exits. Do not run! Leave all books, but take your valuables. Stop for nothing. Avoid confusion. Use double lines if possible. When outside, move away from the building and remain with your class and teacher for attendance and further instructions or until a signal is given to return. Then file back in an orderly manner. When a room is vacated during a fire drill, all windows and doors must be closed. The prescribed exit routes are listed below. All of the routes are subject to change at the direction of the Derry Fire Department. Current routes will be posted in each classroom and students are urged to become familiar with them.

When a room is vacated during an emergency, it is essential all windows and doors are closed and all lights are off! Follow exit signs!!

### AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Note: Automated External Defibrillators (AED) are located in Shepard Building - wall between Shepard Office & Auditorium; Field House - wall next to Health Office door; Arts and Humanities Building - wall next to Stockbridge Theatre lobby entrance door; Field House - Athletic Trainers' office (mobile unit); Academy Building - 1st Floor on wall near elevator.; Low Building lobby of the 2nd floor; Science Building – lobby; Haynes House – 1st floor center hallway; CTE Annex – to right of elevator; South Building – on left in Cosmetology lobby

### EMERGENCY EXITS AND SAFE HAVENS

#### **ACADEMY BUILDING**

- 6101, 6108, 6109 - Move to and assemble (by room) across driveway and into grassy area near Room 199.
- 6102-6104, 6107, 6202-6210, 6302-6308 - Move to the left as you exit and assemble (by room) behind the pond near the Low Building.
- Lecture Hall-6118, 6119, 6211, 6212 (All), 6224-6228, 6301, 6310-6312, 6326-7, 6329 - Move to and assemble (by room) in grassy area between the Low Building and Social Studies Wing.
- Culinary Arts-6123 (All), 6124 - Move to and assemble (by room) in grassy area on right of the Social Studies Wing near Pinkerton Street.
- 6121, 6122, 6229-6235, 6330-6336 - Move to and assemble straight across parking lot to grassy area near border fence.
- Kitchen Area and Cafeteria - Move left as you exit to assemble in corner of grassy area across the driveway.
- 6213-6216, 6313-6318 - Exit building, turn right, and go around building. Move to and assemble across driveway at walkway into grassy area near Room 199.

#### **Safe Havens – 6106210,6308**

#### **LOW BUILDING**

- 5109, 5111-5113 - Move to and assemble (by room) on the road to Maintenance Building.
- 5101-5103, 5201-5203, 5224, 5225, 5401, 5402, 5422-5425 and Special Education Offices – move to and assemble (by room) in the parking lot toward the fence behind the Low Building out of the way of responding vehicles.
- 5204, 5205, 5210, 5211, 5221, 5222, 5223, 5403-5408, 5410-5420 – Move to and assemble (by room) along the Campus Green, facing the Library.
- 5409-5410, 5413, 5320, 5322, 5326-5327, Pupil Services – Move to and assemble (by room) on the Campus

Green.

- CTE Offices - Exit out the front door directly. When outside, move to and assemble on the Campus Green.
- **Safe Havens - 5223, 5326, 5420**

#### **CTE ANNEX**

- 4101, 4102 - Exit out the main, first floor door and assemble in the Quad area walkway.
- 4201, 4202 - Exit stairwell A and assemble on walkway to Saltmarsh Library.
- 4205, 4206 - Exit stairwell B and assemble on walkway to Saltmarsh Library.

**Safe Haven - 4201**

#### **CTE SOUTH**

- 70, 71 Front - Exit front doors and assemble in Quad area near Rooms 28 & 29.
- 70, 71 Rear - Exit rear doors, move to right of building to walkway near Rooms 28 & 29.

#### **SHEPARD BUILDING**

- 40, 41, 43, 44 - Move to and assemble (by room) on walkway on the Pinkerton Street side of the Social Studies Wing.
- 50, 51, 52, 53, 54 - Move to and assemble (by room) along the walkway behind Pinkerton Hall.
- 55, 56, 57, 58, 59, 60 - Move to and assemble (by room) along the walkway along the front driveway toward the Alumni Center.
- Cafeteria 1 & 2, Campus Corner - Move to and assemble in the road in front of the Alumni Center.
- Auditorium - Move to and assemble in the lower driveway by the picnic area and parked cars.

#### **SOCIAL STUDIES WING**

- 100, 101, 102, 111, 112, 113, 114, 118, 119 - Move to and assemble (by room) along the walkway on the Pinkerton Street side of the building.
- 103, 104, 105, 106, 107, 108, 109, 110, 115, 116, 117 - Move to and assemble (by room) in the parking area behind the Low Building or onto the field hockey field if weather conditions permit.

#### **PINKERTON HALL**

- 2, 3, 14, 17, 19 - Move to and assemble (by room) along the walkway in front of the Library along the Main Driveway.
- 12, 21 - Move to and assemble (by room) on the walkway behind the Library.
- 20, 25 - Move to and assemble (by room) along the walkway toward the Alumni Center.
- Chapel - Move to and assemble along the walkway toward PASSES Ctr-Haynes House and the lower driveway called Academy Way according to space and area needed to do so safely. **Safe Haven - 21**

#### **SALTMARSH LIBRARY BUILDING**

- 10 - Move to and assemble on the front walk toward North Main Street (BY-PASS 28).
- Library - Move to and assemble on the walkway up the hill.

#### **PASSES CENTER, ROOMS 28, 29, 30**

- All rooms - Move to and assemble (by room) in the driveway area.

#### **PIPER MAINTENANCE BUILDING**

- 199 - Move to and assemble away from the building toward the upper field area at a reasonable and safe distance remaining out of the way of responding vehicles.

#### **HACKLER FIELD HOUSE**

- Athletic office, Gym area - Move to and assemble (by room/class) in the parking area in front of the Hackler Field House.
- Nurse's office, lower floor area - Move to and assemble (by room/class) in the rear of the building on the Sidewalk Area.

#### **BRADFORD EK SCIENCE BUILDING**

- All areas except Fl. 1R, 2R, 3R - Once outside, move to and assemble (by room) in the large driveway behind the Hackler Field House and the hill behind the Ek Science Building. Floors 1R, 2R, 3R rooms move to and assemble (by room) north of the building on walkway alongside the Arts Building.

**Safe Havens - 324, 325, 332, 333 SPAULDING**

#### **ARTS & HUMANITIES BUILDING**

- Senior cafeteria - Move to and assemble in front of Science Building.
- Food services staff - Move to and assemble in the loading dock area.
- 400, 401, 402, 403, 404, 500 - Exit south door of vestibule 1 and across bridge to Science Building parking lot.
- 410, 411, 412, 413, 414, 430, 431, 432, 433, 434, 510 - Exit down stairway A to bridge and Science Building parking lot.
- 415, 416, 417, 418, 419, 420, 435, 436, 437, 438, 439, 440 - Exit down stairway B and meet in front of Science Building.
- 501, 505 - Exit rear door and meet outside. 502 - Exit corridor 3 and meet at loading dock.

- 503 - Exit side and front doors and assemble in lower end of the parking lot.
- 506 - Exit north door and assemble in upper parking lot.
- 510A, 514, 516, 518, 520 - Exit north door and assemble in upper parking lot.

**Safe Havens - 417, 435, 520**

**Procedures for Handicapped/Disabled Individuals During Emergency:** Each multi-floor building has a designated SAFE HAVEN for handicapped/disabled individuals. Individuals will be escorted to these rooms by a teacher and wait for the Derry Fire Department to help them. **The safe havens are located in the following buildings and rooms:** Low Building: Rooms 5223, 5326, 5420 / CTE Annex: 4201 / Pinkerton Hall: Room 21 / Spaulding Arts & Humanities Center: Rooms 417, 435, 520 / Ek Science Building: Rooms 324, 325, 332, 333 / Academy Building: Rooms 6104, 6210, 6308

**GENERAL CRISIS POLICY & PROCEDURE**

**Pinkerton Academy will take all crises seriously. Crises include but are not limited to:**

1. Any threats or statements of the following nature, regardless of their tone or manner (including threats made in a “joking” manner), and of how they are communicated (including reports of such statements):
  - any threat to harm or kill oneself;
  - any expressed desire to die, whether verbal, written, or drawn, such as suicidal ideation;
  - references indicating the possibility of self-harm, (e.g. self-mutilating behaviors);
  - reports of a student’s threat to run away from home;
  - any threat to harm or kill another person (e.g. murder, assault) or property (e.g. arson).
  - The student is a minor (under age 18) and reports suspected child neglect or abuse, including but not limited to physical, sexual, or emotional neglect or abuse.
2. The student reports any or all of the following:
  - suspected neglect, abuse, or exploitation of an incapacitated adult.
  - The student reports that he or she is the victim of a criminal act, covered under the Safe School Reporting laws.
3. The student is unable to function:
  - in a school setting (not including “common conduct” problems).
  - in a school setting due to some substance use or abuse.
4. Limits of Confidentiality: In the event that any of the above-stated crises are communicated, the counselor must notify the appropriate party (parent/guardian, an administrator, DCYF, police, etc.). The court may subpoena the counselor and/or written notes. As with other school records, parents retain the right to access their child’s records resulting from a crisis intervention. The limits of confidentiality listed herein are for the benefit and protection of the students at Pinkerton Academy.
5. After a crisis is reported, a parent/guardian will be notified as soon as is reasonably possible. The back-up contact should be notified when the parent/guardian is unavailable.
6. Psychological Emergencies: When a student is threatening to harm or kill oneself or others, expresses a desire to die, or gestures the possibility to harm oneself, this will be reported to the parent/guardian immediately. Parents/guardians will be required to have the student evaluated by a qualified clinician or medical professional immediately, at which point, a risk assessment will be done to determine the level of care appropriate, which could include outpatient treatment or inpatient hospitalization. The student’s counselor will contact the Health Office and the student’s Attendance Office of the need to be evaluated.  
A letter will be sent with the student to the evaluator, which will be returned to the counselor upon the student’s return to school. (A copy of that letter will be sent to the Health Office and student’s Attendance Office.) The student will not be allowed to return to school without clearance from a qualified counselor or medical professional acceptable to the school. The referring counselor will contact the student’s first period teacher and administrator if the letter is not returned. Pinkerton Academy reserves the right to refuse readmission if the student presents a risk of harm to themselves or others, if the student refuses to comply with their recommended psychological treatment plan, or if readmission requires unreasonable accommodations by Pinkerton Academy.
7. Crisis Policy will be followed even if a student is 18 years of age.

