

**KENNETT HIGH SCHOOL
PUPIL PROGRESSION PLAN**

NONDISCRIMINATION

The Conway School District does not discriminate on the basis of race, color, national origin, handicap, sex, or age in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Special Services
School Administrative Unit No. 9
176A Main Street
Conway, NH 03818

Inquiries concerning the application of nondiscrimination policies also may be referred to the Regional Director, U.S. Department of Education, Office of Civil Rights, 222 J.W. McCormack Post Office and Courthouse, Boston Massachusetts 02109-4457.

ENTRY REQUIREMENTS

Initial Entry

Students entering Conway schools for the first time must present the following at time of registration:

- a valid birth certificate or other documentation of date of birth (passport, NH ID, etc.)
- certification of physical examination
- a certificate of immunization
- proof of residence
- Proof of Guardianship (if child is not living with both biological parents)
- Completion of all registration forms
- Complete educational files and materials from previous educational placement, including any special education records (if applicable)

HEALTH REQUIREMENTS

Immunization

All new students seeking entrance into public schools in SAU #9 are required by law (N.H. RSA #141-C:20-a) and School Board policy to present, at the time of entry, valid documentation that they have received immunizations against communicable diseases as required by the Department of Health and Human Services Division of Public Health or provide a Certificate of Medical Exemption (temporary or permanent) based on medical reasons or religious tenets.

The required immunizations and minimum dosages are to be compliant with the state immunization requirements (see attached).

Documentation of Immunizations - Use SAU #9 Student Health Form

Documentation of Medical Exemption - A physician's letter is acceptable.

Documentation of Religious Exemption - see RSA 141-C:20-c

Forms are available through the Department of Health and Human Services Immunization Program. Forms are not available through private physicians.

HEALTH EXAMINATIONS

A complete physical exam at the parents'/guardian's expense shall be required (NH Law RSA 200:32 and 200:33) of all children prior to entering school in Conway. A preparticipation physical exam for competitive interscholastic sports will be performed within one year on entry into junior high and within one year on entry into senior high school, and every other year thereafter. A more recent appraisal of the child's health may be required if deemed necessary, requested by either the school nurse or the athletic director.

The health examination must have been performed within 12 months prior to the date of entry into school by a licensed, practicing physician {MD, DO, Doctor of Chiropractic or an Advanced Registered Nurse Practitioner (ARNP)}.

Students who were previously enrolled in a public or private school in the State, withdrew, and are currently seeking entry into a Conway school, may satisfy the health examination requirement with the results from the previous school record.

PLACEMENT OF TRANSFER STUDENTS

Students who transfer from any other accredited public or private school in the United States are placed in comparable classes. Students from these sending institutions will be credited with the number of credits offered KHS students in the equivalent content courses. Laboratory courses will receive a credit award of four credits while courses with equivalent content but NO laboratory component will receive a credit award of three credits.

Students from non-accredited or international settings will be assisted in placement by the Guidance Department through any or all of the following:

1. age of student
2. document review (school transcripts & records; program of studies; prior assessments and portfolio; other documents as available)
3. performance on local summative assessments in core curricula areas
4. interview
5. probationary classroom placement

The student's parent or guardian may appeal the principal's decision on placement or transfer of credits by submitting a written appeal to the Superintendent or designee within 30 days of the principal's decision. The Superintendent shall affirm or reverse the principal's decision in writing.

ATTENDANCE REQUIREMENTS

All school procedures shall conform to the following SAU #9 - wide directives:

1. Notes or telephone calls from the parent or guardian are required before or after an absence. It is the responsibility of the student to make up work missed by at least one week after their return because of absences. Only in extreme cases of prolonged absence will more than one week be allowed for make up-work.
2. Parents/guardian are notified by phone and mail when attendance endangers the student's progress. A copy is to be maintained in the student's file.

