



Granite Valley Preparatory

Family Handbook

2025-2026

**Igniting a passion for lifelong learning through
a balanced traditional education**

Contents

MISSION.....	5
VISION.....	5
OUR PHILOSOPHY AND VALUES.....	5
CHANGES AND MODIFICATIONS TO SCHOOL POLICY & PUBLICATIONS.....	6
Add/Drop Policy.....	7
Alternating Block Schedule.....	8
Bell Schedules.....	9
Co-Curricular Eligibility.....	10
College Admissions.....	10
College Credit.....	10
College Transcripts.....	10
College Visits.....	11
Computers (personal).....	11
Conferences.....	11
Contacting School Personnel.....	11
Counseling.....	12
Course Failures.....	12
Course Level Changes.....	12
Course Selections.....	12
Credit Requirements.....	12
Directed Physical Education for Credit.....	12
Exams.....	13
Grading Scale.....	14
Grading System.....	14
Graduation Requirements.....	15
Homework.....	15
Honors/Awards.....	15
Incompletes.....	16
Make-up Work.....	16
New Hampshire Scholars.....	17
Parenting Plans.....	17
Parent/Guardian Bill of Rights.....	18
Progress Reports.....	19
Records Release.....	19
SIS.....	20
Report Cards.....	20
Standardized Testing.....	20
Transcript Modifications.....	20
Transfer Students.....	21

VIRTUAL LEARNING ACADEMY CHARTER SCHOOL (VLACS).....	21
HONESTY.....	22
Care and Use of Facilities.....	22
Cheating.....	22
Plagiarism.....	22
BEHAVIORAL EXPECTATIONS.....	23
Acceptable Use Policy for Computer Network.....	23
Anti-Social Behavior/ Bullying Policy.....	24
Cell Phones/Related Devices.....	24
Co-Curricular Activities.....	24
Disciplinary Procedure.....	25
Loss of Senior Privileges.....	25
Electronic Devices for Learning.....	25
Stealing/Vandalism.....	26
Tobacco, Drug, and Alcohol Policy.....	26
Weapons.....	26
Accidents.....	27
Advising.....	27
Announcements.....	27
Assemblies.....	27
Attendance/Tardy Policy.....	27
Change of Address/ Telephone.....	28
Clubs and Organizations.....	28
Dances.....	28
Dress Code.....	29
Emergencies.....	30
Field Trips.....	31
Fire Drills and Procedures.....	31
Food and Beverages.....	31
Grievance Policy.....	32
Library.....	33
Lost and Found.....	33
Health and Immunization.....	34
Off-Campus Lunch.....	34
Permission to Publish.....	34
Physical Affection.....	35
Residence.....	35
School Hours.....	35
School Telephones.....	35
School Cancellations.....	35
Searches.....	36

Social Events.....	36
Student Council.....	37
Visitors.....	37
APPENDIX I – POLICY ON BULLYING.....	38
APPENDIX II – Use of Restraint Policy.....	42
APPENDIX III – Tobacco, Illicit Drug, and Alcohol Policy.....	45
APPENDIX IV – CODE OF CONDUCT.....	47

MISSION

At Granite Valley Prep, we ignite a passion for learning through a rigorous curriculum, committed to the development of educators, leaders, and creators. Students engage in an innovative approach to a traditional education that prepares them for post-secondary studies.

VISION

Advancing tomorrow's trailblazers through a balanced and comprehensive education, Granite Valley Prep envisions a future where students thrive as innovative thinkers and problem solvers. Our commitment to excellence cultivates a community of intentional learners prepared not only for post-secondary studies but also to make meaningful contributions in dynamic and emerging fields.

OUR PHILOSOPHY AND VALUES

We are committed to **academic excellence**, continuously striving to elevate the quality of education and ensure that our students achieve their highest potential.

We believe in the value of **intellectual curiosity**. We foster a love of learning by encouraging students to ask questions, explore new ideas, and engage deeply with a rigorous STEAM curriculum.

We recognize the power of **persistence**. We encourage and value perseverance; empowering students to build confidence and determination by overcoming challenges and striving for excellence in all their endeavors.

We appreciate the importance of being **present**. We believe there is value to being unplugged, present and engaged. We create opportunities for students and staff to connect meaningfully with each other and the learning material without constant digital distractions.