## HEALTH SERVICES

**The Health Services Department / Nurses' Office is located in the lower level of the Field House building.** Nurses are available for student and parent contacts on school days from 7:00 a.m.-2:15 p.m. Parking for student pickup is located on the left side, near the back of the building just outside the foyer leading to the Health Services Dept. (437-5218). Confidential messages may be left for Health Services Staff on voicemail by dialing 437-5200 ext. 2118.

**Immunization Clinics** – Information on free or reduced cost services can be found by either contacting the Manchester Health Department at 624-6466 or the Nashua Health Department at 589-4500.

**Health Information Forms** – Forms may be downloaded from the Pinkerton website under "Health Services". Please provide as much contact information as possible so that you or a designee can be contacted in an emergency. As the year progresses, if there are changes in work, cell, pager, or home numbers or e-mail addresses, please update the school. **Note:** The section at the bottom of the form permits parents to provide permission for the administration of acetaminophen (generic for Tylenol) and ibuprofen (generic for Advil, Motrin, etc.). These OTC medications are available in Health Services. Written permission is required annually for acetaminophen and/or ibuprofen. Please be sure to indicate "One or Two" as appropriate for your student.

**Health Information Updates** – If there are any significant health issues, surgeries, accidents, injuries, hospitalizations, emotional issues, medication additions or changes, etc. that occur during the year, please inform the nursing staff directly so that appropriate measures can be taken as quickly as possible, should an emergency arise.

**Medication Policy** – All medication that is to be taken at school must be brought to Health Services. The following are required: Non-prescribed medication must be brought to Health Services in the original container and must be accompanied by a permission note from the parent. Acetaminophen (generic for Tylenol) and ibuprofen (generic for Advil, Motrin, etc.) are available in Health Services but also require written parental permission. Prescribed medication must be accompanied by a parental note PLUS a note from a doctor and must be brought in the pharmacy-labeled bottle. (Most pharmacists will provide a bottle for home and another for school if requested.) Only a 30-day supply of a prescribed medication may be accepted by the nursing staff at any time. All controlled substances, including methylphenidate must be brought in by a parent. Taking a narcotic pain relief medication prior to or during the school day is NOT permitted for safety reasons as it may cause dizziness, drowsiness, etc. If the student is experiencing pain that is so severe that a narcotic pain reliever is needed, it is unwise for the student to be in school. If the student is unable to be in school due to severe pain, a note from their provider to excuse days should be obtained.

- Students are permitted to carry their own cough drops for personal use.
- All medication notes must be renewed annually.
- Any medications not picked up prior to the last day of final exams in June will be destroyed. No medications are stored over the summer.

**NOTE:** Students with severe, potentially life-threatening allergies may be permitted to carry emergency medications such as inhalers and EpiPens. **Written authorizations from the parent and physician** must be provided and must specifically request that the student be permitted to carry the medication.

**Additional Health and Safety Information:** The nursing staff is available to provide emergency care, maintain facilities and records, coordinate health services, and promote student education in health, safety and other related areas. First Aid will be administered at the office (or at the scene, if moving the victim appears inadvisable) by the nurse, with the intent of protecting life and providing comfort until authorized treatment can be secured. Students are then placed under the care of their parents/guardians upon whom rests the responsibility for subsequent care. If a teacher reports having an issue with a student who may be sleeping in class despite redirection or if there is a concern about student safety, the student may be escorted by security to the Health Office for the purpose of a "safety check." Parent (or other designated adult) notification will be made as soon as possible in an emergency. A reasonable attempt will be made to advise a parent of other situations that may indicate a need for follow up. Physician contact will be made when appropriate if indicated on the Emergency Form. Injuries that occur at home are the responsibility of parents/guardians.

If, in the judgment of the nursing staff, the condition of a student to be excused due to illness, injury, or other emergency is such that permitting the student to walk or drive home would be imprudent, the nurse may delay excusing that student until a parent or appropriate escort is available.

**Accidents/Injuries** – All accidents, illnesses, or emergencies should be immediately reported to the nearest staff member and to the nursing staff.

**Confidentiality** – All medical information shared between students and certified health care providers is private and is treated confidentially within the limits of the law. Protecting the confidentiality of health care for students serves important interests. By respecting their need for privacy, students are encouraged to develop relationships of trust with their health

care providers and to be candid about their health histories and risk behaviors. The Health Services staff strongly encourages students to communicate with parents. Confidential information will be released in life-threatening circumstances and when legally necessary as required by law or in litigated matters. Whenever possible, students and/or parents will be notified before confidential information is released. The Academy adheres to FERPA regulations and HIPPA as appropriate.

**Emergency Transportation** – In an emergency, the school nurse and/or administrator at the scene will decide if ambulance transport is appropriate. Once EMS is on scene, PA staff relinquish their responsibility, EMS takes control of the scene. All life threatening situations will be transported to Parkland Medical center. Any request to transport to a different facility may incur additional fees per Derry Fire Department.

All life threatening situations will be transported to Parkland Medical Center. Transport to another facility can usually be arranged after stabilization. If there is a serious health problem that cannot be treated at a local health facility (or that can only be treated at a specific out of town facility), please make this known, in writing, to the Pinkerton Academy Health Office. The Academy will, in turn, make every effort to inform responding emergency personnel of these exceptional circumstances. Preferences (limited to the above) will be honored provided back-up ambulance service is available at the time.

**Exclusions** – A student may be excluded from school by an administrator if there is reason to believe that there is serious risk to the student's health, life, safety, or well-being, or by a school nurse if the hazard is specifically health related. The student may be required to remain out of school until evaluated and approved to return by a licensed medical provider. Students whose immunizations are not updated will be excluded from school until they are in compliance with NH immunization laws.

**Excusals** – for minor illnesses are part of the attendance rubric. A "medical excuse" will be considered for students dismissed due to high fevers, situations where contagion is questioned, and for other circumstances where it was "inadvisable or impossible" for the student to remain in school. HIV/AIDS Policy Statement – The Pinkerton Academy policy on HIV/AIDS adopted by the Pinkerton Academy Board of Trustees on April 9, 1992 (revised 2003), is available in the Health Services link.

**Immunizations** – In conjunction with RSA 141 C: 20 and its recent amendments, no students will be enrolled at Pinkerton Academy without an immunization record that is in compliance with said laws.

**Parent Trips/Absences** – If a student will be attending school, but the parent(s) or guardian(s) will be away on a vacation, business trip, etc., even for only a day or two, it is essential that the school receive a note indicating the student's name, birth date, the inclusive dates, the adult who will be responsible, and that person's phone numbers. This is crucial in the event of an accident, illness, injury, need for dismissal from school, care and treatment, etc. The signed and dated note should be forwarded to the nurse's office with a copy to the appropriate attendance office prior to the period of the parent/guardian's absence.

**Passes Required** – Except in cases of emergency, students must report to the Health Office with a pass from a teacher or other staff member.

**Responsibility/Self Care** – Students are encouraged to accept responsibility for their own health, prevention of illness and accidents, communicable disease control, good nutrition, appropriate attendance, etc. Proper hand-washing is the single most important means of interrupting the transmission of communicable diseases and reducing the incidence of colds, flu, and other viral and bacterial infections, including some forms of meningitis and hepatitis. Sharing cups, lip balm, etc. should also be avoided.

RSA 169 C – Consistent with the spirit of the 1979 Child Protection Act, Pinkerton Academy maintains a policy for referring to the Bureau of Child and Family Services of the New Hampshire Division of Welfare suspected cases of child abuse and neglect. The Academy will refer suspected cases, as is required by law.

**Mobility Assistance Equipment** – Mobility assistance equipment is generally defined as wheelchair (motorized or manual) or motorized scooter. In the event a student needs to utilize mobility equipment at any time, the parent/guardian/adult student must contact the Health Office prior to the student arriving at school. The parent/guardian will need to provide medical documentation verifying the need and approximate length of time that the student will require the mobility equipment. A school nurse will evaluate the situation to ensure that appropriate accommodations such as elevator pass, suggested routes to promote safety, and safe haven information are in place. In the case where the student is unable to operate (doctor's note will be required) a motorized mobility device, the parent/guardian/adult student will notify the school nurse. In the event a student does require a manual wheel chair, this will be reviewed on a case by case scenario. PA does not have manual wheelchairs to loan to students. Additionally the student must be able to propel him/herself.

**Additional information** can be found on the Pinkerton Academy Home Page by selecting the Health Services link. Also, "Links to Important Health Documents" for many health-related resources can be found on the Health Services page.

## 5. Special Events, Options, and Requirements

### PINKERTON ACADEMY DIPLOMA OPTIONS / GRADUATION

The diploma is a document verifying that the student has earned sufficient academic secondary school credits to meet the New Hampshire State Department of Education and Pinkerton Academy requirements, and that the student has successfully completed an approved four-year course of study at Pinkerton Academy.

**Traditional Diploma:** The traditional diploma is available to any student attending Pinkerton Academy if that student has obtained a minimum of twenty-two academic credits and has met the requirements as outlined in the State Minimum Standards. (See Pinkerton Academy Course Catalog.)