3. Parents/guardian may request a tutor for a student who will be unable to attend school for an excessively long period of time.
4. Excessive absenteeism and/or tardiness shall be addressed with the parents or guardians. The principal or designee may initiate a review of progress for any student showing excessive absenteeism. In this review process the principal will involve the guidance department and the assistant principal. After this review, an attendance contract may be developed and it will be signed by the student, parent or guardian, and the principal. The Superintendent of Schools will be notified of continued and excessive absenteeism and/or tardiness.
5. Each student shall be provided with an **EMERGENCY INFORMATION CARD** at the beginning of each school year that is to be completed, signed, and returned by the parent/guardian. It is the responsibility of the parent/guardian to keep the school informed of a current address and telephone number at all times, and to notify the school promptly of any changes in address or emergency procedures.

Attendance Policy

Attending school and all scheduled classes is the right and responsibility of each and every student. Through regular school attendance each student has the opportunity to acquire the greatest amount of knowledge from courses and share in the collegial experiences so much a part of the learning process.

Beyond the benefits cited above, the State of New Hampshire requires that each student between the ages of 6 and 18 attend school each day it is in session unless: (a) The child is attending a public school outside the district to which the child is assigned or an approved private school for the same time; (b) The child is receiving home education; or (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school (RSA 193:1).

Expectations

The Kennett High School staff expects students to attend all scheduled classes unless prevented by medical problems, legal responsibilities or other extenuating circumstances. It is the responsibility of students and parents/guardians to communicate with teachers and other school personnel when students cannot attend school and to arrange for make-up work and alternative learning experiences when appropriate. It is the responsibility of teachers and administrators to contact parents when students are frequently absent.

Credits

Credits are earned for demonstrated mastery of the key skills and concepts for a given course and for satisfactory attendance and participation in scheduled classes.

To receive credits for a course, a student must earn a grade of 65 or better. *If a student reaches ten unexcused absences in a semester course or fifteen unexcused absences in a year-long course, the student will be referred to the child study team and alternative instruction in the course will be considered.*

<u>Course Format</u>	<u>Maximum Credits Earned</u>
80 minutes every day- full year- (AP)	2.0
80 minutes every other day – full year	1.0
80 minutes every day – half year	1.0
80 minutes every other day – half year	0.5
80 minutes every other day – quarter	0.25

Excused and Unexcused Absences

A parent or guardian may excuse up to ten absences per year but not more than five in a single marking term. This allows for parent discretion regarding family issues and religious observances. If a family exceeds the allotted number of *parental discretion* absences, the principal (or a designee) will determine whether an absence is excused or unexcused. The school will require written documentation from a physician or legal official for all absences not allowed by parental discretion.

Appeal Process

1. Students who fail to meet the standards and expectations of particular classes may appeal to the appropriate department head within 5 school days after receiving a progress report from the teacher.
2. The department head will set a meeting time and date for the student and his/her parent/guardian. The purpose of this meeting will be to allow the student and the parent/guardian to present oral and written evidence as to the reason(s) and to request, if they so desire, reconsideration of the decision in reference to student's progress in meeting standards and expectations. (If the student and parent/guardian do not appear at the meeting, it will be understood that the teacher's decision stands and the student and the parent/guardian waive the right to appeal).
3. The department head will render a decision within 5 school days after the above cited meeting. A written copy of the decision will be forwarded to the student and the parent/guardian.
4. An eligible student or parent/guardian of a student dissatisfied with the decision of the department head may appeal the decision, in writing, to the assistant principal within 5 school days of the receipt of the department head's decision. If dissatisfied with the assistant principal's decision, an eligible student or parent/guardian of a student may then appeal to the principal, superintendent, and then to the School Board, following the same process and timeline.

STUDENT WITHDRAWALS PRIOR TO THE END OF THE YEAR

1. Any student considering withdrawing from Kennett High School will be referred to the guidance department.
2. The guidance counselor will inform the student of the withdrawal procedure and discuss alternative ways to receive a diploma.
3. Parent/guardians must fill out the withdrawal form in person, whenever possible. All necessary forms will then be provided to the student and parent/guardian. After 10 days, students who haven't completed withdrawal forms will be referred to the superintendent. The date the completed withdrawal forms are returned to the guidance counselor is considered the student's last day of school.
4. Students who withdraw within two weeks of the end of the session must take the final exams in order to complete the courses taken.
5. The guidance department will inform the following offices within 48 hours of the student withdrawal: Main Office and Nurse's Office.
6. The guidance counselor will provide the necessary information and act as a liaison for the transition to a new school. All records and information will be released when all obligations by the student for Kennett High School have been completed.