We value and promote a **balanced lifestyle** that appreciates both academic rigor and personal well-being, ensuring students can thrive both inside and outside the classroom.

We recognize the crucial role of **family engagement** in student success and actively foster a strong partnership between the school, students, families, and the community.

Our commitment to **fairness and respect** ensures that every student has access to the resources and opportunities they need to succeed, fostering a diverse and welcoming school environment.

We embrace a learning environment that is rational, open-minded, and informed by evidence. By doing so we challenge students to **think critically and creatively**, preparing them to be innovative problem solvers in a rapidly changing world.

We believe in the importance of **effective communication**. We emphasize the importance of clear and effective communication, both written and verbal, as essential skills for academic and personal success.

We encourage **empathy and collaboration**, teaching students to work effectively with others and appreciate diverse perspectives.

CHANGES AND MODIFICATIONS TO SCHOOL POLICY & PUBLICATIONS

Granite Valley Prep reserves the right to add, modify or amend any part of this handbook between publication dates. The school will inform students, faculty and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

The creation, distribution, and updating of any information and material to be placed on **GVP's website shall be specifically approved by the Director of Education or a person** explicitly designated by her/him as having the authority to approve such materials.

GVP reserves the right to remove from its server(s) any material that is outdated, not properly maintained, or not in compliance with school standards.

Notice of Nondiscriminatory Policy As To Students

In accordance with RSA 194-B:3,ii(m) Granite Valley Preparatory Charter School will not discriminate on the basis of race, color, gender, gender identity, or gender expression, national or ethnic origin, age, religion, creed, disability, veteran's status, sex, sexual orientation, socioeconomic or marital status, genetic information, pregnancy and pregnancy related medical conditions in the selection of students or staff, access to its educational programs and activities, with respect to employment terms and conditions or in the administration of the school or in any other way that is prohibited by law.

ACADEMIC INFORMATION

Add/Drop Policy

Add/Drop Period

Students and families are encouraged to review course selections carefully before each term begins.

At Granite Valley Prep, students have 10 school days from the start of a new class to make any schedule changes.

All schedule change requests should be discussed with the school counselor, who will consult with the teacher and Director of Education as needed.

Add/Drop requests are subject to:

- Course availability
- Class size limits
- The discretion of the Director of Education

Our goal is to accommodate reasonable requests while maintaining balanced class sizes and strong learning environments.

Course Withdrawal (After Add/Drop Period)

After the 10-day add/drop window, course withdrawals are considered only under special circumstances and must be approved by the Director of Education.

The process includes communication among the student, family, teacher, counselor, and Director of Education to determine the best path forward.

Transcript Notation

- A student who withdraws after the add/drop period will have the course remain on their transcript.
- The grade will appear as:
 - WF (Withdrawal–Fail): No credit; counts against GPA
 - WP (Withdrawal–Pass): No credit; does *not* count against GPA (granted only in extenuating circumstances, as approved by the Director of Education)

Types of Withdrawals

Student or Family-Initiated Withdrawal

Students or families should first discuss any course concerns with the teacher, counselor, or case manager to explore possible solutions before requesting withdrawal.

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If withdrawal remains the best option, a meeting with the counselor, family, and Director of Education will be scheduled to finalize the decision.

Teacher-Initiated Withdrawal

Teachers may recommend a withdrawal when a student's placement or circumstances make the course inappropriate.

Possible reasons include:

- Course level is above or below the student's readiness
- The student did not request or intend to take the course listed
- Prerequisites were not met
- An emergency or unexpected event arises

The teacher will notify the family, counselor, and Director of Education to discuss options. Final approval is made by the Director of Education after consultation with all parties.

Administrator-Initiated Withdrawal

If the Director of Education determines that a student must withdraw for non-academic reasons (such as attendance, conduct, or other circumstances), the Director will contact the student's family and counselor. In these cases:

- The course remains on the transcript
- The student may receive a W (Withdrawal) with no credit
- The course will not affect the student's GPA

Alternating Block Schedule

Granite Valley Prep follows an Alternating Block Schedule. Students take one-credit classes over two semesters (36 weeks) and ½ credit classes over one semester (18 weeks). Students rotate their schedule each day, with four classes on the first day of the schedule (A day) and four other classes on the second day of the schedule (B day). Over a 2-week period, students would meet each class five times.

