



**COE-BROWN NORTHWOOD ACADEMY**

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This School Agenda Belongs To:

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
STUDENT # \_\_\_\_\_ TEAM ROOM # \_\_\_\_\_

**COE-BROWN NORTHWOOD ACADEMY  
2011-2012 SCHOOL AGENDA HANDBOOK**

TABLE OF CONTENTS

Academy Profile	9
Accreditation Statement	7
After School Policy	20
Athletic Department	60
Attendance Policy	12
Automobiles	18
Bell Schedule	71
Bell Schedule-Delay	72
Building Maintenance	21
Bulletins and Announcements	20
Calendar 2011-2012	74
Care of School Property	26
Cell Phones	19
Class Dues	15
Coe-Brown Academy Website	35
Co-Curricular Activities	21
Community Service	62
Competencies	32
Complaint and Grievance Procedure	29
Delayed Opening	35
Discipline	26
Administrative Detention	
Detention	
Dismissed (Expulsion)	
In-School Suspension	
Out-of-School Suspension	
Verbal Warning	
Discrimination Complaint and Grievance	50
Dismissal by School Authorities	16
Dress Code	22
Early Dismissal	15
Fighting	30
Fire Drills	30
Forgery and Plagiarism	41
Grading System	31
Guidance Services	31
Homework Policy	43
Information Technology -	
Acceptable Use Agreement	44
Introduction	11
Jewelry and Body Piercing	25
Leaving School Grounds	32

Library	36
Library Policy	37
Lockers	21
Lunch Policy	36
Medication Policy	33
Mission Statement	4
No School Announcement Procedure	34
Non-Discrimination on the Basis of Handicap	51
Off-Campus Behavior of Students	49
Pass System	40
Pupil Safety and Violence Prevention - Bullying	52
Rights and Privacy Act	41
School-Wide Style Sheet	66
Senior Portfolio and Exit Interview	61
Seven Periods Class Schedule	73
Sexual Harassment	58
Study Hall	39
Substance Abuse	47
Tardiness	16
Tardy To School	17
Theft	49
Using the Tunnel	40
Weapons Policy	45
Working Papers	41

Please note: The materials included in this agenda serves as guidelines for addressing situations as they arise. The Academy reserves the right to review any unique circumstances when dealing with any event. Due to the lack of space, and for practicality, not all rules are written or included in this document.

## **MISSION STATEMENT**

### COE-BROWN NORTHWOOD ACADEMY MISSION STATEMENT

**Coe-Brown Northwood Academy strives to produce graduates who are academically and socially prepared to be responsible, caring and contributing members of the global society.**

To achieve this mission we seek to:

1. Promote learning outcomes that:
  - meet high academic standards
  - support excellence in the acquisition of literacy, technology, analytical, and computational skills
  - place the needs of the individual student first, maintaining small teacher/student ratios
  - provide a strong foundation for post-secondary education, employment, and life-management skills
  - reflect and meet the needs of students in a multi-cultural society
  - instill a sense of civic responsibility.
  
2. Create an environment that fosters an appreciation of:
  - life-long learning
  - critical thinking
  - personal responsibility
  - self-respect
  - multiple aspects of knowledge

3. Support mutual respect for peers, faculty, administration, community, and the environment through example, curriculum, community service projects, and community involvement within the school.
4. Continuously assess, improve, and develop curriculum in response to the ever-changing world

Coe-Brown Northwood Academy is a comprehensive secondary institution offering the highest quality curriculum of studies to the residents of Northwood, Strafford, and surrounding towns. Our educational programs and opportunities are accessible to both traditional and non-traditional learners, responsive to the diverse needs of an ever-changing community, and consistent with state and federal laws supporting the education of our youth.

The Academy offers a curriculum of studies which is consistent with these premises and the laws of the State of New Hampshire. This curriculum, woven into a coordinated course of study, will enable all students to realize their potential and prepare them for their chosen endeavors upon graduation. The expertise of faculty and staff permits course offerings to develop the full potential of all students, whether they be educationally advantaged or challenged. It is then incumbent on the students to be academically diligent, consistent in attendance, and positive in attitude to successfully complete their chosen course of studies.

## **DEFINITION OF A COE-BROWN GRADUATE**

We expect the Coe-Brown graduate to possess the communication skills of writing, reading, listening, and speaking; to possess computational skills in mathematics and personal economics; and to possess basic computer literacy.

The Coe-Brown graduate is expected to have a basic knowledge of the fine arts, aesthetically and historically; healthy lifestyle choices and personal fitness; science and the environment; and history and civics in order to choose options as a responsible citizen.

The Coe-Brown graduate will demonstrate individual responsibility in the home and community, be courteous to and accepting of people of all backgrounds and abilities, demonstrate a desire for lifelong learning, and demonstrate self-reliance tempered with sound problem-solving and decision-making skills.

## ACCREDITATION STATEMENT

Coe-Brown Northwood Academy is accredited by the New England Association of Schools and Colleges, Inc., 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 New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
THE SANBORN HOUSE, 15 HIGH STREET  
WINCHESTER, MASSACHUSETTS 01890  
(617) 729-6762

August 18, 2011

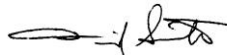
Dear Parents and Students:

The faculty, staff and administration would like to welcome you and your family to the school community of Coe-Brown Northwood Academy. It is imperative for us to be working together as a team for the upcoming academic year.

It is important for us to educate our students in a stimulating atmosphere, which teaches us discipline while allowing us creativity. Many of our school policies are based on individual and community students demonstrating responsibility. Understanding and preparing for academic and social goals is a focus of the school community. We support, encourage and promote good decision making for all students.

We are extremely proud of the educational community of Coe-Brown Northwood Academy. The faculty, students and parents together make the strong engine that will transport us through a successful year of high school experience. We are hoping your sons and daughters have a challenging and rewarding year both academically and socially. We ask you to communicate with your student's teachers and counselors as well as give encouragement to participate in Co-Curricular activities. We appreciate and notice the outstanding support from parents and members of the community.

Sincerely,



David S. Smith  
Headmaster

## **ACADEMY PROFILE**

### **THE ACADEMY:**

COE-BROWN NORTHWOOD ACADEMY, founded 1867, is a small co-educational public-private secondary school accepting students in grades 9-12. The Academy campus is located on the shores of Harvey Lake. It is a thirty-minute drive to both Concord, NH, the State Capital, and Durham, NH, the location of the University of New Hampshire.

The campus consists of Pinkham Hall and main classroom building, Smith Hall, Soper Hall, Science Building, Wiggin Hall Fine Arts Center, playing fields and woodlands.

Coe-Brown Northwood Academy is an approved high school and is accredited by the New England Association of Schools and Colleges. Students from the surrounding towns are accepted on a tuition basis.

The Academy is chartered by the State of New Hampshire and is governed by a Board of Trustees, which meets on a regular basis to conduct the educational and business affairs of the school.

At present, there are 705 students, grades 9-12, from the towns of Northwood, Strafford, Nottingham and Barrington attending CBNA.

The faculty consists of more than eighty including: teachers, media specialist, four guidance counselors, skills teachers, school nurse, para-professionals, Dean of Student Services, Assistant Headmaster and Headmaster. Efforts have been made to keep a staff, which not only reflects expertise, but also a varied educational background that will provide for a variety of learning experiences for the students.

The entire staff is involved in the process of staff development and professional growth to insure that they keep abreast of the most current information in their subject area or teaching field.

Central to Coe-Brown's educational program is a philosophy recognizing the need to have each student develop to their fullest potential through a variety of course offerings. There is a commitment to building the student's self-confidence, encouraging positive attitudes towards learning, developing basic learning skills and to prepare the student to either continue their education or enter into the world of work.

The Academy offers a broad curriculum consisting of College Preparatory Courses, Basic Education Courses, and Vocational Courses. This curriculum includes: English, Mathematics, Science, French, Latin, Spanish, Social Studies, Vocational, Business Education, Family and Consumer Studies, Music, Art, and Physical Education. Support services are also available to the students at CBNA.

The Academy has a very extensive co-curricular program which includes a Intra-Curricular and Future Career and Community Leaders Chapter, The National FFA Organization, Yearbook, Jazz Band, Select Chorus, Science Club, Young Environmental Advocates, Operation Kindness, National French Honor Society, Pep Band, Project SEARCH, Peace Council, Student Council, National Honor Society, National Art Honor Society, International Thespian Society, Future Business Leaders of America, Peer Helpers, Young Filmmakers, Youth to Youth, and a Math Team. Coe-Brown Academy's Athletic Program consists of Volleyball, Golf, Cross-Country, Soccer, Basketball, Baseball, Softball, Spirit Team, Spring Track, Winter Track and Tennis.

Coe-Brown Northwood Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Coe-Brown Academy does not discriminate on the basis of race, color, sex, disability, national and ethnic origin in hiring of faculty members, in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Coe-Brown is not a large school, and its rural setting offers the student an excellent opportunity to learn yet retain his/her individual identity. The Headmaster and faculty extend a warm invitation to all adults and parents to visit them and the students.

#### **INTRODUCTION**

The Board of Trustees consider it mandatory for those who share in the program of the Academy to abide by such regulations as the administration shall consider to be in the best interest of an effective Academy program.