Any student who has earned a traditional diploma is not eligible to return to the Academy for additional coursework.

**Individualized Diploma:** The Individualized Diploma is a certification of completion that is awarded to any student attending Pinkerton Academy who has successfully completed 22 modified credits. Students have the opportunity to access classes on modified content criteria for modified credit or the student may have a blended program of credit courses and modified credit courses. An individualized diploma does not meet the State of New Hampshire requirement of 20 credits in specific areas as outlined by the State Minimum Standards; however, it does verify that the student has successfully met the educational requirements set forth in a plan developed by Pinkerton Academy. Students with educational disabilities are eligible for special educational and related services until they have reached the age of 21 or earn a traditional diploma, whichever comes first, or until the IEP team has determined that the student is no longer eligible for special education and related services.

*(Revised and approved by the Board of Trustees, June 4, 2018.)*

**Certificate of Completion:** The certificate of completion will be awarded to special education students whose disability substantially limits staff from being able to evaluate academic progress and whose IEP Plan is to attend classes solely for social interaction and/or therapy needs. No credits or skill units are awarded and students are required to adhere to the Academy's attendance policy. A certificate of completion does not meet the State of New Hampshire requirement for 20 credits in specific areas as outlined in the State Minimum Standards; however, it does verify that the student has successfully met the educational requirements set forth in a plan developed by Pinkerton Academy. See ED 306.27. Students with educational disabilities are eligible for special educational and related services until they either reach the age of 21 or earn a traditional diploma, whichever comes first, or until the IEP or Section 504 team has determined that the student is no longer eligible for special education and related services.

**Graduation Ceremony:** Every student who meets the requirements for either an individualized diploma, certificate of completion, traditional diploma, honors diploma, or adult diploma and who is otherwise eligible to do such, shall be eligible to participate in one graduation ceremony at Pinkerton Academy. Graduation will be the culminating event for students who qualify for a diploma or certificate of completion. In the case of a student who qualifies for an individualized diploma or a Certificate of Completion, the student may select to participate in one graduation ceremony either at the end of their fourth complete year of high school or a subsequent graduation ceremony at the Academy until the June prior to the completion of the student's IEP. A student not qualifying for a traditional/honors diploma may remain at Pinkerton Academy until the student is 21 years of age or earns a traditional diploma. Students may not participate in a second graduation ceremony. Note: Courses taken for skill unit (individualized diploma) will be given a letter grade on the student's transcript.

Students with extended incompletes who, for medical reasons, cannot complete the work by graduation day but have every expectation of completing missing work by August 15 of the graduation year, may participate in the Graduation Exercises if the Extended Incomplete Graduation Ceremony Procedures are followed and the student's petition is approved. The procedure is available from either School Counseling or the Dean of Studies and Instruction.

All students must return (or pay for) all books and materials and must have paid their class dues for all years in order to participate in graduation. All students who participate in Baccalaureate and/or Graduation exercise are required to comply with the dress code that is distributed by the administration.

Students who transfer to Pinkerton as fifth-year students will need to take a minimum of 4 academic courses each semester and will need to pass at least 3 academic courses each semester in order to be considered for participation in the graduation ceremony with the Pinkerton graduating class.



## School Counseling Department

Director of School Counseling: Mrs. K Butler

Lead School Counselor: Mrs. K. Burkhardt

NOTE: School Counseling Personnel Assignments are listed in Aspen and PA website.

### School Counselors – Upperclass

|                  |                 |
|------------------|-----------------|
| Mrs. K. Albert   | Mr. D. Fischer  |
| Mrs. J. Atkinson | Mrs. K. Gagnon  |
| Mr. D. Lynch     | Mrs. R. Nazzaro |
| Mr. S. Cashman   | Mrs. J. Tuttle  |
| Ms. K. Coufos    |                 |

### Specialists in School Counseling Department

|                                  |                   |
|----------------------------------|-------------------|
| <b>Social Workers:</b>           | Mrs. V. Mazzola   |
|                                  | Mrs. L. Prudhomme |
| <b>Prevention Counselor:</b>     | Ms. J. Donovan    |
| <b>Behavior Interventionist:</b> | Ms. M. Harrison   |

**PACE/Ombudsman:** Mrs. M. Mannarini

**PASSES Counselor:** Ms. J. Dunham

### School Counselors – Freshman Teams

|               |                   |
|---------------|-------------------|
| Apollo/Orion: | Mrs. S. Sullivan  |
| Gemini/Orion  | Mr. B. Brooks     |
| Mercury:      | Mrs. K. Burkhardt |
| Orion:        | Mrs. G. Prabhakar |

### School Psychologists:

|                           |                   |
|---------------------------|-------------------|
|                           | Dr. Gilks         |
|                           | Mrs. M. Fraleigh  |
| <b>504 Coordinator:</b>   | Mrs. J. Hamilton  |
| <b>504 Facilitator:</b>   | Mr. G. Monahan    |
| <b>Chalk Talk Leader:</b> | Ms. R. Cunningham |

The School Counseling Department at Pinkerton Academy provides personalized services to nearly 3,200 students each year. These services are an essential part of the educational program focusing on customizing the benefits of life at Pinkerton Academy for each student. The School Counseling program supports students as they make appropriate academic choices and develop post-high school plans. The social-emotional issues that are part and parcel of student life at this developmental stage are dealt with through various support groups and educational presentations. School counselors are also a source of referral to outside agencies for those students who require personal and/or mental health counseling services beyond the scope of school practice.

**The Freshman School Counseling Office is located on the first floor of the Academy Building. The School Counseling Office for Sophomores, Juniors, and Seniors is located on the third floor of the Low Building.** Students who wish to make an appointment with their school counselor may obtain a "Request for Appointment" form in our offices, on our website or by emailing their counselor directly. Counselors' email addresses are simply their first initial of first name, last name, followed by @pinkertonacademy.org. Students are sent an appointment pass during their lunch or study periods within a day or two. The Freshman School Counseling Department telephone number is 603-437-5200, ext. 1178; the Upperclass School Counseling ext. is 1179.

Please refer to the School Counseling page at [www.pinkertonacademy.org](http://www.pinkertonacademy.org) for important information throughout the school year regarding academic support, achievement testing, tips on college and career planning, and more. In addition to individual sessions, students will see counselors in Seminar, classrooms, assemblies, and if they choose to participate in groups or attend informational sessions available for both students and their guardians. If a student wishes to change/drop/add a class, please refer to the chart in the current Course Catalog which denotes important considerations and deadlines. The schedule of college representative visits and military recruiter availability and scholarship information can be easily accessed through Naviance.

## **Library**

**Hours:** The main Saltmarsh Library is open from 6:40 a.m. to 3:30 p.m. The Media Center in the Academy Building is open from 6:45 a.m. to 2:10 p.m.

**Library Usage:** In addition to books and magazines, the library provides research databases, computers, and printers. The library also has puzzles, games, coloring, and makerspace projects. The library adheres to all campus rules, including no hats, hoods or bandanas; no gaming; adherence to the dress code; adherence to the school computer use policies; and all other campus rules. Small snacks are allowed in the library as long as students clean up after themselves. Cell phone use is not allowed in the library or Media Center except before school and after school. The library is a productive, respectful place. Students unable to be productive and respectful should stay in their study and may be asked to leave. The administration reserves the right to prevent chronic offenders from all campus library use.

**Using the Library and Media Center during Study:** The library and Media Center can be used during one of the student's study periods. If the student would like to use the library or Media Center during their Period A study, the student first checks in at the Period A class and then can proceed to the library or Media Center. For all other periods, the student can go directly to the library or Media Center. If a student only needs a brief use of the library, a student can get a green hall pass from their study teacher to come use the library and then return to their study.

**Using the Library During Lunch:** Students can use the library during their lunch period only if they do not have any scheduled study periods or are in a campus Honor Society. If there are extraordinary circumstances, please talk to the head librarian for an accommodation.

**Books/Materials Policies:** A student ID is required to check out or renew books. Any student who does not return items on time will be issued a reminder notice. If overdue items have not been renewed, returned or paid for in two weeks, all library privileges will be suspended and your administrator will be notified. When items are four weeks overdue, additional consequences will be taken at the discretion of the administrator. Any student attempting to leave the library with unauthorized items is subject to administrative action and possible suspension.

**Computer Use Policies:** The library and Media Center follow the school's computer use policies. There is no gaming on school computers in the library. No food or drinks, including water, are to be used near the computers.