Note: If the withdrawal reason is other than a transfer to another school, a student-parent/guardian-guidance counselor-administrator conference must be held prior to the withdrawal. Students who fail to enroll in a new school in a timely manner will be reported as truant after a two week period.

OVERALL ACADEMIC PROGRAM DESCRIPTION

The major educational program emphasis is to enable students to make maximum use of their educational opportunities and to function effectively by helping them gain command, to the best of their abilities, of the following processes and skills:

1. The process of communicating through oral and written language, reading and listening, use of numbers, and the use of technology.
2. The process involved in rational thinking and learning, building concepts, seeing relationships, generalizing, making application, and problem solving.
3. The ability to access, interact, and use information from multiple library/media formats that include print and nonprint materials.
4. The process of approaching problems and situations with an open mind as well as the ability to examine alternatives and explore creative solutions.
5. An understanding of the family, social relationships, and the social structure of the communities in which students live.
6. The processes involved in developing an awareness, understanding, and appreciation for the many cultures within the nation and world.
7. The school will emphasize the development of good citizenship in all students.
8. The school community will model citizenship and provide opportunities for students to be active participants in their school.

ACADEMIC REQUIREMENTS

Credits

Graduation credits are awarded as follows:

<u>Course Format</u>	<u>Maximum Credits Earned</u>
80 minutes every day- full year- (AP)	2.0
80 minutes every other day – full year	1.0
80 minutes every day – half year	1.0
80 minutes every other day – half year	0.5
80 minutes every other day – quarter	0.25

Class Standing Requirements

The following credit totals must be earned for class standing:

- Sophomore **6 credits**
- Junior **12 credits**
- Senior **18 credits**

Requirements by Grade

A good schedule is based on what you know are your interests, abilities, skills, and weaknesses. The importance of choosing subjects carefully and with a direction cannot be overemphasized. During their

freshman year, students should check with their guidance counselor to be sure they have selected the courses necessary for acceptance at the colleges they wish to attend.

Add/Drop Procedure

Creating a master schedule is based on student course selections, which are made in the spring of the previous school year. These student selections determine the courses offered, the number of sections assigned to each course, and our staffing needs. Thinking through your course choices before submitting your course selection sheet is imperative. Under rare and unusual circumstances, schedule changes may be considered up to the first seven school days of the class. We encourage students to take a full and rich course load and recommend that when a class is dropped another course be added in its place. In the event that you wish to add or drop a class during the school year and within the seven day limit, you must meet with your guidance counselor to receive the add/drop form. The form must be completed with parent signature, teacher signature, and withdrawal grade. Your request will be considered by the teachers involved, a guidance counselor, the administration, and the student's parent or guardian. Any student changing a class is solely responsible for making up any work that has already been covered in a new class.

Prerequisites

Certain courses are sequential. They build on the information and skills of a previously course. Thus, a specific grade may be required in one course before you enroll in the next higher level course. Some courses require the recommendation of your current teacher before enrolling.

Course Requirements – 9th Grade

Ninth grade students are required to take a minimum of **six (6)** credits. Each student is expected to take English, math, physical science and world cultures. Students who have not passed the reading proficiency test are expected to take reading in 9th grade.

Course Requirements – 10th Grade

Tenth grade students are required to take English, math, biology, and electives to total a minimum **six (6)** credits. If a ninth grade required course has been failed, the student must repeat that course at the level recommended by department standards.

Course Requirements – 11th Grade

Eleventh grade students are required to take English, U.S. History, and math, as well as electives to total a minimum of **six (6)** credits. If a student is in need of a required course, the student should be taking it in the eleventh grade.

Course Requirements – 12th Grade

Twelfth grade students are required take English, Economics, civics and electives that total a minimum of **six (6)** credits or schedule the amount needed to ensure they meet the graduation requirement .

Requirements for graduation will be clearly listed, by grade level, in the program of studies.

GRADING

Numerical equivalents for letter grades are as follows:

A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

INTERIM PROGRESS REPORTS

Interim, or mid-marking period progress reports, will be provided to all parents/guardians four times per year. Students will not receive a failing grade for the marking period unless an interim report was issued.