Any conduct that threatens the right of any student to acquire the training and skills that will allow him/her to do a better job or to improve himself/herself generally will not only be discouraged, but will not be tolerated. Failure of any student to cheerfully meet the basic rules of conduct shall be considered grounds for the curtailment of the privilege of attending school. The Academy reserves the right to suspend or dismiss any and all offenders. This authority is delegated to the Headmaster.

It is important the Academy regulations be clearly understood. These rules are in effect for the well being of the individual and in the interest of safe school management. Your cooperation in these matters is necessary to insure fulfillment of both of these objectives.

**REMEMBER,** most trouble starts as fun!

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, and efficiency. It is the key to good conduct and proper consideration of other people.

We continue to be concerned about the number of students who work while attending school. Generally we find that those students who work more than 20 hours a week are having increasing difficulty in meeting our standards for attendance and academic achievement. We feel that school must have the higher priority.

Students and parents should familiarize themselves with the contents of this handbook to avoid possible misunderstandings or inadvertent violations of the school policies.

**ATTENDANCE POLICY:**

The laws of the State of New Hampshire provide that every student shall attend school unless excused "on the grounds that his/her physical or mental condition is such as to prevent his/her attendance or to make it undesirable." It is the purpose of this policy to encourage compliance with the law and foster constant and regular attendance. Good instruction depends on regular attendance by all students.

Parents and guardians of students will be requested to notify the Academy between 7:15 and 7:50 A.M., when their son/daughter will be absent from school. An answering machine is available to receive calls before 7:15 A.M. The telephone number is 942-5531. The administration will attempt to contact the parents or guardians of all students who are absent from school and unaccounted for. Students should not call to report themselves absent.

The Academy will attempt to contact the parents or guardians of any student not present. Since most parents work, the work telephone number will be called first. Students who have been absent from school will, upon their return, present a written explanation of their absence signed by the parent or guardian when no telephone contact has been made.

Students who are absent without prior permission of their parent or guardian will be considered truant and will be required to make-up time missed during non-school hours.

Students must be in school by 10:00 a.m. to be eligible for the day's co-curricular activities.

Students will be allowed to make-up work missed due to absence if they bring a note from a parent or guardian indicating this absence was due to:

1. Illness;
2. Death in the immediate family;
3. Unavoidable accidents;
4. Pre-arranged interviews in connection with jobs or furthering their schooling;
5. Travel with parents. (arrangements must be made with the administration prior to leaving);
6. Weather conditions that endanger the health and safety of the student; or
7. Other conditions, but they must be pre-arranged with the administration.

Classroom teachers will keep accurate and detailed records of attendance in every class. Students who are not present in class will be charged with an absence, except those students who have been excused to participate in school sponsored activities such as field trips, class meetings, etc. are tardy or excused early must be present in class for at least 50% of the

class period or they will be marked absent. Students who are administratively suspended will be marked absent.

An absence from a double block class will count as two class period absences. As with a single block class a student must be present for at least half of each block to be considered present for that block.

Thirteen or more absences from a full year (1 credit) course, seven absences or more from a semester (1/2 credit) course or from a quarter (1/4) course is considered excessive. The classroom teacher will verbally notify each student when they have excessive absences and report it to the office on an administrative referral. The administration will notify the student's parents or guardians in writing of the number of absences with a brief summary of this policy.

A student who is absent from a full year course thirteen days, or from a semester/quarter course for seven days, will not receive credit in the course unless an extension has been granted by the Board of Trustees. The student's grade will be recorded on the permanent record.

EXTENSION REQUESTS:

Extensions of the maximum number of absences permitted by this policy may be requested when extenuating circumstances such as serious illness or injury have been the cause of prolonged absence. Parents of students with attendance concerns may request an extension application from the guidance secretary or download the form from the Coe-Brown website. Completed applications, along with any medical, legal or other documentation of absences should be returned to the guidance office. Notes that are submitted for absences during the year will be recorded in the student's attendance record. This can be accessed and attached to the extension request form that a parent must complete. Requests for extensions must be submitted prior to reaching the maximum number of absences.

Students enrolling in the Academy after the beginning of the year will be allowed a number of absences per year and per semester proportioned to the point of the

year at which they register. Each case will be decided individually.

Students who receive a passing grade of 70 or higher, but lose credit due to excessive absences, may request permission to make-up time during the summer recess. Absences will be made up at the rate of three hours for the first day over twelve days, or six days, whichever is appropriate, and one hour for each additional day. This time must be spent on constructive assignments in the course of study for which credit is requested. There will be a fee charged for this extra instruction. Make-up work must be completed prior to July 30, of that year.

**CLASS DUES:**

Many classes (Seniors, Junior, etc.) conduct activities for their members, especially at the end of the senior year. During their four-years, classes will routinely conduct a number of activities, both for fun and for the purpose of raising money. Classes may also require dues. Class dues for all grades have been set at \$10.00 per year of enrollment. Funds raised by dues and activities are typically used for graduation expenses, class trips and gifts.

**EARLY DISMISSAL:**

Occasionally it may be necessary for a student to leave school early for doctor's appointments or other unavoidable commitments. In these cases, students must bring in early dismissal notes prior to block 1 class. Students will not be excused from school without a written request from the parent or guardian except in extraordinary circumstances, and only then with special permission from the Headmaster, or Assistant Headmaster.

**DISMISSAL BY SCHOOL AUTHORITIES:**

Students will not be dismissed from school for any reason unless the parent or guardian has been contacted. Students who come down sick during school should see the school nurse at the earliest opportunity. If in the judgment of the nurse a student should be sent home, the parent or guardian will be contacted and appropriate arrangements made. Students who feel ill and wish to be dismissed must see the school nurse before permission to leave will be granted.

**TARDINESS:**

Punctual attendance for all classes is extremely important. The material covered in the first few minutes of a lesson contributes to the overall success of the entire period. Students who are habitually late to class cause needless disruptions and negatively impact both their own achievement and that of everyone else in the class. The Academy realizes that transportation problems are responsible for tardiness at the beginning of the day but students who are more than a few minutes late to school or who are often late in arriving will be required to present parental excuses for their lateness.

Students will be allowed three unexcused tardies per class per marking term. On the fourth tardy, they will be assigned a 30-minute teacher detention and on the fifth and all subsequent tardies, administrative referrals will be filed for further action. Students will receive administrative detentions for the fifth tardy and in-school suspensions (Saturday schools) for the sixth tardy. Additional tardies will warrant further administrative action. All parentally excused or unexcused tardies will count toward these totals, as will tardies for any other reason. The only exceptions will be if the student was tardy because they were working with an administrator or teacher and that staff member writes them an excused pass.

On a regular basis, a morning assembly will be scheduled to allow for the recognition of students, to present important information, and to preview the week to come. These assemblies add a great deal to the atmosphere of the Academy and it is important that all students and faculty are present.

Students arriving late to school during the assembly will be recorded and listed on a separate section of the day's attendance sheet. The morning assembly uses part of block one. Arriving late to school, and to the assembly, will be recorded by the teachers as tardies to block one and will count towards each student's allowable total.

Students entering school after the late bell (7:50) must sign in at the office and receive a pass in order to enter their class. Students late to class must have a pass from the office or teacher with whom they were working if they are more than three minutes late.

**TARDY TO SCHOOL:**

In addition to tardies leading to detentions in classes, tardies to school will lead to administrative detention, in-school suspensions and other penalties.

Definition Of Tardy To School: A student will be considered tardy to school if they arrive to school after the opening bell and/or if they are not in their assigned seat of their block one class when the opening bell sounds. (As with other parts of school policy, a student is not considered tardy if they were with a staff member who gives them an excused pass.)

- \* On the fifth tardy to school during a marking term, the student will be assigned to an administrative detention.
- \* On the sixth tardy to school during a marking term, the student will be assigned to an in-school suspension (Saturday.)

Subsequent tardies to school in the same marking term will result in additional in-school or out-of-school suspensions, loss of privileges like senior release or honors study hall, and/or the scheduling of parent conferences or hearings with the Board of Trustees.

When a student is tardy to school, the tardy will count both toward the allowable total for being to school on time and for being in the class period missed. A student could end up serving two penalties for the same tardiness.

**AUTOMOBILES:**

If you wish to drive your automobile or motorcycle to school you must register your vehicle with the Academy to obtain an assigned parking space. A permit fee of \$50.00 is required.

Parking space at the Academy is very limited and this year we may be forced to limit the number of student vehicles. Priorities for parking spaces will be assigned as follows:

1. students who are handicapped or have a special need;
2. seniors;
3. students who live more than ½ mile from the nearest school bus stop;
4. students car pooling; and
5. all other students.

Driving to school and parking in school lots is a privilege that can and will be taken away from students found operating cars in an inappropriate manner. Parking enforcement may also include towing at the owners expense, ticketing by the police and/or in-school suspensions. Students are not to linger at their cars.

**CELL PHONES AND RELATED ELECTRONIC COMMUNICATION DEVICES:**

In order to maintain the school's focus on a productive work environment, Coe-Brown limits the use of cell phones and other devices during the day. Students may use cell phones before or after school, between classes or in the dining hall during lunch. They are not to be used during class, in study, during assemblies, in the locker rooms or bathrooms and at other times and places where they could cause a disruption or be inappropriate. Phones related devices should not be out in classes even for such things as "just checking the time" or "using it as a calculator" without the classroom teacher's permission.

Parents' cooperation in helping maintain a productive work environment can be fostered by not calling or texting students during school except for emergencies. Important parental messages can be relayed through the school secretaries without interrupting the school day.