**PINKERTON ACADEMY CLUBS & ORGANIZATIONS** (VISIT [WWW.PINKERTONACADEMY.ORG](http://WWW.PINKERTONACADEMY.ORG) FOR CURRENT ADVISORS.)

|  |   |
|--|---|
| <p>ACT Student Aides<br/>         Academy Mentor Program (AMP)<br/>         American Sign Language Club<br/>         Art Club<br/>         Astro Striders<br/>         Astros United<br/>         Bethesda Game Club*<br/>         Bike Club*<br/>         Classical Drawing Club<br/>         Classical Society<br/>         Computer Club<br/>         Critic (Yearbook)<br/>         Dance Club<br/>         Design Club<br/>         Distributive Education Clubs of America<br/>         Educators Rising Club<br/>         Elementary Spanish Club<br/>         Family, Career and Community Leaders<br/>         Foreign Language Honor Society<br/>         Future Business Leaders of America<br/>         Future Farmers of America<br/>         Garfield Club<br/>         German Club<br/>         Girls Off-Season Strength Training &amp; Conditioning*<br/>         Harry Potter Club<br/>         Health Occupations Students of America<br/>         History Guild<br/>         Interact Club<br/>         International Club<br/>         Intramural Athletic Program<br/>         Just Like Us<br/>         The Launchpad*<br/>         Leadership Council of Athletics<br/>         LGBT Alliance<br/>         Lunch Buddies</p> | <p>Manga (Library Activity)<br/>         Math Team<br/>         Mock Trial Club<br/>         Model United Nations Club<br/>         National Honor Society<br/>         National Technical Honor Society<br/>         Outing Club<br/>         PA Book Club*<br/>         PA Car Club<br/>         PA Key Club*<br/>         Philosophy Club<br/>         Photography Club<br/>         Pinkerton Academy Rowing Club*<br/>         Pinkerton and Little Students (PALS)<br/>         Pinkerton Players<br/>         Pinkerton Ski Club<br/>         Positive Action Committee<br/>         Quiz Bowl Club<br/>         Self-Care Club*<br/>         Science Society<br/>         SkillsUSA<br/>         Spanish Club<br/>         Stock Market Club<br/>         Strategic Games Club<br/>         Student Council<br/>         Students for Environmental Awareness Club<br/>         Super Smash Bros. Melee Club<br/>         Table Top (Library Activity)<br/>         Think Tank (Library Activity)<br/>         Tower Writer's Guild (Literary Magazine)<br/>         Transfer Mentor Group<br/>         VEX Robotics<br/>         Virtual Game Design Club<br/>         World Affairs</p> |
|--|---|

\*Pilot

**CLUBS, ORGANIZATIONS, AND ACTIVITIES / APPEAL PROCESS**

The extra-curricular program for Pinkerton Academy includes:

- The performing arts program (non-credit bearing)
- Student government and Class officers
- All clubs and student organizations
- Intramurals

The following extra-curricular expectations are designed to:

- uphold the educational value of programs where each individual contributes to the whole for the success of the group;
- ensure students perform at peak levels, developing self and group discipline;
- prepare students for living within the law and contributing to their community;
- reflect the school's high standards; and

- ensure that students participating in extra-curricular programs serve as good representatives of our school and demonstrate appropriate representation through their character, sportsmanship, teamwork, mutual respect and trust.

### **Behavioral Expectations:**

1. Once students have begun their first extra-curricular activity of the year, these expectations are in effect for the remainder of the school year. If a violation of the expectations occurs, all remediation must be completed before participating in an ensuing activity or event, even into the next school year.
2. Each extra-curricular program may have additional expectations and consequences for violations.
3. Students who participate in any Pinkerton Academy extra-curricular activities are expected to not attend gatherings at which alcohol or drugs are being illegally consumed or other illegal activities are taking place. If Pinkerton school officials receive information that a student has used illegal substances or attended such a gathering, the student will meet with the administration and advisor to review the health, safety, legal, and social risks associated with these activities. The student and his/her parent or legal guardian will work cooperatively with the administration and advisor to determine corrective action and a follow-up plan.
4. Violations of these expectations will result in removal from the activity for 30 participation days. The student must also enroll and attend a certified substance abuse program. Failure to enroll or complete the program will result in ineligibility for any extra-curricular activity for a period of 365 calendar days. The student cannot participate in meetings, competitions, performances, voting, events-either on or off campus, etc.

### **Subsequent Violations:**

1. Students who violate these expectations for a second time during their four years will be ineligible for a period of 365 calendar days (from the violation). In addition to the above-mentioned substance abuse program requirement, the student will complete twenty-four community service hours.
2. Students who violate these expectations for a third time during their remaining years at the Academy will be ineligible to participate in any extra-curricular activity for the remainder of their high school career.

### **School Attendance:**

1. There is also the expectation that students participating in any club or organization will attend school on a regular basis with limited absences, excused or unexcused.
2. In regard to a student's questionable eligibility, the Dean of Students/designee will investigate and make a determination. In a finding of ineligibility, this determination will include a specific period(s) of time.

### **Extra-curricular Activities Appeal Process:**

1. Any student or parent having a concern or problem related to an extracurricular activity should contact the advisor.
2. If the student and/or parent do not agree with the decision of the activity advisor, then an appeal can be made to the Dean of Students.
3. The Dean of Students will review the case and will contact the student/parent regarding the final decision or a possible conference to explore the situation further.

**Students participating in an extra-curricular activity or sport will not be allowed to participate in a specific game or activity unless the student is in school prior to 9:00 a.m. on the day of the event, or excused in advance through the Attendance Office for extenuating circumstances. For weekend events, students must be in school the day preceding the activity.**

### **CLASS ADVISORS AND CLASS DUES**

The four classes at Pinkerton have faculty class advisors to organize, direct, and supervise class fundraisers, projects, activities, and business in general. These advisors are:

**SR--Class of 2022:** Ms. Vanessa Barros, Ms. Grace Flint      **SO--Class of 2024:** Mr. Kyle Plante, Mr. D. Torro

**JR--Class of 2023:** Ms. Jennifer Brown

**FR--Class of 2025:** Ms. Kaelynn Hawekotte,  
Ms. Margo Teeters

**All students are required to pay class dues each year by December 1.** The Headmaster establishes the amount of the dues each year based on projected class budgets. A portion is used to purchase a yearbook for each student. The balance is deposited into the class treasury to reduce the cost of class activities. Students attending school more than 4 years need to pay dues equal to the senior class rate and paid to the senior class.

**Class Activity Participation:** In order to participate in grade level class activities, students must have met all the

criteria for that grade. Students that have not earned enough credits, passed class competencies or passed grade specific classes may not participate in specific grade activities. Example: Only students obtaining sophomore status may attend the sophomore semi-formal dance.

Students who do not pay their **dues by December 1** will not have a yearbook ordered for them, and cannot purchase one in the Spring. Students (including VLACs and home-educated) whose dues are not fully paid will not be eligible to apply for senior or junior parking permits and will not be allowed to attend major class activities such as the Sophomore Semi-Formal, Junior Prom, Senior Banquet, and Graduation exercises. Questions and concerns about class dues should be directed to the class advisors as listed. Dues are non-refundable.

### **ATHLETIC ELIGIBILITY RULES**

For complete academic athletic eligibility, please refer to the Athletic Handbook. To be eligible to participate in interscholastic athletics at Pinkerton Academy, complete physical examinations are required of **all** student athletes, and are not provided by the school. The cost for the physical is the responsibility of the parent/guardian. This must be done prior to participating in any practice session or playing in any game or scrimmage. **First-year students** should not schedule their physical exams until **after June 1** of the year in which they enter Pinkerton as freshmen. The Athletic Department will **not** accept physical examinations performed prior to that date. **Physicals are valid for two years and must be after June 1.** The physical must be submitted on a "Pinkerton Academy Athletic Physical" form. Forms are available in the Athletic Office (603-437-5200, ext. 2115), in the Main Office or on the Pinkerton Academy website: [www.pinkertonacademy.org](http://www.pinkertonacademy.org).

**An athlete must pass four academic units of work during the previous marking period to be eligible for participation.** Summer school grades cannot be used toward athletic eligibility. An athlete must be eligible at the start of a season in order to be a member of a sports team.

An athlete must be in school by 9:00 a.m. on the day of a game or practice to be eligible to participate in that day's game or practice. Additionally, students dismissed before the end of the school day may not participate in extracurricular activities on the day of dismissal. If a dismissal is on the last day of school, prior to a weekend, students may not participate in weekend extracurricular activities without prior Associate Dean approval.

### **ATHLETIC POLICY ON ALCOHOL, DRUGS, AND TOBACCO**

Alcohol and other drugs are prohibited for students who participate in any Pinkerton Academy athletics. Such behaviors are counter to our athletic expectations that are designed to:

- Uphold the educational value of programs where each individual contributes to the whole for the success of the athletic team;
- Ensure students perform at peak levels, developing self, group, and team discipline;
- Prepare students for living within the law and contributing to their community;
- Reflect the school's high standards for all students;
- Ensure that students participating in athletics serve as good representatives of our school and demonstrate appropriate representation through their character, sportsmanship, teamwork, mutual respect, and trust.

#### **Prohibited behaviors include:**

- Use of alcohol and/or possession of alcohol in any form.
- Use of illegal or controlled drugs and/or possession of same in any form.
- Use of and/or possession of drug paraphernalia, such as, but not limited to, rolling papers, blunts, pipes, vape juices or liquids, hookah pens, or other types of electronic delivery devices.
- Knowingly being in the presence where alcohol and drug use is taking place.
- Purchasing, attempting to purchase, possessing or using any tobacco product.

The athletic policy on alcohol, drugs, and tobacco reflects Pinkerton Academy's Vision Statement that students will become thinkers and communicators, and grow as responsible and productive citizens. While celebrating the strengths of our traditions, we encourage innovation in response to a changing world.

Additionally, the Life of an Athlete Program (sponsored by the NHIAA) encourages a comprehensive prevention program which uses the intrinsic value of athletics to empower and motivate students to drive a cultural shift related to alcohol and other drugs in their communities.

### **First Offense:**

- Parent/Guardian will be notified.
- Student will be suspended from team or activity for a *minimum of two weeks*.
- Student will be reinstated *after two weeks*, if he/she agrees to, and follows through with:
  - Writing a rehabilitation plan, to include a reflective narrative.
  - Meeting with a substance abuse counselor.

**Failure to comply will result in removal from sports or activities for the season.**

### **Second Offense:**

- Parent/Guardian will be notified.
- Student will be suspended from team or activity for a *minimum of the remainder of the season (or the next season if offense occurs between seasons)*.
- Student will be ineligible to participate in another sport season or in a subsequent activity unless he/she agrees to and follows through with:
  - Writing a rehabilitation plan, to include a reflective narrative.
  - Attending, with parent(s)/guardian(s), a meeting with a substance abuse counselor.

**Failure to comply will result in removal from sports or activities for 365 days.**

### **Third Offense:**

- Parent/Guardian will be notified.
- Student will be suspended from sports or activities for 365 days.
- Student may be reinstated after 365 days by:
  - Writing a rehabilitation plan, to include a reflective narrative.
  - Attending, with parent(s)/guardian(s), a meeting with a substance abuse counselor.
  - Performing a community service pertinent to the offense, and not inclusive of any other school community service requirement (10 hours).