The Alternating Block Schedule improves the learning experience and outcomes for students. It keeps two of the essential features of the block schedule--extended class periods and only four classes per day. Students will still have the opportunity to do in-depth learning each day and concentrate on just four classes each day. It corrects the limited time for learning inherent in a 4X4 block. It allows sufficient time to maximize teaching and student learning. It adds additional time for students to master content and skills. It avoids gaps between sequential courses. These gaps occurred in the 4X4 block. While students do not forget all they learn, if there was a time lag between semesters when students took core courses, it creates gaps that impede consistent, deep student learning and mastery. While students on the Alternating Block Schedule take four different courses each day, there is also variety in what they are doing. Adding more time for learning the material throughout the year also relieves stress and frustration for

students and gives them time to work through difficult concepts before they move on to the next course.

Alternating A/B Block Schedule	
Block 1 (Homeroom)	8:05 - 9:25
Block 2	9:30 - 10:45
Lunch	10:50 - 11:20
Block 3	11:25 - 12:40
Flex-Time	12:45-1:25
Block 4	1:30 - 2:45
Week 1 A/B/A/B/A	
Week 2 B/A/B/A/B	

Bell Schedules

DAILY BELL SCHEDULE

8:00	FIRST BELL
8:05 – 9:25	BLOCK 1
9:30 – 10:45	BLOCK 2
10:50 – 11:20	LUNCH
11:25 – 12:40	BLOCK 3
12:45 – 1:25	FLEX-TIME
1:30 – 2:45	BLOCK 4

TWO-HOUR DELAY

10:00	FIRST BELL
10:05 – 11:05	BLOCK 1
11:10 – 12:05	BLOCK 2
12:10 – 12:45	LUNCH
12:50 – 1:45	BLOCK 3
1:50 – 2:45	BLOCK 4

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Co-Curricular Eligibility

Co-curricular activities that require considerable time after school or away from school are subject to the following eligibility rule: students must pass ALL courses each quarter in order to participate in those activities for the following quarter. Students in academic jeopardy may be suspended from co-curricular activities including sports participation **at any time** at the discretion of the Administration. The Dean of Student Success works with local high school Athletic Directors to ensure eligibility is maintained.

College Admissions

Since admission requirements vary widely between higher education institutions, students should consult college bulletins, catalogs and websites of different institutions early in their high school careers to assure they are completing the necessary requirements. It is important to remember that admissions to college are generally competitive, and students should consider enrolling in course work that exceeds the minimum requirements. The following table generalizes recommended admissions requirements for various post-secondary programs.

	English	Social Studies	Mathematics	Lab Sciences	World Language
Two-Year Colleges	4	3	3	2	0-2
Engineering	4	3	4-5	4-5	2-4
Four-Year Colleges	4	3	3-4	3-4	2-4
Highly Selective Colleges	4	3-4	4-5	4-5	3-5

College Credit

Students may earn college credit through select GVP dual enrollment courses with credit through Early College at Your High School (Running Start) available through River Valley Community College (RVCC). This provides high school students with the opportunity to earn college credit while simultaneously completing the requirements for high school graduation. Specific GVP courses that have been designated as dual enrollment courses have been determined to offer the same content to a course at RVCC. These credits are accepted at many colleges around the United States, including the University System of New Hampshire.

Students may also access courses on-line through Early College at RVCC (Bridge2College). New Hampshire high school students taking courses through these programs are permitted two free courses per academic year through the NH Governor's Scholarship.

Please see the Dean of Student Success for all the details on these college credit programs.

College Transcripts

Requests for transcripts may be made to the Dean of Student Success. When the transcripts are to be sent out with college applications, the applications should be submitted to the Dean of Student Success two (2) weeks prior to the college's deadline. There is no fee for sending transcripts of current students.

College Visits

Juniors and seniors are encouraged to visit colleges for tours or interviews on non-school days. If needed, seniors can schedule up to four (4) excused days from school for college interviews, visits or orientations. Juniors are allowed two (2) college visitations in the spring semester. Students must complete a request form and return it to the Dean of Student Success **at least two (2) school days prior to the visit** in order for these visits to be excused. Without a completed form, the visit is counted as an unexcused absence and the student may forfeit any remaining visitation days. Students are responsible for classwork and homework missed.