Students who use cell phones and other devices inappropriately will face the following consequences:

**First Violation**

The cell phone will be confiscated by a staff member who will give it to the Headmaster/Assistant Headmaster. The student's parent may pick up the device from the administrator. It is the student's responsibility to notify the parent/guardian of the need to come to the school to retrieve the phone.

If the Headmaster/Assistant Headmaster is in a meeting, has been called away from the building or is otherwise engaged at the end of the day, the student will have to wait until that administrator is available to have their phone returned.

**Second Violation**

The phone will be confiscated and given to the Headmaster/Assistant Headmaster. The parent/guardian will have to pick up the phone and the student will be assigned a Saturday in-school suspension.

### **Third Violation**

After confiscation, two Saturday in-school suspensions will be assigned. The parent/guardian must be responsible to retrieve the phone. A possible hearing with the Education Committee of the Board of Trustees may be scheduled for this or any subsequent violations of this policy.

It is strongly recommended that cell phones be turned off or placed on vibrate mode during the school hours. A disruption of class or other school activity caused by an incoming call is inappropriate. If it happens, the student is to turn off the phone and not answer the call in class, etc. A second occurrence in the class, etc. during the year will result in disciplinary actions as stated above.

### **AFTER SCHOOL:**

Students are expected to leave the school grounds by 3:30 p.m., unless they are involved in a supervised activity. If you must wait at school for transportation after this time, you need to get the permission of the Headmaster. Students who are waiting for a late afternoon or evening activity may wait in the designated area.

### **BULLETINS AND ANNOUNCEMENTS:**

All notices of club meetings, athletic and social events, general information of the day, and specific instructions are announced over the P.A. system each morning. Students responsible for putting notices in the daily bulletin must have their notices approved and signed by their advisor and in main office preceding the announcements.

Special notices are posted on the bulletin boards. All posters must advertise school-sponsored events and must be approved by the Headmaster or Assistant Headmaster.

### **BUILDING MAINTENANCE:**

We all realize how neat and clean our school is kept by Mr. Pierce and the maintenance staff. As you go around the building, notice the halls, the rooms, and the desks. Please do your part to keep our school clean. Marking on desks, and/or walls, will not be tolerated. Please stay off the gym floor with shoes, use light-soled sneakers only.

### **CO-CURRICULAR ACTIVITIES:**

All students are encouraged to take advantage of the variety of co-curricular activities offered at the Academy. We believe that interests outside the classroom add an extra dimension to the total educational experience. However, academics must come first. Students must complete each marking term with a grade of 70 or higher in four (4) credits of work. Eligibility for fall activities will be based on grades achieved during the final term of the preceding year.

In addition, students participating in inter-scholastic athletics must have a current physical and medical form on file with the school nurse. The Academy will provide each student an opportunity to have a free physical by the Academy physician. Students may elect to go to their own physician at their own expense.

### **LOCKERS:**

Students will be assigned lockers by their team leaders. **DO NOT CHANGE LOCKERS WITHOUT PERMISSION.** Combination locks will be issued to students at their request.

Locker entrance - Students will enter their lockers only between periods. If a student arrives to school late or is to be dismissed early, he/she will be able to enter his/her locker. The only exception will be if the student is directly supervised by a faculty member or accompanying student assigned by the classroom teacher. Lockers may be inspected at the discretion of the Headmaster.

**DRESS CODE:**

The following guidelines apply except for school-wide events where special dress is permitted.

Overall expectations for all students:

1. All students are expected to be neat and clean.
2. All should be modestly dressed in attire appropriate to the classroom. *Modesty means that no bellies, breasts, buttocks, or underwear should be showing. This should be true when sitting at a desk as well as standing. Garments worn directly over underwear should not be transparent.*
3. Dress or appearance disruptive to the learning process will not be tolerated.
4. All clothing must be neat and clean and free of rips and tears. *No raw fabric edges should be exposed.*

Specifics:

1. *Head coverings (such as hats, hoods, or bandanas) will not be worn in school, **except for medical or religious exemption as approved by Headmaster.***
2. *Appropriate footwear is required at all times; *slippers are not permitted.**
3. *Shirt requirements:*
  - a. *Material of the shirt must cover *at least* down to the shoulder.*
  - b. *The sleeve must be hemmed and sewn at *bottom* or at the shoulder.*
  - c. *Sleeveless shirts must resemble a blouse (i.e. a sleeveless shirt with a collar and/or buttons down the front) **or a "business shell" with jewel neckline that comes to the collarbone.***
  - d. *No tank tops will be allowed. The strap appearance of a tank top does not comply with the restrictions above.*
  - e. *Shirts must cover the entire midriff.*

4. Inappropriate pictures or lettering are not allowed on shirts or other *clothing*. This includes advertising for alcoholic beverages or alcohol/drug/tobacco related messages, weapons, violent acts, *sexual innuendo*, or *derogatory or threatening statements*.
5. Shorts will be allowed throughout the year.  
*Short restrictions:*
  - a. Athletic shorts (*with or without pockets*), cutoff shorts, and shorts with holes or rips are not permitted.
  - b. Students in classes conducting outdoor activities during wet or cool weather cannot use the wearing of shorts as a valid excuse for non-participation. Students should dress appropriately for the planned activities.
  - c. Shorts hems may not be higher than five inches above the middle of the kneecap.
  - d. Shorts are not appropriate for field trips.
6. All students will have extra clothing for physical education class and will change for class when required.
7. Students will wear protective clothing when required for class - such items as laboratory aprons, coveralls, safety glasses, etc.
8. **Skirts and dresses must be no higher than 5 inches above the middle of the kneecap, whether or not legs are covered under them (for example by spandex, leggings or stockings).**
9. **Dress straps must be at least 1 inch wide at the shoulder. No halter top dresses will be permitted.**
10. Pajamas, *lounge pants*, *long athletic pants* or *sweatpants with or without pockets* are not appropriate for school wear.
11. Clothing supporting gang association either through the use of particular colors or symbols or worn in a style linked to gang identification will not be allowed.

**ENFORCEMENT**

Students who do not adhere to these requirements will not be permitted to attend class or the activity involved until the dress code violation has been remedied.

A student whose manner of dress appears to be in violation will be immediately sent to their guidance counselor. (If their regular counselor is unavailable, another counselor will address the situation). If their style of dress is indeed in violation of the dress code an administrative referral will be filed, and:

**First Dress Code Violation**

The student will be required to change to appropriate clothing before being allowed to return to class. If they do not have appropriate clothing with them, they will either have to borrow such clothing from another student (no interruptions of another student's class will be allowed) or they will have to contact a parent to bring them school appropriate attire.

Students will remain in the guidance waiting area until such time as they have appropriate dress. They will not return to class until the situation is resolved. If lunch period comes during the time the student is waiting for clothes to change, the student may go to the dining hall to get lunch but will return immediately to the guidance area to eat.

**Second Dress Code Violation**

Same as above plus a Saturday in-school suspension will be assigned.

**Third Dress Code Violation**(and any subsequent violations)

Student will be suspended out-of-school for the day and a parent conference and/or a hearing with the Education Committee of the Board of Trustees will be scheduled. Students are not eligible for athletics and other co-curricular activities on days of out-of-school suspension.

Students will be allowed to go home to change only with specific parent permission at that time, regardless of senior release status. Time out of class for referral, in-house correction of dress situation, waiting for parents to bring appropriate clothing or during the time the student may be dismissed to go home to change will count as class absences.

#### **Participation in Inter-Scholastic Events -**

Students who participate in inter-scholastic events represent the Academy and the entire student body. Advisors and coaches will insure that all students reflect credit on the Academy in both their conduct and dress.

The following guidelines will be followed unless specifically exempted by the Headmaster.

1. Male students will wear slacks and shirt with tie; sport coats or sweaters may be required when appropriate; blue jeans or shorts will not be worn.
2. Female students will wear appropriate attire such as dresses, skirts and blouse or slacks; blue jeans or shorts will not be worn. *Casual t-shirts are not appropriate.*
3. Teams or organizations may travel in uniform when and where appropriate.

#### **Field Trips -**

Teachers will insure that students on field trips are dressed appropriately for the activity involved. The above guidelines for inter-scholastic athletics should serve as a model for appropriate activities. No blue jeans or shorts will be allowed.

#### **JEWELRY AND BODY PIERCINGS:**

Coe-Brown subscribes to the New Hampshire Interscholastic Athletic Association's policy barring the wearing of jewelry, which includes body-piercing objects during competitions. We extend that ruling to cover all athletic practices and scrimmages as well.

Wearing jewelry in Physical Education class poses a safety concern for the student. The Physical Education Department policy is that **ALL** jewelry **WILL** be taken off. This includes watches, rings, earrings, bracelets, necklaces, and **ALL** body piercing. **NO EXCEPTIONS WILL BE ALLOWED.** If a student does not remove their jewelry, they will receive a missing assignment and not be allowed to participate in Physical Education class for that day.

**CARE OF SCHOOL PROPERTY:**

Students are responsible for the proper care of all books, supplies and furniture supplied by the Academy.

Students who lose, destroy or disfigure Academy property shall be held responsible for the repair or replacement of said property.

**DISCIPLINE:**

Standards of conduct and performance are an essential part of good educational programs. We expect students to act responsibly and abide by the conditions set forth in this handbook.