**Failure to comply will result in removal from sports or activities for high school career.**

**Once a student has begun their first sport at Pinkerton Academy, the drug, alcohol, and tobacco policy, as noted above, is applicable, and violations (see notes below) are cumulative over the course of a student's career, regardless if the offense occurs during or between seasons.**

### **Notes:**

1. **For any such behavior that results in a school suspension, the school suspension will be served first. Then, upon return to school, any above consequence will go into effect.**
2. **Consequences for any other inappropriate behaviors will be determined by the coach, advisor, and/or administrator.**

### **DANCES**

Dances sponsored by Pinkerton Academy and/or any of its organizations are usually held from 7:00 p.m. to 10:00 p.m. The rules and policies in effect at these dances are listed below. All other school rules remain in effect during school dances:

1. Dances are open only to Pinkerton students. Pinkerton student ID cards are required for entry.
2. Proper attire must be worn by those in attendance at all dances. Proper attire is defined as clean clothing that is free of holes, tears, and patches; clothing that does not display inappropriate or suggestive slogans, phrases, or illustrations which are disruptive or distracting; and clothing that appropriately covers the body. Special dress codes for special dances will be announced in advance of each dance.
3. If students leave the dance without administrative approval, they may not return, even if they are willing to pay a second admission.
4. Smoking is prohibited on campus at all school dances.
5. The administration reserves the right to refuse admittance to, or to expel from the dance, any student who creates a disturbance, refuses to comply with staff requests, refuses to comply with the rules for school dances, or who is not in control of their faculties, and therefore is displaying improper behavior.
6. Doors will close for admittance one hour after the dance starts.
7. Any student who is removed from a school dance (or function) for behavioral reasons may be excluded from subsequent dances or functions, and may be subject to detention and/or suspension from school.

8. Glow sticks and other “props” are prohibited from all dances.
9. No outside food or drinks allowed.

### **PROCEDURE FOR BRINGING A NON-STUDENT TO THE JUNIOR PROM**

Junior students may bring students from outside Pinkerton Academy (guest student) if the conditions outlined below are met. Pinkerton Alumni are eligible to attend. Any other questions related to bringing an outside guest should be addressed to your administrator.

We all want the prom to be an enjoyable event for everyone. We also want it to be a safe and incident-free evening. Therefore, Pinkerton Administration reserves the right to approve or deny the attendance of anyone who is not a current member of the Pinkerton student body.

#### **The Guest Student:**

- **Must be currently enrolled in a high school or a Pinkerton Alumnus who completed a Pinkerton Program.**
- Must be under 21 years of age.
- Must have an official school ID card that has a student picture from the school they are attending.
- Must have their ID card with them and show the ID card at the door the night of the prom.
- Must be in good standing in their school of attendance, which is verified by Pinkerton administration.

**\*\*\*\* There are no exceptions to the requirements above. \*\*\*\***

Additional information will be distributed from your class advisor and the administration prior to the prom.

### **WORKING PAPERS**

Students under the age of 16 need a Youth Employment Certificate which is completed by their parent/guardian or the CTE Office.

If the Employment Certificate is completed by a parent/guardian, the school does not need a copy of the certificate. Copies are needed by the employer, the NH Dept of Labor, and the parent/guardian. For parents/guardians to complete the paperwork, the documents needed are linked on the webpage.

For the Employment Certificate to be processed by the school, students need to bring a completed Employer's Request for Child Labor form to the CTE Office on school days. They can come before/after school or during a study period. During school vacations, students should call the office at 603-437-5200 x 1172 to make an appointment

For students who are 16 or 17, a letter of permission from a parent or guardian to the employer is all that is needed.

For more information on NH Youth Labor Laws, go to <https://www.nh.gov/labor/>

### **INSURANCE**

Parents and students should be aware that students who are injured during the school day, or while participating in school activities are not covered by school insurance. The family's insurance would be the primary insurance coverage for the student.

### **LUNCH AND CAFETERIA PROGRAMS**

Lunches are served from 10:27 a.m. to 12:22 p.m. daily. Students must report to the appropriate cafeteria during their designated lunch periods. Hot and cold lunches are offered as well as many snack items. Students may bring their own lunch to school, and may purchase milk and/or snacks in the cafeteria.

Breakfast is served from 6:40 to 7:10 a.m. in the Freshman & Shepard Cafeterias. Our most popular items include the breakfast egg sandwich, and many quick pick-up items including, cereal, muffins and bagels. USDA rules require that a fruit or juice be part of a “combo” breakfast. During breakfast all student accounts can be accessed in Shepard Café. Senior ala carte breakfast is served from the snack bar area in the Senior Cafeteria during periods A and B. Student accounts are only available in their assigned lunch cafe.

Although separate portions of the daily meal are available to the students at a-la-carte prices, a nutritionally-balanced complete lunch is available at a reasonable price. A complete lunch (up to 4 items) using your I.D. card/number includes:

- **#1.** An entree or sandwich, **#2.** A choice of vegetable or salad, **#3.** Fruit and/or juice, **#4.** Milk
- Dessert is a “free” item when a “Combo” meal is purchased.
- The student must take the entrée and at least a fruit/juice or vegetable to be considered a “Combo” meal.
- The “Combo” lunch price is offered to those students who use their ID cards at the registers. Only 1 “combo” lunch can be purchased each day; other items will be charged at a-la-carte pricing. The 2 methods of payment are:
  1. Cash at the register: Students choosing this option will be charged “combo pricing” only if they present their student ID card to the cashiers; otherwise a-la-carte pricing will be charged.

2. Online account: Students may pay for lunch with an online account through [myschoolbucks.com](https://myschoolbucks.com). Similar to the ID Card Account method of payment below, students may deposit money in advance to their online account. Visit Food Services on the Pinkerton Academy website for information about the [myschoolbucks.com](https://myschoolbucks.com) program.
3. ID Card Account: Students can also deposit money for food items in advance to an account and use their bar-coded student ID card to “pay” for items, which are then deducted from their account. Key pad entry is also available in each café. Broken ID cards will not be accepted by the cashier and may be confiscated. We encourage students to keep their ID cards in a wallet or other secure place where the card will not be subject to unnecessary bending. One time passes are available for those students who forget their ID cards from their administrator’s office.

Students are encouraged to pre-deposit and use this method! Online account: Students may pay for lunch with an online account through [myschoolbucks.com](https://myschoolbucks.com). Similar to the ID Card Account method of payment below, students may deposit money in advance to their online account. Visit Food Services on the Pinkerton Academy website for information about the [myschoolbucks.com](https://myschoolbucks.com) program. Prepayments/deposits can be made at any time to any cashier or in the special envelopes available outside the office door. Minimum deposit of \$10.00 is preferred; checks should be made payable to “Pinkerton Academy”, with student name and ID number if known. Deposits made after 10:00 a.m. will be credited on the next business day. Exception to this is during an early release day when lunches begin at 9:30 a.m. and prepayments made after 9:00 a.m. will be credited on the next business day. Many students find it easiest to deposit money to their account during their lunch period. Therefore, it is necessary to be one day ahead so that the student does not “zero” the account. We do allow students who have forgotten to bring in their money to “charge” 1 combo lunch, no extras, and charging is not allowed in Snack Bars. Once a student is in the negative, they cannot charge again without approval from the Food Service office. ALL charging will stop in all cafeterias after the 2nd week in May. NOTE: Separate checks are required for students who are scheduled to eat in the Freshman cafe, Shepard cafe, and Senior cafe.

Students who participate in the free or reduced price program are prohibited from giving, lending, exchanging or selling their lunch to other students. Violations of this policy will result in a minimum penalty of five detentions. Students on the free or reduced price programs should report immediately to the cafeteria office if their student ID card is lost or stolen. Students approved to participate in the Free or Reduced Price Programs are approved until the 2nd week of October of the next school year.

#### **Meal Charging Policy:**

**Negative Balances:** When a student has a negative balance in their meal account, Pinkerton Academy will allow that student to charge one lunch meal to their account. If a student has already had a lunch for that day, they will not be allowed to charge another. No a la carte items can be charged. A verbal notice will be given to the student. If the negative balance continues to grow, a letter will be handed to student and a letter or e-mail will be sent home stating that their account has gone in the negative and there will be no additional student charges while their account has a negative balance without the approval of the Food Service office.

Negative balances are kept on the student’s file until paid off. The collection of the negative debt will be determined by the Business Manager. All seniors will need to pay off the debt prior to graduation. All charging will stop in all cafeterias after the second week in May.

**Bad Check Policy:** When Pinkerton Academy has been notified that a check has been returned, for whatever reason, a letter is mailed to the student’s home explaining the situation. A copy of the letter is placed in a sealed envelope and also given to the student to take home. A \$20.00 service fee will be charged to the student’s account and their account will be inaccessible until the situation is corrected. The student must see the Food Service Manager and will be allowed to charge what is on their tray. After the initial charge, negative balance rules will apply until corrected. **USDA**

**Nondiscrimination Statement:** “The U.S. Department of Agriculture (USDA) prohibits discrimination in all programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.” Student account histories can be requested at any time during the school year and will be sent by mail or e-mail. These histories include all purchases and deposits for the school year. Please contact your student’s assigned cafeteria for more information. All students must report to their assigned Cafeteria during their designated lunches and remain for the full period. Students leaving the cafeteria before the bell are subject to detention. Because there are many students using the cafeterias during several lunch periods, it is essential that all students discard all rubbish in the proper barrels, keep their respective tables and areas clean, return all trays properly, and make a general effort to keep the cafeteria clean and presentable for others. Students leaving trash on or under the tables will be subject to consequences. It is essential that all students conduct themselves in an orderly manner while in the cafeteria. Any actions that pose a potential disruption, loss/damage to school property or stealing, will result in a minimum 3-day suspension. Seniors must report to lunch during their scheduled lunch periods only; not during their full studies.