Computers (personal)

GVP encourages students to use their personal mobile electronic devices (Bring Your Own Device) at school. With teacher approval or as required by an individualized education plan or 504 plan, students may use devices such as laptops, iPads, tablets and eReaders in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity available to them. Cell phones are not allowed on the network.

Conferences

Formal parent/teacher conferences are held during the first and second semester. Parents are notified of the date and conferences are scheduled through the Main Office, thus coordinating faculty and parent schedules. During the school year, parents are encouraged to maintain contact with their student's teacher through the use of individual conferences. Parents desiring a conference should contact the teacher either by email or by leaving a message with the office. It is helpful at the time of your request to suggest times when you would be available. Teachers will contact parents to schedule a convenient meeting time.

Contacting School Personnel

Attendance – Contact the Main Office by phone or by email to office@granitevalleyprep.org by 8:30am on the day of the absence.

Behavioral issues, co-curricular activities, safety and security of building and grounds – Please contact the classroom teacher or activity advisor for any behavioral concerns in classes or activities. Continued concerns, or questions regarding attendance or building safety can be directed to the Director of Education.

Classroom/Academic issues – Contact the classroom teacher first, and then our Dean of Student Success.

Family/social/emotional issues – Contact our Dean of Student Success if your student is experiencing social or emotional issues (personal or family) that might affect their experience during the school day.

Counseling

The goal of the Dean of Student Success is to assist students and parents in a variety of activities that affect educational development. Among these are scheduling of courses, overseeing internships, counseling for future educational and career opportunities, serving as a liaison between school and community groups, making resources available to students and parents to assist in decision-making, and short-term personal counseling and/or referral. The Dean of Student Success adheres to a policy of confidentiality, except when the individual or the GVP community is at risk and as required by law. The Dean of Student Success is responsible for assisting students in registering for college admission tests.

Course Failures

A failed course may be made up by repeating the course, completing an approved online course, tutoring by a teacher approved by the administration, or in some cases, demonstrating proficiency of specific course competencies.

Course Level Changes

Students wishing to change a level in any core course must be recommended by the current teacher and a meeting with the Dean of Student Success for approval. Level Change forms are available in the Dean of Student Success's Office. Level changes are made when they are academically necessary and in the best interest of the student. All students should be enrolled in challenging but reasonable courses in which they have the ability to succeed. Students in Honors classes must maintain a minimum grade of B- or may be moved to lower-level course.

Course Selections

Students should discuss their course selections with their parents, teachers, and the Dean of Student Success. Course selections are completed using the course selection forms each spring.

Credit Requirements

The Program of Studies contains a detailed description of all courses offered. It is important that students consult college catalogues of schools of their choice and plan their course selections according to these requirements if possible. Students are required to complete 28 credits for a GVP diploma.

Directed Physical Education for Credit

In accordance with GVP graduation requirements, students may receive a maximum of 0.5 credit (of the total one credit of PE required) toward the Physical Education credit requirement for participation in one full season of a GVP approved physical activity or

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sport. The coach/instructor of the sport/physical activity will determine whether the student participated in one full season. Full season participation is defined as attending approximately 80% of practices and/or competitions/classes. Students are required to keep track of their participation hours daily by completing an Activity Time Log. The total number of hours must be at least 60 in a 90-school day period. The student must complete a written reflection documenting knowledge and understanding of the six core competencies related to physical education. This reflection is due two weeks prior to the end of the semester. The student must submit a completed Request for Directed Physical Education Credit form and Activity Time Log with the Dean of Student Success's approval within the same academic year of participation. Successful completion will grant .5 credit toward the student's PE graduation requirement. Credit will be given Pass/Fail. Students **MUST** complete their PE requirements **BEFORE** their senior year. Forms are available from the Dean of Student Success and the Main Office.

Exams

Mid-year and final examinations will be administered. Specific details will be course dependent. Students are required to take their exams on the dates scheduled in the school calendar. **No student is permitted to take an exam outside of the scheduled time without the approval of the Dean of Student Success.** **Written requests from parents regarding extenuating circumstances must be made to the Dean of Student Success two weeks prior to the exam period.**

Grading Scale

LETTER GRADE	NUMBER RANGE	College Prep	Honors
A +	100-98	4.0	4.3
A	97-95	4.0	4.3
A-	94-92	3.7	4.0
B+	91-89	3.3	3.6
B	88-86	3.0	3.3
B-	85-83	2.7	3.0
C+	82-80	2.3	2.6
C	79-77	2.0	2.3
C-	76-74	1.7	2.0
D+	73-71	1.3	1.3
D	70-68	1.0	1.0
D-	67-65	0.7	0.7
F	64-0	0.0	0.0

Grading System

Numeric grades are provided on report cards and recorded on school transcripts. At GVP the passing grade is 65. Grades are weighted based on course levels.