However, for those few who have difficulty doing this, the following disciplinary actions may be taken:

**Verbal Reprimand:**

Most problems can be resolved by verbally correcting the student and emphasizing the expected behavior. The rules must be taken seriously by the student since frequent verbal reminders are generally an indication that more serious action will be necessary.

**Detention:**

Teachers are expected to assign detentions to students who do not meet their expectations in conduct or performance. Detention periods will begin immediately following the last period of the day and last until the time specified by the teacher. Students will be given 24 hours notice to enable them to make arrangements for transportation. The detention period is an opportunity for the student and teacher to discuss and hopefully resolve the problem.

**Administrative Detention:**

Administrative detention is assigned to students who have violated the homework policy or the tardy to class policy. It can also be assigned to students who have been referred to the office for the violation of school policies on student conduct.

Administrative detention begins at 2:40 p.m., and lasts until 3:40. Students will report to Room 303 on time with enough schoolwork and the necessary supplies to keep themselves busy for the entire hour. These detentions are serious affairs resulting from the student's inability to perform up to normal expectations.

Students will work on appropriate class work during these detentions. All normal rules for a **quiet study hall** apply to the detention room except the following:

1. Students will not be allowed to go to their lockers.
2. No food or beverages will be allowed.

Any time lost because of **emergency** trips to the restroom or other facilities will be made up in detention.

Students without work or who cause disruptions by talking or other action are subject to further administrative detention and/or in-school suspension.

**In-School Suspension:**

In-school suspensions are assigned to students for the serious breach of school rules and policies. In-school suspensions are a significant disciplinary action and are not to be taken lightly. Parents or guardians of suspended students will be sent a letter notifying them of the suspension.

In order to protect the student's time in class, in-school suspensions are normally scheduled for a Saturday morning. In-school suspensions may be scheduled during days of student vacations. In cases when the student must be removed from class during the school day, the student will be marked absent from the classes missed, however, they will be expected to complete all assigned work.

Saturday morning in-school suspensions begin at 8:00 a.m. and last until 12:00 noon. Assigned students will report to school by 8:00 a.m., when the doors to the building will normally be locked. Students not reporting on time will be considered truant and will face possible additional consequences.

A Saturday in school will be a four-hour **quiet study hall** with all normal rules in effect except:

1. Students will not be allowed to go to their lockers.
2. No food or beverages will be allowed.
3. Any time lost because of **emergency** trips to the restroom or other facilities will be made up.

A ten-minute break for the use of the restrooms, vending machines, and telephones, will be allowed during the middle of the morning. Appropriate time will be determined by the staff member monitoring the suspension.

The staff member assigned to monitor the suspension may confer with the teachers of assigned students before the day of the suspension. She/He can collect a list of any homework or other assignments the student has missing or currently due. Students in suspension will have the option of working on current or past due assignments but they will keep busy for the entire four-hour suspension. At a teacher's request, the in-school suspension monitor will collect any completed past due work and return it to the teacher as soon as it is appropriate.

Students without work or who cause disruptions of the suspension session will be dismissed from the suspension and will face further disciplinary action.

**Out-Of-School Suspension:**

Students will be suspended from attending school when their behavior or performance casts serious doubts on whether they belong at the Academy. Students will be suspended out-of-school by the Headmaster and parents will be notified by letter. In most cases, the student and parents will be required to meet with a representative of the Board of Trustees to determine a future course of action prior to re-admittance of the student.

**Dismissed (Expulsion):**

Students who are unable to adjust or conform to the standards of the Academy may be dismissed by the Board of Trustees. This action will be taken only after all possible measurements have been exhausted. Parents and the sending school board will be formally notified of such proceedings.

**COMPLAINT AND GRIEVANCE PROCEDURE:**

Unless otherwise noted in Academy policies or procedures, specific complaints regarding policies and/or administrative rulings or decisions shall be submitted in writing to the Headmaster.

1. The Headmaster or his designee shall investigate.
2. The Headmaster will consider the evidence presented by the aggrieved and/or the administrative designee and rule on corrective action, if any.
3. Any appeal from the decision of the Headmaster may be taken to the Board of Trustees within ten days, and, after hearing evidence in the case, the Board will render a decision within sixty days of the appeal.

**FIGHTING:**

Fighting is not an acceptable way to deal with conflicts among students and no form of it can be tolerated in or around school. This includes school grounds, on the buses, at the bus stops and at the site of an away from school activity.

Fighting creates a dangerous situation, not only for the participants but also for bystanders, including those who try to prevent the fight from escalating or continuing. Fighting includes: punching/hitting, slapping, kicking, scratching, biting, butting, hair pulling, pushing opponents into walls or furniture, and other types of inappropriate physical contact.

At his discretion, the Headmaster may report fights to the appropriate police agency and complaints may be filed. Substantial rumors of confrontations said to be happening away from school may also be reported to the police. Fights that include any type of weapon will automatically be reported to the police and disciplinary action as outlined in the weapons policy will be employed.

At the discretion of the Headmaster, students found to be fighting may receive detention, in-school suspension, out-of-school suspension of up to five days or even expulsion. Students who promote or encourage other students to fight will be considered full participants in the fight and will be subject to the same scale of disciplinary actions.

**FIRE DRILLS:**

Fire drills are required at regular intervals by state law. It is essential for safety that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. Teachers in the classrooms will give directions as necessary.

**GUIDANCE SERVICES:**

The goal of the guidance department is to assist each student in gaining the maximum benefit from his/her educational opportunities. To this end, academic, career-planning and personal counseling are offered, student records, including results of interest and aptitude testing, are maintained, and a library of school, college and career information is available in the guidance office. Students and faculty are encouraged to make full use of guidance services. Students should see the counselor before or after school or by appointment during study periods.

Students will keep their academic schedule on August 18. Changes in schedules will be allowed August 19 through August 25. Schedule changes will not be made after August 25, without following administrative procedures.

**GRADING SYSTEM AND COMPETENCIES:**

Student progress is posted on a weekly schedule through Edline. Reports cards are formalized on a quarterly basis on the dates assigned by the Headmaster and e-mailed to parents as well as posted on Edline. Interim reports will be used as a benchmark four times a year of the student's overall progress and will be posted on Edline as such.

<u>I. Grading Span:</u>	<u>Conduct and Effort</u>
93-100=Excellent	1-Excellent
85-92 =Above Average	2-Good
76-84 =Average	3-Needs to Improve
70-75 =Below Average	4-Very Poor
0-69 =Failure-No Credit	
I =Incomplete	
WP =Withdrawn Passing-No Credit	
WF =Withdrawn Failing-No Credit	

**COMPETENCIES :**

The State of NH mandates that all schools have in place a system that measures and tracks students' progress in meeting competency requirements. We have standards or competencies for each course and students must pass all competencies in order to receive credit for the class. It is possible to pass the class but not receive credit due to one or more competencies not passed. A system for remediation has been set up to enable the student to pass the competencies and therefore receive credit for the class. Edline is used to communicate on a regular basis with parents the progress of their student.

**II. Honor Roll Requirements:**

1. Highest Honors - all grades 93 or above for the marking term.
2. High Honors - all grades 85 or above for the marking term.
3. Honors - grade point average of 85 and not more than one grade less than 85 but still greater than 80.

III. To earn the distinction of "Honor Graduate" a senior must have a minimum grade point average of 85.

Progress will be noted as follows under C3 on student report:

- C: Competent
- P: Progressing as expected
- N: Needs attention (concern with at least 1 competency)
- U: Unsatisfactory (failed at least 1 competency)
- UE: Unsatisfactory but exempt

**LEAVING SCHOOL GROUNDS :**

Students are not to leave school grounds once they have arrived, without expressed permission of the Headmaster or Assistant Headmaster. Violations of this rule are deemed very serious and shall result in strong disciplinary action.

**MEDICATION POLICY:**

The Board of Trustees of Coe-Brown Northwood Academy, on March 12, 1975, adopted the following policy in compliance with the State Board of Education; Division of Public Health and Welfare's guidelines with regard to students who need prescribed medication during the school day as promulgated under the provision of RSA 541-A.

Guidelines for the administration of prescribed medicine during school hours shall be:

Prescribed medicine should not be taken during the school day if it is possible to achieve the medical regimen at home.

1. A written statement from the prescribing physician that includes the following information will be on file in the student's health record before any medication is administered.
  - a. Name of medication
  - b. Route of administration
  - c. Dosage
  - d. Name of prescribing physician
  - e. Student's name
2. Parents/legal guardians of the student must complete a medication administration form when requesting school assistance.
3. Prescribed medications will only be given by the school nurse, headmaster, and/or designee (as assigned by the headmaster). In the event of injectable medications, only the school nurse may administer these medications.
4. Parents/legal guardians are responsible for supplying the school with the medicine, which will be kept in a locked cabinet in the nurse's office. Medication should be delivered to the school nurse, headmaster, or headmaster's designee. Medication will be delivered in a properly labeled bottle which includes the student's name, medication name, dosage ordered, date of original prescription and the name and telephone number of the prescribing physician. A supply of no more than 30 days of prescription medications will be kept at the school at any one time.

5. All prescription medications to be given during school hours expire on the last day of the school year. Any remaining supply may be picked up by a parent/legal guardian.