Students who feel that they have a valid reason for a waiver of these restrictions may seek written permission from their attendance administrator. All others who violate these restrictions will be subject to detentions and other appropriate consequences.

### **STUDENT VEHICLES / PARKING PERMITS**

Students park in student parking areas at their own risk. Pinkerton will not assume responsibility for theft, vandalism, or damage to student vehicles or their contents while they are parked or driven on school property. Students are reminded that the campus parking lots are considered part of the safe school zone at Pinkerton Academy. The campus-wide prohibitions against weapons, alcohol, drugs and contraband apply to student vehicles which are parked in campus parking lots. Students who park on campus do so with the understanding that their vehicle may be subject to search by an administrator upon suspicion that the vehicle contains items which are prohibited on campus.

Parking on school property is not a "right"; it is a privilege, and those who drive to school should respond by practicing reason, safety, and courtesy. Any senior who has earned **Senior Status with 16 credits** or any junior who has earned **Junior Status with 10 credits**, and wishes to park on school property must have a parking permit and must display it at all times that the vehicle is on school property. These permits may be obtained from the senior office in accordance with announced dates, times and requirements, and through a process that involves paying a fee.

The Academy reserves the right to restrict parking, as the number of parking spaces is fewer than the number of permit requests. **Ninth and tenth graders are not eligible for parking permits.** For additional information, refer to rules and regulations distributed when students receive parking permits or contact the senior attendance office.

### **ROOM CONDITIONS**

The teacher in each classroom and study hall is responsible for the heating, lighting, and ventilation in that room. Students are prohibited from opening or closing windows or curtains; from turning lights on or off; and from adjusting the heat in any room without specific permission from the teacher.

### **VISITORS**

Pinkerton operates a "closed campus." Parents, former graduates, and individuals with legitimate business are welcome to visit, but must be approved for admission through the following procedure: **All potential visitors must report immediately to the Main Office which is located in the Bradford V. Ek Science Building.** The individual must establish identity by presenting a photo ID (if requested); must sign the visitors' log; and must receive a visitor's badge. This badge should be displayed during the visit.

As a matter of policy, we do not allow parents or guardians to accompany their children to class or to visit any classes in which their child/children are enrolled. Any parent who seeks an exception to this policy should be referred to the Dean of Students. Representatives of the news media are not permitted on campus without prior authorization from the administration.

**Student Visitors:** Students currently attending other schools in non-sending districts who wish to visit Pinkerton as a consideration for future admission should gain permission to visit by having their current school officials contact the Pinkerton Academy Director of Communications at least 48 hours in advance to make arrangements. Pinkerton Academy does not allow visits of any other kind or duration than those described in this section. Pinkerton Academy reserves the right to exclude non-students from all school activities, including the Junior Prom, Senior Banquet, etc.

### **STUDENT MESSAGES AND DELIVERIES**

No messages for students will be taken in any of the offices, except in cases of emergency, and then only from a parent or guardian. Forgotten items may be brought to the Main Office for students to retrieve between classes. No food deliveries are allowed from outside vendors.

### **BOOKS AND MATERIALS**

All parents and students should be aware that each student will be held responsible for the Pinkerton-owned books and materials they receive in various classes at the Academy. Students are responsible for all books and materials issued to them by the school and for the return of those books and materials at the end of the school year or at the time of withdrawal or transfer. The item returned must be the same as the item issued. Textbooks are expensive (from \$50 to \$100 each). It is extremely important for students to protect, maintain and return books at the end of each course. Note: Although there are no "lab fees" associated with any of the CTE courses offered, there are certain costs for optional projects. In many programs, students may elect to create projects which they are entitled to keep. The student will be charged the cost of the materials for these projects, although the Academy will generally make the materials available. Any

student who is unable to pay for project materials should see the CTE director before starting the project so that possible arrangements can be explored. In some cases “unreturned” books are still on campus, often in an unknown location. The Academy will not assume the responsibility of searching for books in lockers. However, if a member of the Pinkerton faculty or staff locates a book after a student fails to return the book within the normal guidelines and procedures, there will be a \$5 per book service charge. Students who have not returned full/half-year books will be charged the full replacement cost of any book age 10 years or under or a depreciated amount (less \$10 for each year over 10) for books aged 11 years or more. In addition, students who have not returned half-year books at the end of the first semester will also be subject to a Saturday detention.

Students must also pay for damage and/or destruction except for normal wear and tear. Every student should sign their name in ink on the first blank line of the label inside their assigned books. All books must be covered.

The Academy reserves the right to withhold the grades, transcripts, and diplomas of students who owe for lost, destroyed, non-returned or damaged books or materials. However, students may view their grades. Note: Students who have not returned books at the end of the first semester may be subject to a Saturday detention and full restitution of each unreturned book.

## **GRADING**

To be credited with a satisfactory grade, a student must complete the course requirements in a satisfactory manner, and must be in compliance with the attendance policy. A student who does not do so will receive a failing grade and no credit for the course. Report cards are distributed to students at the end of each marking period (approximately 9 weeks). Grades on the report cards are numerical, and they represent the following levels of performance:

90 - 100 = Excellent

80 - 89 = Above Average

70 - 79 = Satisfactory

65 - 69 = Unsatisfactory, but passing

0- 64 = Failing

A student’s numerical average is determined by considering each semester grade and the mid-year/final exam a certain percentage of the overall course grade. *The coursework completed in semester-long classes will account for 90% of a student’s final grade and 40% each semester for year-long classes. The remaining 10% of the grade for a semester-long class will consist of the final assessment/culminating experience. Both the midterm and final assessments for year-long courses will each be worth 10% of the final grade. Any questions regarding a student’s grades, assignments, or academic performance should first be addressed to the classroom teacher. If the student/parent is not satisfied, the issue can be appealed to the department head, and subsequently to the Dean of Studies & Instruction. If still not satisfied, the student/parent may submit the concern and request to the Headmaster in writing. The Headmaster will review the case, decide if further investigation/action is appropriate, and pass final judgment.*

Any students who, one week prior to the start of final exams, have an overall average of at least 90 in a full-year course are exempt from taking the final exam in said course, and may accept their respective course averages in place of the exam grades if they so choose. Weighted Grades Policy: (See Course Catalog.)

## **ACADEMIC HONESTY AND INTEGRITY**

In its attempt to promote student excellence, Pinkerton Academy expects students to conduct themselves with honesty and integrity. It is critical that students are aware of Pinkerton Academy’s expectations with respect to academic honesty and integrity. To make the most of their school experience, students must take control of their learning by completing their own work. Sometimes this learning occurs in the form of assignments for which students are expected to work independently, or in other instances, cooperatively. Independent and collaborative thinking and the appropriate uses of each are essential 21st century skills, as is the ability to distinguish them from academic dishonesty and plagiarism. Academic dishonesty is any form of cheating, forgery, or plagiarism on any assignment or assessment. The consequences of any form of academic dishonesty are as follows and are tracked cumulatively throughout a student’s high school experience:

*First infraction:* The appropriate department head and the Dean of Studies and Instruction will be notified. If it has been determined that there has been an act of academic dishonesty, then the teacher will notify the parents of the situation. The student will be required to re-submit a comparable assignment or assessment, and, if satisfactorily and sufficiently completed to earn a passing grade (65%), a 50% will be recorded in Aspen due to the infraction of academic dishonesty. The resubmission must occur within a short window of time to be defined by the teacher. Failure to do so will result in a

grade of zero. A letter will be sent home to the parents/guardians by the Dean of Studies and Instruction and copied to the School Counseling Department and the appropriate Associate Dean for recordkeeping purposes. The letter will describe the seriousness of the infraction, the importance of the submitted work, and the potential consequences in that class.

*Subsequent infractions:* The appropriate department head and Dean of Studies and Instruction will be notified. If it has been determined that there has been an act of academic dishonesty, then the teacher will notify the parents of the situation. This will result in a grade of zero on the assignment or assessment and possible consequences. The teacher(s) may indicate on the report card comment, "Academic dishonesty has lowered grade". A letter will be sent home to the parents/guardians by the Dean of Studies and Instruction, placed in the student's record, and copied to the School Counseling Department and the appropriate Associate Dean for recordkeeping purposes. The letter will describe the seriousness of the infraction, the importance of the submitted work, and the potential consequences in that class. Additionally, infractions could impact membership to various honor societies.

**It is acceptable to:**

- Use general or common knowledge (such as Abraham Lincoln was assassinated) without acknowledging the source of information;
- Draw general conclusions that anyone could reach (such as Spring tends to be muddy in New Hampshire.);
- Use ideas openly discussed in class;
- Follow up your reading of a text by using a reading guide, such as *Cliff Notes* or *SparkNotes* to augment your understanding;
- Work collaboratively on an assigned group project; receive help from a tutor or teacher; and/or
- Work cooperatively with another student on homework, and submit separate and different work.

**It is not acceptable to:**

- Copy, paraphrase, or summarize words or ideas without giving credit to the original source/creator (this includes individual sentences, pictures, quotes, data);
- Submit an assignment completed in one course for credit in another course without both teachers' permission;
- Submit all or part of someone else's paper or other assignment (including those from the Internet) with or without modifications (this includes homework, artwork, translations, labs, music, programs) and present it as your own;
- Use another's ideas or expressions (whether they be from published source, parent, sibling, friend, etc.), passing them off as your own (this includes completing collaborative work on independent assignments);
- Use, supply, or communicate in any way unauthorized materials (including textbooks, notes, calculators, computers or other unauthorized technology) prior to or during an exam, project, or assignment unless approved by the teacher;
- Use technology for illicit purposes and/or unauthorized communication between students for the purpose of gaining academic advantage;
- Assist a student in committing any act of academic dishonesty;
- Use SparkNotes, Cliff Notes, reading guides, or video/DVD as a substitute for actual reading of an assigned text;
- Gain unauthorized access to exams/answers, altering computer records, or forging signatures for the purpose of academic advantage;
- Falsify research or results; and/or
- Copy games, music or software.