Courses may be graded Pass/Fail on a limited basis with the approval of the Dean of Student Success.

Physical Education courses are graded Pass/Fail.

Graduation Requirements

The **minimum** graduation requirements are:

English.....	4	World Language.....	2
Math.....	4.5	Physical Education.....	1
(including .5 Financial Literacy)		Health.....	.5
Social Studies.....	4	Technology.....	.5
Science.....	3	Electives.....	5
Creator, Leader, Educator Series.....	2.5		
Fine Arts.....	1	Total.....	28

Courses taken beyond the minimum graduation requirements will count towards elective requirements.

Homework

Homework may take the form of written assignments, reading, reviewing, or studying/preparing for long-range tests, or projects and is an integral part of the curriculum and essential to the learning process. Homework is assigned at the discretion of the teacher and may be graded or non-graded. Homework is expected to be submitted on the day it is due.

Students cannot work together on homework unless explicit permission is given by the teacher.

Honors/Awards

Unweighted grades are used to determine distinctions. Graduating seniors may be designated:

Summa Cum Laude (with high honors)	4.0
Magna Cum Laude (with great honors)	3.8 to 3.99
Cum Laude (with honors)	3.6 to 3.79

Transcripts will show “Candidate for Summa Cum Laude,” “Candidate for Magna Cum Laude,” or “Candidate for Cum Laude” based on the cumulative and weighted average at the time of the transcript request.

Incompletes

In cases of extended absence excused by the Director of Education or Dean of Student Success, a quarter or final grade of incomplete may be posted on the report card. All Incompletes must be made up at a time agreed upon with the administration.

Make-up Work

Following an absence from class, the student is required to ask teachers what work was missed. Arrangements to make up work must be done upon the student's return to school. The teacher will determine a reasonable make-up time. Students may be penalized for work not completed on time. **If a student willfully cuts a class or skips school, make-up work may not be allowed.**

When there is a planned absence, the student is required to complete the Planned Absence Form (see Resources section of the GVP website) to help gather advanced assignments from his/her teachers and to establish a schedule for completing assignments and tests. Since it is not always possible or desirable to provide all of the assignments that will be covered during the time of the absence, some assignments may be required to be completed by the student upon his/her return to school. The Planned Absence Form must be completed at least **two weeks** prior to the planned absence.

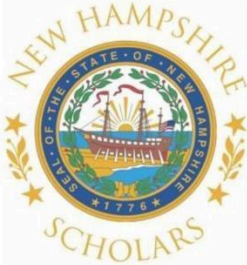
Students missing a class because of a scheduled school event, field trip or for other excused absences must make arrangements to complete missed work. A student missing work during an unexcused absence must complete work on the day they return. If a student will miss school due to personal travel, vacations, extended holidays, or family circumstances, the student's parents or guardians **MUST** notify the Main Office with specific reasons and dates of absence at least one week **PRIOR to the absence**. Administrators will determine the appropriate makeup period and notify teachers that the student will not be in attendance. Students are encouraged to travel with their books and follow the class work assigned. Any work not completed in the assigned makeup time may be subject to penalties. In the event of an absence due to an emergency or death in the family, administration will work with the family, student, and teachers to determine an acceptable time frame for completing missed assignments and exams.