Guidelines for non-prescription (over-the-counter) medications:

1. Any over-the-counter medications to be given to any student during school hours shall be kept in a locked cabinet in the nurse's office.
2. Parents/legal guardians of the student must complete a medication form requesting the school's assistance in administering the medication. (available upon request)
3. The medication should be in an appropriately labeled container and be brought in to the school nurse, Headmaster and/or designee.
4. All medications to be given during the school hours expire on the last day of the school year unless picked up by parent/legal guardian.

Any evidence of the misuse or distribution of non-prescription medication, illegal substances, or other substances being used other than for purposes intended for that substance will result in disciplinary action that can include:

- a. detention
- b. filing of a report with the Education Committee and the Northwood Chief of Police
- c. suspension and/or dismissal

**NO SCHOOL ANNOUNCEMENT PROCEDURE:**

Coe-Brown employs the "AlertNow" telephone system to make school cancellation and delayed opening announcements. When activated, the system uses information based on our school data base to telephone the home phone and other listed parent phone numbers of every student at approximately 6:00 AM. AlertNow will automatically try each of up to three family numbers several times if a call is not completed on the first attempt. It is to the student's benefit to keep the Academy updated on changes in home and cell phone contact numbers. When activated, the AlertNow program can literally send telephone messages to all of the Academy's students in two to three minutes.

On days when weather conditions make it hazardous to hold school, Coe-Brown will also make cancellation announcements on the following TV/radio stations.

W.O.K.Q - Dover, NH - FM 97.5  
W.M.U.R. - Manchester, NH - TV 9

The schools' voice mail system will be updated on inclement weather days to provide a recorded message about any delayed openings or school closings. Updated messages are usually recorded by 5:45 a.m. The telephone number is 942-5531.

**DELAYED OPENING:**

The Board of Trustees has approved a delayed opening when it is believed that emergency conditions will abate in a reasonable period of time.

2. A delayed opening will be announced over AlertNow and the same TV/radio stations as school closing. A delayed opening will be for 2 hours (120 minutes).
2. If it is necessary to cancel school after a delayed opening has been announced, it will be broadcast on AlertNow and the same TV/radio stations. The decision to cancel will be made not later than 7:50 a.m.

**CBNA WEBSITE:**

Have you visited the Coe-Brown homepage recently? Here you will find a wealth of information about our school. It is updated regularly with athletic schedules, game scores, school notices and on-going events. You will also find a list of teacher e-mail addresses, information links, the school calendar, senior portfolio information, college acceptances and much more! Visit us soon at:

**[www.coebrown.org](http://www.coebrown.org)**

**LUNCH POLICY:**

All students will go to the dining room, located on the lower level of the science building, for their lunch break. Eating and drinking will not be allowed in any other part of the school.

Students will be allowed to go outside at lunchtime as long as the following rules are adhered to:

1. students may take their lunches outdoors;
2. students must stay in the patio and driveway area immediately outside of the rear of the dining room. They are not to go down the banking to the lake or the shore;
3. students are not to be in the area where cars are parked.

Students who sign out of study hall to go and work with a specific teacher during a day when lunch falls during their study hall will stay with the teacher who wrote the pass and go to the same lunch as the teacher.

**LIBRARY:**

The library is constantly expanding its resources, adding both technology and print materials. We encourage students to utilize all the educational materials available. The library facilities include a computer network with an online catalog, online databases, ebooks, audiobooks, and a photocopier for student use.

The library will be open from 7:30 a.m. to 3:30 p.m., every school day. Students wishing to use the library before school in the morning should ask permission of the teacher on duty before going to the library.

In order for the library to operate efficiently, the following guidelines will be put into effect:

1. Books will be borrowed for a maximum period of two weeks;
2. Reference materials (encyclopedias, magazines, etc.) will not leave the library;
3. Overdue books will be fined five cents per school day that the book is overdue;
4. Appropriate materials may be copied on the photocopier located in the library area;
5. Students receiving a pass to the library will remain there for the period; and
6. No disruptive behavior will be allowed in order to insure an atmosphere conducive to educational research and individual growth.

#### Library Policies

1. Being sent out of the library for any reason (forging passes, eating, drinking, talking, leaving without permission) will result in the following actions:
  - 1<sup>st</sup> offense - Out of library for 2 weeks
  - 2<sup>nd</sup> offense - Out of library for 4 weeks
  - 3<sup>rd</sup> offense - Out of library for remainder of the year. Violation of the acceptable use policy will incur these consequences as well as banned from use of computers indefinitely.

Students can still use the library with a class or after school but will not be permitted in the library on his/her own during the school hours. The librarians will immediately impose the penalty giving the student the referral notice and then contact the office for the name to be placed on the school bulletin the following day.

2. Students working together on a project in the library. As this can be distracting to other students, students who have permission to work together will do so in an area designated by the librarians for working on projects together. This will be at a table behind the librarians' desks or at the counter in the corner by the computers.

3. Students leaving the library to use the bathroom or see the nurse will ask permission and have the librarian sign their agenda book.
4. Entering the library during the middle of the period. Students will not be allowed to leave study hall to go to the library in the middle of the period. If a student is sent to the library from a class, he/she will check in with the Librarian. The librarian will sign their agenda book with a pass back to class.
5. Any student owing fine money or books will not be allowed to use the library until the fine is paid or the book is returned.

### **STUDY HALL:**

Study halls are to be used for working on academics. If a student completes all assigned tasks, it is his/her responsibility to find some type of student activities to utilize his/her time wisely. Students must bring work to study hall with them. Any student not bringing work to a study hall will be sent directly to the Headmaster's office.

Any students wishing to work with other faculty members will not receive a pass from the study hall teacher but from the appropriate subject teacher. There will be no games or card playing in study halls. We encourage the use of games and student participation at the appropriate times of either before or after school hours.

MP3 players, iPods and other music devices may be used in study hall. Users must use earphones and the music must not be audible to other students and staff.

The Academy uses two types of regular study halls, Honors and Quiet. Seniors, juniors and sophomores are assigned to a study hall type based upon their conduct and effort ratings each marking term. All freshmen are assigned to quiet study halls for the entire year.

To qualify for honors study, a student must receive **all** 1's and 2's in effort and conduct. Changes are made only at the beginning of marking terms. Students in honors study have the option of quietly talking and working together during the period while talking is not allowed in the quiet study. Students who qualify for honors study but wish to work in a quiet area may request to be assigned to a quiet study.

Study hall students wishing to go to the library must report directly to the library on time. Students signing into the library will remain there for the period unless they are returning directly to study hall. Magazines and newspapers will be available in the library.

**PHYSICAL ACTIVITY:**

Coe-Brown encourages all students to take an active part in school and community clubs, organizations and sports programs. Well rounded students pursue a variety of interests but are careful to keep their commitments in balance with the time needed to be a successful learner.

All students are encouraged to maintain a healthy lifestyle that includes regular physical activity such as sports, games and other forms of exercise.

**USING THE TUNNEL:**

Route 4 is an extremely busy and potentially dangerous highway. The tunnel was constructed to allow everyone to access school areas on both sides of the highway safely. Students are expected to use the tunnel whenever it is necessary to cross the highway.

Students should not linger in the tunnel and are asked to make every effort to help keep it clean. Smoking in the tunnel or defacing its surfaces are unacceptable behaviors and will be dealt with accordingly. Failure to use the tunnel when crossing the highway will result in detention and/or other administrative disciplinary action.

**PASS SYSTEM:**

In order to comply with the state statues governing supervision and liability for injury, we have a pass system to locate any and all students. Below are listed types of passes and forms and their functions:

1. Utility Pass - written in a student's agenda book, used to go to the office, guidance office, bathroom, classroom or specified area.
2. Admit Slip - is obtained at the office when the student arrives late to school.
3. Tardy Slip - must be obtained from the office when a student is tardy more than three minutes.

**POLICY REVIEW:**

As part of the Academy's continuing efforts to improve, all policies are reviewed annually and more often as changing circumstances suggest.

**POLICY: RIGHTS AND PRIVACY ACT:**

Coe-Brown Northwood Academy, in compliance with the Family Educational Rights and Privacy Act of 1974, will not release information concerning its students to any educational, non-educational organization, agency, or individual without the student's parent's written consent if the student is under 18 years of age. If the student is 18 years of age or older, he/she may provide the written consent.

Parents have the right to inspect and review any and all records, files and data related to their son's/daughter's education, as do students 18 years of age or older.

These records and files will be available for such review at any mutually convenient time during the regular school day. Written consent must be on file at the Academy before information from student records can be provided to other educational institutions or agencies requiring information for scholarship applications or other scholastic endeavors.

**WORKING PAPERS:**

Coe-Brown Academy does not issue working papers. Northwood, Strafford and Nottingham students may get them at the Superintendent of Schools Office, S.A.U. #44, 23A Mountain Ave, in Northwood.

**FORGERY AND PLAGIARISM:**

The Thornton Bartlett Advanced Dictionary, (1973) defines the word forgery as "the act of..making or writing something false." The term to plagiarize is defined as "to take and use from the work of another and represent it as your own." The dictionary indicates that both of these actions are regarded as crimes.

Copying the work of another, whether it is on a test or quiz, on a routine homework assignment, or on a term paper project is cheating and cannot be tolerated. Students who allow others to copy their work are equally guilty. All students are expected to complete their own work.

Students are encouraged to make use of appropriate references when necessary but they are to use the accepted means of crediting their sources. The school uses the reference "Writers Inc." (2001) which describes the guidelines for adapting from the work of others. (See the section on research papers, pages 245-285.) Your English teacher and other members of the faculty are available to assist with any questions on this subject.