\*\*\*\* The above lists are not intended to be comprehensive. \*\*\*\*

**SUBSTITUTE TEACHERS AND CLASSROOM AIDES**

A substitute teacher has the same authority as a "regular" teacher, and should be treated with respect and courtesy. Any attempts to take advantage of substitutes will result in administrative consequences.

**ANNOUNCEMENTS**

Students wishing to make a morning announcement for clubs or organizations must have approval from the advisor and Main Office personnel. Announcements need to be reviewed and approved at least 24 hours prior to 8:00 on the morning they wish to be read. Afternoon announcements are limited to cancellations only.

**ANIMALS**

No pets, rodents, reptiles, insects, or other forms of animal life will be allowed on campus without advance

administrative approval. To review the Board of Trustees' "Animals in the Classroom Policy" and a complete listing of the responsibilities and restrictions associated with animals in school, contact the Headmaster's Office.

### CAMPUS TRAVEL

1. All student travel from class to class, building to building, and on the campus in general shall be on foot, except for those who are handicapped or injured. The use of roller skates, skateboards, hover boards, bicycles, scooters, etc., is prohibited at all times. All such equipment should be stored in the appropriate designated area, such as lockers, bike racks or administrative office.
2. Students are prohibited from using elevators without a pass from the Health Office or an administrator.

### TAILGATING

Tailgating (normally defined as a picnic or food served from the tailgate of a vehicle) or any similar activity that could be referred to as a "tailgating" activity before or after sporting or social events is not allowed on Academy property or during school hours.

### FIELD TRIPS/OVERNIGHT TRAVEL

Any student wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parental permission requirements as outlined by the supervising faculty member. In addition, all transportation for field trips and related activities will be in faculty vehicles, a regular school bus, or mini bus. No students will be allowed to drive their own vehicles or their family vehicles. **A complete listing of all restrictions and responsibilities associated with field trips and overnight travel is outlined below.**

The Academy acknowledges that travel can be an enriching and exciting part of any program. Therefore, the Headmaster/designee has the authority to approve overnight or day field trips that are planned for educational, extra-curricular or athletic purposes. Any field trip sanctioned by Pinkerton Academy must meet the following criteria:

1. The trip should be of some educational value.
2. The trip should pose no risk to the health and safety of students and staff.

Student attendance on sanctioned field trips is a privilege. All school policies apply to students while on field trips. As such, the Academy reserves the right to exclude students from field trips if their behavior at school is questionable. While participating in the field trip and subsequent activities, students are expected to adhere to the same Academy rules that they follow when regular class is in session, as stated in the student planner. Athletes participating on an athletic field trip must also comply with rules as stated in the athletic handbooks and with Pinkerton's Athletic Code of Conduct. An advisor may inform students that there may be additional rules specific to a student organization, which will also be in effect. Students under suspension are ineligible to participate on field trips. Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. Pinkerton Academy also reserves the right to pursue financial compensation from students or parents for damages that occur. Everyone involved in a trip must be aware that Pinkerton Academy will be held financially responsible for any damage, theft, or other liabilities that a student, team, or group may incur on a field trip. The Academy will make every effort to recover the cost of these damages from the individual(s) involved. All travel by students enrolled at Pinkerton Academy must be approved by the Headmaster/designee by completing the "Pinkerton Academy Trip Request Form" and in accordance with the Academy's transportation policy. Common sense and good judgment are expected of all students. Students should show proper regard for others and the property of others. In addition, students who participate in school-sponsored field trips must comply with the following rules:

#### **Student Responsibilities:**

1. Permit the inspection of all luggage and carry-on items by Pinkerton Academy personnel prior to departure.
2. No smoking at any time — during the transit nor while at the venue of the destination site.
3. Possession/use of drugs or alcohol are prohibited. Note: violations of this rule may result in a student returning home at the parent's expense.
4. Follow the schedule, be on-time, and attend events as directed by the advisor/chaperone. If additional regulations are mandated as a result of the organization sponsoring the travel, i.e., state organization, these rules/regulations will be provided and students will be expected to adhere to them.
5. Stay within the area defined as the "venue" for the event as outlined by the advisor/chaperone.
6. Immediately report to the advisor/chaperone any bullying or harassment observed.
7. Immediately report to the advisor/chaperone damage to the bus, motel property, or theft of personal property.
8. Food and beverages need to be limited to dry snacks and canned beverages.

9. Overnight Room Accommodations:
  - a. **At no time should male and female students be in the overnight room at the same time.**
  - b. **Students are responsible for the cleanliness of the room and will be held responsible for any damages.**
  - c. Students must be in their assigned rooms after curfew and will immediately inform the advisor or chaperone of any problems.
  - d. Students are not to leave their rooms after room-check for any reason, and noise should be kept at a reasonable volume.
10. Health and Medical:
  - a. The handling of prescriptions and administration of same will be handled in a manner consistent with protocols established by the Pinkerton Academy Health Office.
  - b. Prescriptions will be held by the advisor/chaperone. Students may carry test kits, as with diabetics, etc.
  - c. Administration of prescriptions will be in the presence of the advisor/chaperone.
  - d. Immediately report to the advisor/chaperone if any person does not feel well.

**Advisor/Chaperone Responsibilities:** Advisors/Chaperones who gain permission to take students on school-sponsored field trips assume the responsibility for the safety and well-being of the students. Toward that end, advisors/chaperones are expected to fulfill the following responsibilities.

1. Ensure that all students comply with school and trip rules.
2. Ensure that all students have completed and turned in Pinkerton Academy's "Health Information Sheet" and "Parental Consent & Release", or "Acknowledgement of Activities" for CTE students only. Advisors/Chaperones must carry these documents at all times.
3. Ensure that any additional forms required by a travel/tour company have been completed.
4. Ensure, within reason, that all travel, accommodations, meals and/or entertainment activities that were advertised as part of the trip are provided.
5. School employees who act as advisors/chaperones on school-sponsored trips must comply with policies commensurate with Pinkerton Academy's employee handbook.
6. Anyone participating as a chaperone, who has not previously done so, must be fingerprinted and complete and sign a "Criminal Record Release Authorization" and "Release & Waiver of Liability" at least 4 weeks prior to the date of the trip.
7. There will always be an advisor/chaperone on duty.
8. Advisors/Chaperones may invoke more stringent guidelines depending on the destination and purpose of the trip.
9. For overnight trips, provide parents with a detailed itinerary with contacts, telephone numbers, and a phone tree with all participants' numbers.
10. For foreign travel, the advisor/chaperone should have a photocopy of all students' passports.
11. Under normal circumstances, the maximum advisor/chaperone-to-student ratio is 15:1. This could change with administrative approval, depending on the nature of the trip.
12. Chaperones may not allow non-school approved personnel to stay overnight in their rooms.
13. Chaperones may not consume alcoholic beverages at any time during school sponsored trips. Certain situations involving overseas trips when consumption of alcoholic beverages is customary will be handled on a case-by-case basis by the Headmaster/designee.

School employees who chaperone school-sponsored trips and fail to fulfill their responsibilities and/or engage in activities that jeopardize the safety and well-being of students will be subject to consequences.

**Parent Responsibilities:** To ensure that all students have an enjoyable, educationally rewarding, and safe trip, parents are encouraged to review the field trip rules and responsibilities with their children. Specifically, parents need to monitor the items that students choose to take with them on field trips. Parents must also understand that they are responsible for any cost incurred as a result of their child being sent home due to disciplinary reasons and costs incurred for any health expenses. Parent and student signatures on a "Field Trip or Overnight Travel Permission Form" indicate that both are aware, understand, and agree to the field trip rules and responsibilities identified in the form. Students and parents further realize that any infringement upon these rules could result in the student's dismissal from this trip with all costs incurred as a result of the dismissal covered by the parents or guardians.

## PHYSICAL EDUCATION DEPARTMENT - GRADING AND NON-PARTICIPATION POLICY

**Competency:** A student must achieve a 65% in each of the competencies in this one semester class in order to receive credit. Regardless of absence/injury/illness/suspension, a student who is out of PE will be given the opportunity to make-up each of the classes during PE make-up. If a long-term injury/illness occurs and the student is not able to participate and meet the curriculum in PE classes for longer than three weeks, the student may be removed from class and rescheduled for another semester.

**Tardy to Class:** A student is responsible for being in class on time. For the first offense, there will be a verbal warning. For the second and any subsequent offense, the student will receive a detention.

**Leaving Class Early:** A student who leaves class early without permission will receive a detention and their administrator will be notified.

**Suspension:** A student suspended from school will receive no credit for that day unless they make it up. A student can receive up to 100% credit for make-up work due to a suspension. Students in OSS/ISS will make-up PE class during the PE make-up days.

**Notes:**

- Physical Education is a graduation requirement at Pinkerton Academy.
- It is each student's responsibility to check Aspen regularly for assignments and updated grades.

**Students are encouraged to read the teacher's syllabus for the most accurate information regarding the class.**

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~ NOTES ~

**The information in this book was the best available at press time. Watch for additional information and changes.**

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## 6. WELCOME FRESHMAN CLASS OF 2025!