REPORT CARDS

Report cards are provided to parents/guardians four times a year, approximately one week after the close of each marking period.

HONOR ROLL

All courses are included in compilation of the Honor Roll. Students with at least 240 minutes of class time (equivalent to three full 80 minute blocks) who earn all A's for a quarter will be named to the High Honor Roll. Students with at least 240 minutes of class time who earned all A's and B's will be named to the Honor Roll. Quarter grades, rather than semester or course grades, are used for the honor roll.

RANK IN CLASS and WEIGHTING

A letter grade will be maintained and grades will be reported on a numerical average basis. The student's grade point average and rank in class will be determined at the end of the year with all courses included.

Advanced and Advanced Placement courses will receive a weight of twelve (12) points added to the final numerical grade since these courses represent the most difficult level of instruction and constitute the highest expectations in each departmental area. The College Prep courses will receive a weight of six (6) additional points in computing the final numerical grade, and General and Life Skills courses will remain with the numerical grade achieved. The inclusion of all courses helps to preserve the credibility and integrity of the curriculum and honors the abilities and interests of students who are at diverse academic levels and who desire to pursue particular career paths.

The valedictorian and salutatorian of the graduating class will be determined under the weighted system at the end of the third quarter of the senior year.

HOMEWORK

The completion of reading, study, and written assignments is important for success in each course. In many programs course related homework will be assigned related to the learning objectives. Teachers are expected to connect homework assignments to in-class experiences and to provide students with timely feedback on the assignments that they complete.

MID-TERM AND FINAL ASSESSMENTS

Mid-term and final assessments will be administered for all courses. Students must take mid-term and final assessments for all courses in which they are enrolled.

If a student is absent on assessment day, the student will be given up to two weeks to complete the assessment. If the assessment is not made up within two weeks after the scheduled assessment date, a grade of zero will be issued for the assessment.

HIGH SCHOOL CREDIT BY MEANS OF ALTERNATIVE INSTRUCTION

1. Pursuant of Educational Standards 306.23 (I), The Conway School Board approves the awarding of high school credit by alternative means of instruction provided that:
 - a. Credit may be awarded for a course included in the current Program of Studies as published or amended by the Conway School Board and/or a course approved by the curriculum supervision and the principal;
 - b. The alternative instruction must provide accomplishment of the course outcomes and objectives as included in the regular school curriculum;
 - c. The alternative instruction includes 33.75 hours of student involvement or instruction time for a 1/4 credit course, 67.5 hours for a 1/2 credit course and 135 hours for one credit course; refer to board policy IHH for details.
 - d. The student must pass a final examination or submit other appropriate evidence of satisfactory completion of the course objectives as determined by the principal;
 - e. The student's application to earn credit by alternative means is received and approved by a committee to be established by the principal prior to quarter (1/4), semester (1/2), or year (1) unless late application is approved by the principal for extenuating circumstances;
 - f. Grades earned through alternative instruction will not be used in calculating the student's grade point average or class rank;
2. Approval, supervision, and monitoring of the alternative instructional process will be the responsibility of the principal or designee.
3. The principal shall establish and communicate to parents/guardian and students procedures to implement this policy.
4. The superintendent shall report to the board annually indicating the numbers of students and credits earned by alternative means and the courses for which the credit was earned.

ACCREDITATION STATEMENT

Kennett High School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization, whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the NEASC indicates that the school meets or exceeds criteria for providing a quality education. An accredited school or college has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

The NEASC evaluates public schools through: (1) a self-study conducted by the local professional staff, (2) an evaluation by a visiting professional committee, and (3) a follow-up program carried out by the school and community to implement the findings of the self-study and the visiting committee. Continued accreditation requires that a school be reevaluated periodically through this process.

EARLY GRADUATION

Students are not typically allowed to graduate early. Students who wish to pursue this option need to meet with their school counselor to check credits. If it is deemed possible, the student will need to write a letter and make an appointment with the principal.

The student must prepare a written statement of purpose indicating why an early graduation is in the student's best interest. All applicants for early graduation are required to obtain parental/guardian permission.

Adopted by Conway School Board January 24, 2000

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DRAFT – February 2005

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