Cheating on homework, quizzes and minor tests will be handled at the classroom teacher's discretion.

Actions may include, but are not limited to; awarding a zero on the work, requiring the material or alternative material to be redone, detention, administrative referral or a combination of these actions.

Forgery or plagiarism on a major lesson or term project will result in a grade of zero on the work. The requiring of taking another test or the completion of an alternative project for grade is left to the discretion of the teacher, as is a detention or an administrative referral. A letter documenting the situation will be sent to the parent/guardian and a copy of it will be placed in the student's permanent record.

In the event of a repeat occurrence the student will be referred for administrative action, including a possible hearing with the Education Committee of the Board of Trustees.

**COE-BROWN NORTHWOOD ACADEMY  
HOMEWORK POLICY**

Definition of Homework:

A method of developing skills and knowledge through the use of student oriented experiences that may be an integral part of in-class activities but is generally considered to be completed outside of the class schedule.

The philosophy of Coe-Brown Northwood Academy is that homework:

1. reinforces daily, in-class activities;
2. is a possible prelude to upcoming class activities;
3. is a means to allow students to organize thoughts and thought processes;
4. provides an added means for sequential skill development;
5. provides an outlet for student creativity;
6. is a forum for students to develop positive self image and confidence in own abilities;
7. is an opportunity to develop work ethic and job work skills and habits; and
8. is a reinforcement of study skills.

Getting homework passed in is the responsibility of the student. It is his/her responsibility to make-up the missed assignments and class work.

Failure to complete homework -

The **fourth** unsatisfactory assignment during a marking term will result in a teacher assigned detention for the purpose of making up that assignment. The length of time will be 30 minutes or until the latest unsatisfactory assignment is

completed to the teacher's satisfaction, whichever is longer. The date and time (before or after school) of the detention is to be served at the teacher's discretion.

The **fifth** unsatisfactory assignment will result in an administrative detention.

The **sixth** unsatisfactory assignment will result in a Saturday, in-school suspension from 8:00 A.M. to 12:00 noon.

Any further problems completing assigned assignments can result in an appearance before the Education Committee of the Board of Trustees.

A missed assignment is an assignment not passed in at the beginning of class. An unsatisfactory assignment may include any missing, late, incomplete work or any material not completed to the teacher's satisfaction. Students will make-up any missed work in a timely manner under the supervision of the classroom teacher.

**INFORMATION TECHNOLOGY - ACCEPTABLE USE AGREEMENT :**

Coe-Brown provides students access to an unlimited world of information through the Internet and the World Wide Web. In order to use the Academy's information technology resources for non-class time purposes, students and their parent/guardians each year must agree to the contents, sign and return an Acceptable Use Agreement. Students who do not do so will still be able to use information technology in situations under the direct supervision of their classroom teachers but will not have the freedom to use the writing lab, library or other school owned computer/information technology in non-directly supervised situations.

By signing the Acceptable Use Agreement students agree to use the school provided opportunities as described in the agreement. Inappropriate uses of the school's information technology resources could result in Academy administrative review and disciplinary action and/or legal prosecution.

**WEAPONS POLICY:**

All students should have the expectation of being safe while at school. No student who is in fear for his or her physical safety can effectively concentrate on learning. Students have the right to a school that is a safe and healthful place to gain an education. The environment provided to the students will be clean and free of hazards.

No one shall possess a dangerous weapon on Academy grounds except as specifically provided below. This includes all Academy buildings, athletic fields, parking lots and forest areas. Anyone who knowingly possesses or goes armed with a dangerous weapon on school premises is subject to appropriate police action.

The Board of Trustees defines dangerous weapons as a gun, knife, razor, karate stick or implement, metal knuckle, firecracker or other explosive device, anti-personal spray such as Mace or a similar irritant or any other object or material which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. "Toy guns" and other facsimiles of weapons used to create a feeling of intimidation will be treated as if they were real.

Law enforcement officers will be contacted as soon as possible if there is time in a given weapon situation and if there is not an immediate threat to safety. If there is not time or if the situation warrants immediate action, school staff should act to ensure maximum safety.

Any dangerous weapon(s) taken from a student will be reported to the student's parent/guardian. Disciplinary measures taken will be the responsibility of the Headmaster and may include immediate suspension or expulsion. Students found to cause an incident may be held financially liable for any costs that may be incurred by the Academy resulting from the student's action. The Headmaster may also report any situation to the appropriate police agency.

Any student who knows of a weapon in school and does not report it will be considered equally responsible for the presence of the weapon and will face disciplinary action up to and including the possibility of immediate expulsion. The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the Headmaster; and
3. Weapons properly registered with Coe-Brown Northwood Academy and handled during an approved community use of the school facilities may be permitted.

**SUBSTANCE ABUSE POLICY:**

The impact of drugs, tobacco and alcoholic beverages present serious health and safety concerns for all members of the Coe-Brown community. In light of the damaging effect of these materials, Coe-Brown Northwood Academy will take strong steps to ensure the well being of all students and staff members.

The counseling services of Coe-Brown shall be available to any member of the student body, staff, or the parents or guardians of students for the purposes of providing to such persons literature on chemical abuse, discussing potential problems related thereto, or furnishing references to those people seeking the assistance of outside professional help on such matters. Policies of Coe-Brown regarding drugs, tobacco, alcohol and drug paraphernalia shall be made known to students, staff, parents and guardians and copies of these shall be made available as warranted. Instruction on the physical, mental and social damages from controlled substances and from over-the-counter substances used incorrectly shall continue to be emphasized in the curriculum. Students and staff of the Academy shall be encouraged to participate within the school and in the community in activities regarding chemical abuse.

NH State Law prohibits smoking any place on school grounds and it prohibits smoking and possession of tobacco products by people under 18 years of age.

Any student found smoking will be assigned in-school suspension or stronger disciplinary action and will be reported to the Northwood Police Department for further possible action. Possession of tobacco products by students under 18 years of age will also be reported to the Northwood Police Department.

Any evidence of the use, possession, control or being under the influence of any alcoholic beverage or other drug or of the possession, use, sale or dealing of drug paraphernalia by a student, any evidence of such found on or about school grounds or on a school sponsored activity will result in the immediate suspension of that student.

The use, being under the influence, possession, control, sale or dealing in drugs, tobacco, alcohol or drug paraphernalia is a serious situation and the actions taken by the Headmaster and the Board of Trustees will reflect the seriousness of this problem. Actions up to and including immediate expulsion and reporting to the Northwood Police will be taken.

The Headmaster and/or Assistant Headmaster are authorized to conduct searches on the campus for the purpose of identifying the presence of any controlled substance or non-controlled substance being abused, or drug paraphernalia in any building, office, classroom, locker, storage space, or in any vehicle present on the campus. The Headmaster and/or Assistant Headmaster, in cooperation with the Chief of Police of Northwood or other authorized individuals, may employ any technical means, including the use of drug-sniffing dogs, in announced or unannounced searches.

All instances of alleged use, being under the influence, possession, control, sale or dealing in drugs, tobacco, alcohol or drug paraphernalia shall be reported to the Education Committee of the Board of Trustees and the Chief of Police of Northwood. Such confirmed instances and the evidence related thereto shall be kept confidential by the receiving parties, and shall not be divulged to any unauthorized persons not directly involved in subsequent actions, or on a need-to-know basis. Parents and guardians of

students involved with confirmed instances of use, being under the influence, possession, control, sale or dealing in controlled substances, of other materials used to abuse or of drug paraphernalia shall be advised of the circumstances and evidence related thereto.

**OFF-CAMPUS BEHAVIOR OF STUDENTS:**

The Board of Trustees of Coe-Brown Northwood Academy is committed to providing a positive learning and working environment at Coe-Brown Northwood Academy. The Board recognizes that off-campus behavior has the potential to have a negative impact on the school and its ability to meet its goals.

To this end, the Board reserves the right to evaluate off-campus behavior of students when such behavior is deemed to be a threat to the public or will have a significant negative impact on the learning or working environment at the school. Disciplinary action, taken after proper investigation and hearings may include probationary attendance, suspension, dismissal or withdrawal of authorization to re-enroll. Actions taken under this policy shall be subject to review by counsel, as deemed necessary.

**THEFT:**

All students are strongly urged to take appropriate steps to protect their personal items and the school materials in their keeping. Valuables should not be left in lockers or in other unsecured places. Students are asked to report any suspicious activities to school staff as soon as possible.

The taking, damaging, destroying or disturbing of other people's property cannot be tolerated. Appropriate disciplinary action, depending on the severity of the situation, will be taken. Actions may include administrative detention, in-school or out-of-school suspension and/or referral to the Education Committee for their review and possible action. A police report may also be filed.

Any other activity, that by its nature could be considered a crime, will be dealt with seriously. Actions up to expulsion and the filing of criminal charges will be considered.

**COE-BROWN NORTHWOOD ACADEMY  
DISCRIMINATION COMPLAINT AND GRIEVANCE  
PROCEDURE MEMORANDUM**

Coe-Brown Northwood Academy does not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, age, sex, or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Education for the Handicapped Children Act of 1975, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, and section 504 of the rehabilitation Act of 1973.