### FRESHMAN CLASS – ASSOCIATE DEANS OF STUDENTS & OTHERS TO KNOW

Associate Dean Mr. Konstant - Gemini & Orion

rkonstant@pinkertonacademy.org

Associate Dean Ms. Bernard - Apollo & Mercury

abernard@pinkertonacademy.org

Administrative Assistant - Ms. E. Wilson, ext. 5102

erwilson@pinkertonacademy.org

Administrative Assistant - Mrs. Kontos, ext. 1174

mkontos@pinkertonacademy.org

### CLASS ADVISORS

Ms. Kaelynn Hawekotte, Ms. Margo Teeters

### Freshman Team School Counselors

Mrs. Prabhakar – Orion, ext. 1125

gprabhakar@pinkertonacademy.org

Mrs. Burkhardt – Mercury, ext. 1131

kburkhardt@pinkertonacademy.org

Mrs. Costa – Apollo/Orion, ext. 1221

bbrooks@pinkertonacademy.org

Mr. Lynch – Gemini/Orion, ext. 1127

jatkinson@pinkertonacademy.org

### **Some Important Information for Freshmen: Major Freshman Events:**

#### **Field Day ~ Orientation Day ~ Reception & Dance\***

- **ID's, ID's, ID's:** Students are required to have ID's on them at all times when at school. (Picture of ID on phone is acceptable.) Students may be asked to produce their ID at any time by any staff member. ID's are required to purchase lunch items in the cafeterias. Lost ID's cost \$5 and can be purchased before school at the Registrar's office. Not having an ID will result in consequences.
- **Your Attendance Office:** Your attendance office is located at the entrance to the Academy Building. Your administrator is located there and is responsible for attendance and discipline. If late to school, you always check in at the attendance office first. If you need to be dismissed, you bring your dismissal note to your attendance office before school for a dismissal pass.
- **Student Code of Conduct:** We set high expectations, both academically and as far as student behavior. PA's Student Conduct Code is strict and it has increasing penalties. Our suggestion is to behave appropriately, and the Code of Conduct will not impact your day-to-day routines.
- **Technology Use:** Students are responsible for their actions and activities using technology in or out of the classroom. Being digitally responsible means adhering to the same standards of conduct as in face-to-face communication. Violations are grounds for consequences. Cellphone use is not permitted unless specifically approved by the teacher.
- **Campus Atmosphere:** Six (6) minutes between classes are enough to get anywhere on campus. Seek help from a teacher to find a faster way to your next class if challenged by this.
- **Campus Security:** Campus Monitors are present during school hours. On occasion, campus monitors, teachers or other staff may request your name, ID, or for you to go to your Associate Dean's office. Your cooperation with them is expected as it is with all staff.
- **Failure to Comply:** Failing to comply with staff will result in at least a Restore and Renew for the first infraction, and may result in suspension for repeated or serious non-compliance.

\***Reception & Dance 2021:** Sponsored by the senior class, the Freshman Reception is a freshmen-only (first-time freshmen) event welcoming students to Pinkerton Academy. Freshmen meet new teaching staff, administration, and the Board of Trustees. Students are presented to these individuals through a reception line and short presentation followed by a freshmen-only dance.



## **Freshman Seminar At Pinkerton Academy**

### **THE GOAL OF FRESHMAN SEMINAR**

- To help students become active members of the PA community.
- To provide support for students making the transition from 8th grade to high school.
- To help students develop positive study skills & self-assessment.
- To address various issues, including but not limited to: enriching curriculum, increasing cultural awareness, and enhancing interpersonal relationships among staff and students.
- To monitor student academic performance and maintain communication between parents and teachers to prevent advisees from “falling through the cracks.”
- To provide staff and students with a forum to discuss how the curriculum manifests within the “real world” so that students see their education operate outside of the classroom for career exploration.
- To provide mentors from upperclasses / Academy Mentor program (AMP) to help facilitate the transition to Pinkerton Academy.

### **SEMESTER 1 (TERMS 1 AND 2): TRANSITIONING TO PINKERTON**

All freshmen will participate in Freshman Seminar scheduled for BOTH terms.

Themed lessons parallel school calendar for events/activities such as Club Fair, Volunteer Fair, Pep Rally, and Course

Selections. Study skill lessons for note-taking, organization of materials, and studying for exams.

Students are rewarded for completing work and having good grades!

Students are rewarded for their good work and may receive a full period lunch at the beginning of Semester 2 if criteria is met based on the rubric.

- Those students who do not meet the rubric for a full lunch period will have the benefit of remaining in a smaller Seminar to get more direct support for study skills.
- There will be periodic times that all students will be called back to Seminar in order to receive important information. Attendance is mandatory.

### **SEMESTER 2 FOCUS: IMPROVING STUDY SKILLS BY TARGETING EXECUTIVE FUNCTIONS**

Seminar teachers will follow a weekly routine focusing on continued development of executive functioning skills such as: organizing, planning, prioritizing, and completing homework assignments. During Seminar, students will utilize an organizational tool such as the “Weekly Organization Skills Worksheet”, or student planner of choice.



## 8. JUNIORS - CLASS OF 2023

### JUNIOR CLASS - ASSOCIATE DEANS OF STUDENTS

Associate Dean Mr. Walker  
cwalker@pinkertonacademy.org

A – Lam

Administrative Asst.- Ms. Mceachern, ext. 1165  
kmceachern@pinkertonacademy.org

Associate Dean Mrs. Clute  
sclute@pinkertonacademy.org  
Interim Associate Dean Mrs. Tracey(Semester 1)  
vtracey@pinkertonacademy.org

Lan – Z

Administrative Asst.- Mrs. Adams-Crafts, ext. 1156  
badamscrafts@pinkertonacademy.org

Offices for Mrs. Clute, Mrs. Tracey, and Mr. Walker are located on the first floor of the Science Building.

Ms. Jennifer Brown

jbrown@pinkertonacademy.org

ext. 4172

### Major Junior Events

Junior Prom ~ College Prep. Workshops ~ College Fair ~ SATs ~ Senior Pictures

### Welcome Class of 2023!

The year will be an exciting and busy one that will involve many challenges and expectations for you to meet.

### Junior Status 2021-2022

To qualify for junior status, you must **10 or more credits** by the start of the school year.

### Some things to read up on in the PA Student Planner include:

- **Dress Code:** Found in the policies section of the Student Planner.
- **Electronic Devices:** Please refer to the section in the Planner regarding electronic devices (including cell phones) to see appropriate times for use.
- **Late to School:** It is important that you arrive at school on time each day. If you arrive late to school, you must check into the Junior Office before going to class. You are allowed only five "tardies" per semester. On the **sixth tardy** you will receive consequences, with each additional tardy resulting in an increased consequence.
- **Dismissals:** Dismissals of any kind must come through the attendance office by way of a note from a parent or guardian brought in prior to 7:15 am. You must pick up your dismissal slip from the Junior Office and have in hand prior to leaving campus. Leaving or attempting to leave campus without the proper dismissal slip will result in consequences.
- **Parking Permits:** Due to the limited number of parking spaces, Juniors are eligible for parking permits on a first-come, first-served basis.

The school year will go by quickly and it is important for your future success that you take the appropriate courses and get involved with as many activities, clubs, and/or sports in which you have an interest. It is also important that you continuously focus on your school work, adhere to all school rules and above all – have a great and successful year!

## 9. SENIORS - CLASS OF 2022

### SENIOR CLASS - ASSOCIATE DEANS OF STUDENTS

|   |         |  |
|---|---------|--|
| Associate Dean Ms. Larkin<br>ext. 1160 klarkin@pinkertonacademy.org     | A - Lam | Administrative Asst. - Mrs. Moulton,<br><a href="mailto:kmoulton@pinkertonacademy.org">kmoulton@pinkertonacademy.org</a> |
| Associate Dean Mr. Dannible<br>ext. 5104 pdannible@pinkertonacademy.org | Lan - Z | Administrative Asst. - Mrs. Welch,<br><a href="mailto:jwelch@pinkertonacademy.org">jwelch@pinkertonacademy.org</a>       |

### CLASS ADVISORS

|             |  |           |
|-------------|--|-----------|
| Mrs. Tracey | <a href="mailto:vtracey@pinkertonacademy.org">vtracey@pinkertonacademy.org</a> | ext. 4245 |
| Ms. Flint   | <a href="mailto:gflint@pinkertonacademy.org">gflint@pinkertonacademy.org</a>   | ext. 4365 |

### Major Events

Senior Corn Roast ~ Senior Awards Night ~ Senior Academy Plan ~ Senior Banquet ~ Graduation

The Senior Administrative attendance and conduct office is located on the first floor of the Spaulding Arts and Humanities Building, directly across from the senior café. All senior absences, tardies, and dismissals are handled through this office.

### Welcome Class of 2022!

While your senior year is very exciting, it is also filled with many expectations, memorable events, deadlines, and challenges. This is the year to GET INVOLVED! As seniors, you'll be leaders to the underclassmen for the school year ahead.

Throughout the year the Aspen Student and Parent Portal will be an invaluable resource for you AND your parents.

**ATTENTION Parents:** If you don't remember your Aspen Portal sign-on or password, contact Patrick O'Reilly at [poreilly@pinkertonacademy.org](mailto:poreilly@pinkertonacademy.org) or 437-5200 x1116 ASAP.

### Senior Status 2021-2022

To qualify for senior status, you must have **16 or more credits** by the start of the school year.

Students who have acquired senior status may enjoy the benefits of many positive features such as parking permits and the Academy Plan (semester 1, semester 2). Parking permits are issued just prior to the first day of school, and in the senior office once school begins; notifications will be posted on website along with all criteria needed for eligibility and cost. All debts must be paid before parking permits will be issued.

Students who are 18 years of age or over ARE NOT allowed to dismiss themselves or verify their own absences. A parent must contact the senior office via phone, email or note.

Students arriving or leaving campus outside of the normal school day hours must carry their School ID, Dismissal pass, Reduced Day pass, and/or Academy Plan pass.

**We are here and available to guide and assist you to ensure a smooth and successful senior year.**

**Stay tough with your academics and enjoy the journey**