New Hampshire Scholars

GVP participates in the New Hampshire Scholars program. Our graduation requirements align with the [NH Scholars Core Course of Study](#). In addition to the Core Course of Study, students may also choose to follow one of the specific designated optional pathways. Students who achieve NH Scholar status will be specially recognized at graduation and may be eligible for specific scholarships at NH post-secondary schools. For details: <https://nhscholars.org/>



NEW HAMPSHIRE SCHOLARS CORE COURSE OF STUDY & OPTIONAL PATHWAYS

	Core Course of Study • 4 years of English • 4 years of Math • 3 years of Science with labs • 3 ½ years of Social Studies/ Social Science • 2 years of a foreign language	STEM Pathway • 4 years of English • 4 years of Math • 4 years of Science (3 with labs) • 3 ½ years of Social Studies/ Social Science • 2 years of a foreign language • 1 year (or more) STEM-related • Minimum 3.2 GPA (4.0 scale)
Arts Pathway • 4 years of English • 4 years of Math • 3 years of Science with labs • 3 ½ years of Social Studies/ Social Science • 2 years of a foreign language • 2 years (or more) Arts-related • Minimum 3.2 GPA (4.0 scale)	STEAM Pathway • 4 years of English • 4 years of Math • 4 years of Science (3 with labs) • 3 ½ years of Social Studies/ Social Science • 2 years of a foreign language • 1 year (or more) STEM-related • 2 years (or more) Arts-related • Minimum 3.2 GPA (4.0 scale)	Career Pathway • Core Course of Study • 1 career credit • One work-based learning experience • Earned college credits, industry-recognized certificate, or post-secondary hours

Parenting Plans

In the case of divorced or separated parents, parents shall submit to the school an updated parenting plan that sets forth the **decision-making and residential** responsibilities of the parents. In the absence of submission to the school of a parenting plan, court order, or decree to the contrary, both parents will have the opportunity to request academic reports and information pertaining to the school.

Parent/Guardian Bill of Rights

(Pursuant to RSA 189-B and related NH & federal law)

Purpose. New Hampshire law affirms that parents direct the upbringing, education, and care of their minor children. This notice summarizes parent/guardian rights recognized in RSA 189-B and other state/federal laws, and explains how to use them. It is published each year and posted online as required by law.

A. Your Rights

Unless otherwise limited by law, parents/guardians have the right to:

1. Direct your child's upbringing, moral, and religious training.
2. Know what is being taught and inspect instructional materials within a reasonable period following a request.
3. Opt your child out of health/sex education and other objectionable material.
4. Be advised of non-academic surveys/questionnaires and opt out (including YRBS).
5. Request teacher/paraprofessional qualifications for your child's classes.
6. Receive the school's annual performance report and information about state assessments.
7. Access and review your child's education records within 14 days of the request.
8. Opt out of data collection not required by state/federal law.
9. Be notified if a criminal offense is committed against your child at school.
10. Be notified whenever seclusion or restraint is used on your child.
11. Be informed of the school's discipline policies and procedures.
12. Opt your child out of statewide assessments (ELA, math, science).
13. Access and review medical records of your child maintained by the school, unless prohibited by law.
14. Seek access to public curricular/co-curricular offerings while your child is in another approved program (home education, nonpublic, charter), as provided by law.
15. Ask the school questions about your child and receive a timely response. If an immediate answer isn't possible, a response will be provided within 10 business days.

B. How to Exercise These Rights

- Curriculum/materials/survey questions: Contact the Director of Education.
- Records (education or medical) requests: Submit in writing to the Director of Education; access will be provided within 14 days.
- Teacher qualifications/ESSA notices: Contact the school office (Title I/ESSA designee).
- General questions about your child: Ask the Director of Education; if not immediately answerable, the school will respond within 10 business days.
- Public records/right-to-know requests: Submit to the Director of Education under RSA 91-A.

C. Limits & Exceptions

Nothing here authorizes unlawful conduct or abuse/neglect, limits a court/law enforcement/child-welfare agency acting in its official capacity, or requires disclosure of information reasonably expected to be privileged when shared with a counselor, school psychologist, school nurse, or other certified health provider.

D. Annual Dissemination

To comply with RSA 189-B:5, **the school publishes this Bill of Rights:**

1. In the School's Annual Report each year;
2. Permanently on the School website; and
3. Each year in every student and employee handbook.

Progress Reports

Students receive progress reports midway through each quarter. Progress reports include summaries of grades as well as teacher comments and are posted on SIS to all parents/guardians.

Records Release

When students or parents request, permission is granted for GVP to release the student's transcripts, grades, recommendations, and other information required by college. In other cases when transcripts are requested, parents will be asked to sign a "Records Release Form" granting GVP permission to send requested information. Students 18 years of age and older do not need a parental signature and may sign on their own. **Note: sending test scores to colleges is the responsibility of the student.**

SIS

ALMA is a web-based student information system used by GVP to maintain student data including attendance, grades, and course information. SIS accounts should be created and maintained by all families. Information will be provided at the beginning of the school year.