Inquiries, complaints, and other communications relative to this policy and any of the relative to this policy and any of the aforementioned public laws and federal regulations concerned with non-discrimination on the basis of race, color, national origin, age, sex, or handicap shall be addressed to the headmaster or to the following person designated for this area:

**Mr. Matthew Skidds  
Coe-Brown Northwood Academy  
907 First New Hampshire Turnpike  
Northwood, NH 03261 (603) 942-5531**

The above-mentioned has been designated by the Board of Trustees to coordinate the Academy's efforts to comply with the public laws and regulations. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the following grievance procedure.

**COMPLAINT AND GRIEVANCE PROCEDURE**

1. Any complaint from or on behalf of any person employed or served by the school district shall be communicated to the designated person in your immediate area.
2. The designee shall investigate the complaint, and attempt to resolve the issue.
3. If the issue is not resolved, the complaint shall be reduced to writing and submitted to the Headmaster who will consider the evidence provided by the aggrieved and designee and rule on any corrective action, if necessary.
4. Any appeal from the decision of the Headmaster may be taken to the Board of Trustees within ten days, and the Board will render a decision within sixty days of the appeal, after hearing evidence in the case.
5. Appeal from the Board of Trustees decision may be brought within ten days to the Assistant Secretary of Civil Rights, US Department of Education or the Director, US Department of Education, Office for Civil Rights, Region I, Boston, Massachusetts.



**COE-BROWN NORTHWOOD ACADEMY  
REHABILITATION ACT OF 1973  
POLICY FOR NON-DISCRIMINATION ON THE  
BASIS OF HANDICAP**

It is the intent of Coe-Brown Northwood Academy that the Board and its employees will not discriminate against any intended beneficiaries of statutory protection (including but not limited to students, employees, parents, guardians, other members of the community or applicants for employment or admission) on the basis of handicap in the admission and access to, or treatment and employment in, any of the Coe-Brown Northwood Academy programs and activities, policies, procedures and practices, as and to the extent provided by law.

Coe-Brown Northwood Academy recognizes its responsibility to identify students who are qualified handicapped persons under Section 504 of the Rehabilitation Act of 1973, and to provide them regular and/or special education and related aids and services that are designed to meet their individual educational needs as adequately as the needs of non-handicapped students are met.

Procedures to carry out this policy will be developed and revised by the Headmaster and his/her designees as needed.

Inquiries, complaints, and other communications relative to this policy shall be addressed to the headmaster or to the following person designated for this area:

**Mr. Stephen H. Smith  
Coe-Brown Northwood Academy  
907 First New Hampshire Turnpike  
Northwood, NH 03261 (603) 942-5531**

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**COMPLAINT AND GRIEVANCE PROCEDURE SEE PAGE 29**  
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**PUPIL SAFETY AND VIOLENCE PREVENTION - Bullying**

**PLEASE NOTE: Coe-Brown's policies on this matter are very extensive and have been reviewed by legal counsel. For the sake of practicality, this Agenda Book section contains an abbreviated version of the school's policy. The complete policy has been sent to all parents and is available on the Academy's website ([www.coebrown.org](http://www.coebrown.org)).**

**I. Definitions**

1. **Bullying**. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;

- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. **Electronic Devices.** Electronic devices include, but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

## **II. Statement Prohibiting Bullying or Cyberbullying of a Pupil**

The Board of Trustees is committed to providing all pupils a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Coe-Brown Northwood Academy reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property and including public or private school buses or vans; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational

opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

### **III. Statement Prohibiting Retaliation or False Accusations**

#### **False Reporting**

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

#### **Reprisal or Retaliation**

Coe-Brown Northwood Academy will discipline and take appropriate action against any student, teacher, administrator, volunteer or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying.

### **IV. Protection of All Pupils**

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school functions, regardless of whether or not such pupil or school-aged person is an Academy student.

### **V. Procedure for Reporting Bullying**

The Headmaster shall be responsible for receiving complaints of alleged violations of this policy.

#### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Headmaster or designee. If the student is more comfortable reporting the alleged act to a person other than the Headmaster or designee, the student may tell any

school employee or volunteer about the alleged bullying.

2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Headmaster or designee as soon as possible, but no later than the end of that school day.

3. Upon receipt of a report of bullying, the Headmaster or designee shall commence an investigation consistent with the provisions of this policy.

The Headmaster or designee shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **VI. Investigative Procedures**

1. Upon receipt of a report of bullying, the Headmaster or designee shall, within 5 school days, initiate an investigation into the alleged act.

2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged bullying was in whole or in part cyberbullying, the Headmaster or designee may ask students and/or parents to provide Coe-Brown Northwood Academy with printed copies of

e-mails, text messages, website pages or other similar electronic communications.

4. Factors the Headmaster or other investigator may consider during the course of the investigation include but are not limited to:

Description of incident, including the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; the characteristics of parties involved (name, grade, age, etc.); the identity and number of individuals who participated in the bullying behavior; where the alleged incident(s) occurred; whether the conduct adversely affected the student's education or educational environment; whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and the date, time and method in which parents or legal guardians of all parties involved were contacted.

5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Headmaster.

6. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

#### **VII. Response to Remediate Substantiated Instances of Bullying**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavior interventions up to and including suspension

or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

Admonishment; temporary removal from classroom; deprivation of privileges; classroom or administrative detention; referral to disciplinarian; in-school suspension; out-of-school suspension; and expulsion.

Examples of remedial measures may include, but are not limited to:

Restitution; peer support group; corrective instruction or other relevant learning experience; behavior assessment; student counseling; and parent conferences.

#### **VIII. Communication with Parents Upon Completion of Investigation**

1. Within two school days of completing an investigation, the Headmaster or designee will notify the students involved in person of his/her findings and the result of the investigation.

2. The Headmaster or designee will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Headmaster or designee will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the Headmaster shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, Coe-Brown Northwood Academy will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

#### **IX. Appeal**

An appeal process is part of this policy and can be found as a part of the complete policy as described on the web-site.

#### **X. Use of Video or Audio Recordings in Student Discipline Matters**

Coe-Brown Northwood Academy reserves the right to use audio and/or video recording devices on Coe-Brown Northwood Academy property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors.

#### **POLICY STATEMENT REGARDING SEXUAL HARASSMENT FACULTY, STAFF AND STUDENTS**

It is the policy of the Coe-Brown Northwood Academy that all members of the Academy should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment is illegal under both state and federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law.

Inquiries, complaints, and other communications relative to this policy shall be addressed to the headmaster or to the following person designated for this area:

**Mrs. Sally A. Aseltine**  
**Coe-Brown Northwood Academy**  
**907 First New Hampshire Turnpike**  
**Northwood, NH 03261 (603) 942-5531**

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**COE-BROWN NORTHWOOD ACADEMY  
ATHLETIC DEPARTMENT  
MATTHEW SKIDDS, ATHLETIC DIRECTOR  
(603) 942-5531**

Meetings for all sports teams are held prior to the start of every season. At that time participants and their parents are provided information sheets and contracts regarding student-athlete participation standards. Players and their families should review these together. Questions regarding team requirements and expectations should be addressed to the team coach first and then to the athletic director.

While the team information and contracts contain more detailed information, all student athletes should know:

1. All athletes must have had a physical exam before trying out for a team.
2. Students must meet eligibility standards set by the NHIAA. Students must pass four full credit courses to remain eligible to participate in athletics.
3. Students will face serious consequences in school and with their participation in athletics for involvement with tobacco, drugs or alcohol.
4. Attendance at all practices and team events is required for athletes. There are consequences for missing practices and competitions.
5. Students must be in school by 10:00 a.m. to be eligible for the day's practice or games unless they have received prior permission of the Headmaster or Athletic Director.

6. All Athletes are covered by school insurance. This policy is secondary to a student's family coverage.

Co-curricular activities are intended to supplement the academic curriculum by providing a wide variety of experiences in many areas of interest. However, active and satisfactory participation in the academic program must be prerequisite to participation in all other school-sponsored activities.

Remember, schoolwork and classroom behavior come before athletics. You are in school to receive an education. Conducting yourself in a positive manner in the school community is important for those who represent Coe-Brown Academy in sports.

**SENIOR PORTFOLIO AND EXIT INTERVIEW:**

During the 1993-94 school year Coe-Brown Northwood Academy instituted a new requirement for graduating seniors. The Senior Portfolio and Exit Interview were established as a replacement for traditional final exams.

The philosophy behind the portfolio and exit interview process is straightforward. As students begin the transition from our classrooms to life beyond high school, an opportunity exists to provide them with a culminating experience that will put to practical use the personal, cognitive and communication skills that they have developed. The Senior Portfolio and Exit Interview experience is designed to have the graduating students reflect on their high school experiences and personally assess their attainment of the basic educational criteria described in the "Definition of a Coe-Brown Graduate."

During this exercise, the seniors should see the transition to their new stage in life. The required and optional parts of the process will allow them to see themselves as part of the community, to take part in a practical activity that will test their abilities in the non-teacher world of adults, and to culminate their four years of high school in a designed process for closure that presents a meaningful challenge.

**COMMUNITY SERVICE IDEAS FOR COE-BROWN STUDENTS:**

Coe-Brown requires that students complete 40 hours of pre-approved, non-court ordered, community service as part of its graduation requirements. We are frequently asked what sorts of things can be done, so we have compiled the following list which is not meant to be all-inclusive or to provide ever-changing contact people and phone numbers, but to give you ideas about the types of things you might do. We encourage students to think about what they **like** to do, a group to which they might feel good about contributing, or something that might assist in helping them to decide what they might like to do for a career.

As you might imagine, Community Service cannot be done for a profit-making enterprise (i.e. working for nothing for your usual employer), nor can it be done for a family member or neighbor that you should be helping anyway out of the goodness of your heart (shoveling your grandmother's walk).

**WORKING WITH CHILDREN:**

Many students enjoy working with younger children in a variety of ways, some of which may help you decide about future careers.

Examples: Coaching younger teams in a favorite sport, perhaps at a summer camp, or in your hometown.  
Assisting elementary school teachers at the end of the school year when Coe-Brown is out and they are still in session, or on some of our workshop days when they might be in session.  
Helping in after school programs at elementary schools.  
Coaching an OM team at an elementary school.  
Baby-sitting for town and school district meetings.  
Teaching or assisting with Sunday Schools.  
Assisting at the Special Olympic events.

**ACTIVE AND/OR OUTDOOR OPTIONS:**

Towns and local nonprofit groups often need assistance, particularly with seasonal cleanups.

Examples: Doing trail work for a snowmobile club or local Parks and Recreation committee.  
Highway pickup crews.  
Spring cleanup for town beaches.  
Cemetery maintenance.  
Custodial work at local schools.

**WORKING FOR A CAUSE:**

You might volunteer for any one of a number of nonprofit agencies, which seek to raise money for a specific cause, by working on mailings or actually participating in things like walk-a-thons.

Examples: Groups that raise money for research  
on various health issues such  
as cancer, Alzheimer's  
disease, cystic fibrosis,  
multiple sclerosis, or  
muscular dystrophy.  
Social issue organizations such as  
Sexual Assault Support  
Services  
Various environmental organizations

**ASSISTING PEOPLE OR ANIMALS IN NEED**

Some of these ideas may also help with determining  
interest in a future career.

Examples: Volunteering at hospitals or nursing  
homes.  
Working at a soup kitchen or a  
Salvation Army/Goodwill type  
agency.  
Assisting at an animal shelter.

**COMMUNITY SERVICE CONNECTED WITH COE-BROWN**

These opportunities arise on an intermittent basis.  
Pay attention to daily announcements! The time *must*  
be put in outside of the regular school day and it  
cannot count as participation in any related  
organization for which you otherwise get "credit".

Examples: Building and/or striking sets for the drama department (only if you are not an active member trying to build hours toward Thespian Society membership).  
Tutoring  
Assisting an athletic team, e.g. running scores for track and field.  
Working at the Deerfield Fair Dairy stand through FBLA.

### **MISCELLANEOUS**

Of course there are countless other options which might arise. As long as they meet the community service criteria *and are pre-approved\** many things can qualify. Periodically check the bulletin board in the Multi-Purpose Room for requests for help that are posted there.

Examples: Volunteering at your local library or Town Hall.  
Projects for your religious Organization, Scouts, or 4-H.

\* Pre-approval is normally done by your team leader, with your counselor and/or anyone in the administration serving as back up. A senior may also have projects approved by his or her portfolio advisor. Approval can even be gained during the summertime since an administrator is usually available to review a project. If an opportunity should arise totally unexpectedly, one could also leave a message on a weekend on e-mail or voicemail. However, approval is not guaranteed if the service criteria were not met. Students who enter senior year with all 40 hours completed are in the best shape for the whole Senior Portfolio process. Start today!

**Coe-Brown Northwood Academy  
School-wide Style Sheet**

*Based on Purdue Online Writing Lab (OWL)  
<http://owl.english.purdue.edu/owl/resource/747/01>.  
Written in conjunction with all CBNA departments.*

**Attention Students!** The following is a guideline to be used with ALL formal papers in any class offered at CBNA. This sheet is a condensed version of what is available to you on the OWL website. Please note that this is a condensed version and more information can be found in the website and from your instructor.

**Manuscript Style**

Be sure to adhere to the following, exactly!

- Font - Times New Roman, size 12.
- Entire paper is double spaced. This rule applies to everything.
- One inch margins appear on all pages, on all margins.
- Page numbers should appear in the heading preceded by your last name (Jones 2) on all pages except title.

**Title Page**

Center the title one-third of the way down the page. Center author information two-thirds of the way down, including: your name, instructor's name, class name, date (20 November 2006).

**Outline**

An outline is an optional component of a formal paper. Be sure to ask the instructor if it is required for your paper. If required, remember that the outline must be double spaced, with the title of the paper centered at the top of the page.

**First page**

The first page should include the page number in the header, a heading at the top left margin and the title of the paper, centered. The heading should include: your name, instructor's name, class name, and date.

### **Thesis Statement**

The thesis statement should be included in the first paragraph. The thesis statement should follow the following formula: A specific **topic** + a particular **stand, feeling, or feature**. Examples:

"An individual's peer group shapes certain personality traits.

Mary Shelley's novel Frankenstein focuses on the theme of friendship" (267).

A thesis statement should be limited with a clear topic, focus on a particular feature or viewpoint of the topic and can be supported with facts and details.

**\* Please note that individual teachers may have different requirements for the thesis statement. Listen to the instructor FIRST and then refer to the OWL website.**

### **In-text citations**

In order to give credit to a source, you must insert parenthetical citations after the information. Following the words or ideas taken from a source, in parentheses, type the author's last name and the page number from which you took the information, for example (Jones 5). The in-text citations should refer to an entry in your works cited page (see below). For inclusive page numbers larger than ninety-nine, give only the two digits of the second number (124-36). Be sure to include the citation BEFORE the end mark of the sentence!

### **Quotations**

Choose quotations very carefully and keep them as brief as possible. Only use quoted text that is ABSOLUTELY necessary to your paper. If a quotation is four typed lines or fewer, include it in the body of your paper and put quotation marks around it. If it is longer than four typed lines, the left margin should be indented 10 spaces for each line, double spaced, and DO NOT use quotation marks.

### **Sample Research Paper**

Many sample papers are available on the website for you to examine and mirror.

### **Works Cited Page**

The works cited page(s) lists all of the sources you have referred to in the text of your paper. This should be a new page and should be numbered along with the rest of your paper. The following rules apply:

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.
- *Writers are no longer required to provide URLs for Web entries.* However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

### **Capitalization and Punctuation**

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the,

an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.

- **New to MLA 2009:** Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).

#### **Listing Author Names**

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name. Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

**Listed below are examples of the most common types of sources. More options are available on the website.**

#### **A Book by One Author**

Lastname, Firstname. *Title of Book*. Place of

Publication: Publisher, Year of Publication. Medium of Publication.

#### **A Book with More than One Author**

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

#### **A Book by a Corporate Author or Organization**

American Allergy Association. *Allergies in Children*.

New York: Random, 1998. Print.

#### **An Article in a Magazine**

Author(s). "Title of Article." *Title of Periodical* Day

Month Year: pages. Medium of publication.

#### **An Article in Newspaper**

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007: LZ01. Print.

**An Entire Web Site**

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization

affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication.

Date of access.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

**COE-BROWN NORTHWOOD ACADEMY  
 BELL SCHEDULE  
 FOR ALL BUILDINGS  
 2011-2012**

7:40	Pass to Lockers
7:45	Warning Bell
7:50 - 9:26	Double Block Class
9:26 - 9:31	Passing
9:31 - 10:17	Block 3 Class
10:17 - 12:01	Block 4

**Track A**

10:17 - 10:39	Lunch
10:39 - 10:44	Passing
10:44 - 12:01	Class

**Track B**

10:17 - 10:22	Passing
10:22 - 10:44	Class
10:44 - 11:06	Lunch
11:06 - 11:11	Passing
11:11 - 12:01	Class

**Track C**

10:17 - 10:22	Passing
10:22 - 11:11	Class
11:11 - 11:34	Lunch
11:34 - 11:39	Passing
11:39 - 12:01	Class

**Track D**

10:17 - 10:22	Passing
10:22 - 11:39	Class
11:39 - 12:01	Lunch

12:01 - 12:06	Passing
12:06 - 12:52	Block 5 Class
12:52 - 12:57	Passing
12:57 - 1:43	Block 6 Class
1:43 - 1:48	Passing
1:48 - 2:34	Block 7 Class
2:34	Dismissal

**COE-BROWN NORTHWOOD ACADEMY  
 DELAY DAY BELL SCHEDULE  
 2011-2012**

9:40	Pass to Lockers
9:45	Warning Bell
9:50 - 10:30	Double Block Class
10:30 - 10:35	Passing
10:35 - 11:05	Block 3 Class
11:05 - 12:49	Block 4

**Track A**

11:05 - 11:27	Lunch
11:27 - 11:32	Passing
11:32 - 12:49	Class

**Track B**

11:05 - 11:10	Passing
11:10 - 11:32	Class
11:32 - 11:54	Lunch
11:54 - 11:59	Passing
11:59 - 12:49	Class

**Track C**

11:05 - 11:10	Passing
11:10 - 11:59	Class
11:59 - 12:22	Lunch
12:22 - 12:27	Passing
12:27 - 12:49	Class

**Track D**

11:05 - 11:10	Passing
11:10 - 12:27	Class
12:27 - 12:49	Lunch
12:49 - 12:54	Passing
12:54 - 1:24	Block 5 Class
1:24 - 1:29	Passing
1:29 - 1:59	Block 6 Class
1:59 - 2:04	Passing
2:04 - 2:34	Block 7 Class
2:34	Dismissal