Report Cards

Report cards are emailed to parents/guardians at the end of each of the four quarterly marking periods.

Standardized Testing

The Dean of Student Success will work with sophomores and juniors to make arrangements to take the PSAT/NMSQT and PSAT (Preliminary Scholastic Aptitude Test) in the fall of both their sophomore and junior years. This testing should be arranged at the student's home school at other testing facilities. Scores from the junior year testing are used to qualify students for the National Merit Scholarship Program. Results and detailed explanations will be made available to students and parents. Individualized SAT review is available through the College Board. Khan Academy can be used for a personalized practice program based on individual test scores.

Students should plan to take the SAT and/or ACT at least twice, usually during the spring of the junior year and the fall of the senior year. As part of the NH State testing program all juniors participate in the SAT free of charge. Students are automatically registered for this special test by Granite Valley Preparatory and will be given on site. Once students have taken this test, they can again use the online review materials or register for an SAT prep program to prepare for repeating the test in the fall of the senior year. The exams are given nationally on specific dates chosen by the College Board. Information is available with the Dean of Student Success or on the College Board website.

The ACT is another type of college entrance exam. This tests students in the areas of English, Math, Reading and Science with an optional Writing Assessment.

Students in grades 11 and 12 should research the testing requirements of the college(s) in which they have interest to assure they meet the expectations and schedule testing at appropriate times. All student-athletes should pay particular attention to dates as there are sometimes conflicts with athletic events.

Transcript Modifications

GVP is committed to maintaining the accuracy and integrity of student transcripts. Transcripts serve as a comprehensive record of a student's academic achievements during their high school years. Requests for modifications to a student's official transcript will be considered in accordance with this policy. Such requests may include corrections, updates, or additions to the transcript. The following are authorized reasons for modifying a student's transcript: correction of clerical errors, such as typographical

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errors, miscalculated grades, or inaccurately recorded course titles; addition of course completions, grades, or credits that were inadvertently omitted from the original transcript; changes due to grade appeals or successful completion of a course after the transcript has been initially issued. Students or parents/ guardians must submit a written request via email for transcript modification to the Dean of Student Success. The request should include the specific modification(s) requested and any supporting documentation, if applicable. If the request meets the authorized criteria, the modification will be approved, and the transcript will be updated accordingly. The updated transcript will be sent to relevant educational institutions, if necessary. GVP will maintain a record of all transcript modification requests and their outcomes.

Transfer Students

All official transcripts will be reviewed on a case-by-case basis to determine credit alignment and graduation requirements. GPAs from accredited schools will be honored. Granite Valley Prep considers midyear transfer requests on a case-by-case basis, depending on space available in the requested grade.

VIRTUAL LEARNING ACADEMY CHARTER SCHOOL (VLACS)

Students are welcome to enroll in VLACS for enrichment. Students are strongly discouraged from enrolling in VLACS courses for which GVP already has existing courses. Credit will be given for courses with approval from the Dean of Student Success, however with few exceptions, VLACS grades will not count towards student GPAs.

HONESTY AND BEHAVIORAL EXPECTATIONS

HONESTY

Care and Use of Facilities

Students are expected to use the buildings, furnishings and equipment only for the purposes intended. A student who by his or her action causes damage to school property is obliged to replace that property. Committing or attempting to commit any act of vandalism against school property, including any school owned computer, the property of another school, the property of any member of the faculty, staff or student body, either on or off campus, or any act that affects a person's life, health or property, is considered a very serious offense. Consequences for such an act may include suspension or dismissal.

Cheating

The administration and faculty consider cheating a serious violation of trust. Students violating this trust will be held responsible for their actions. The teacher will notify parents of the incident. It will result in a grade of zero for the activity (tests, quizzes, assignments, etc.,) and will be reported to the administration. Further sanctions may be imposed by the administration in accordance with the severity of the incident.

Plagiarism

Plagiarism (the representation of another's words, thoughts, or ideas as one's own) is another form of intellectual dishonesty and will be dealt with on an individual basis. No credit (zero) will be given on an assignment if it is found to have been plagiarized. Disciplinary action will be determined by the Director of Education on an individual basis. A student engaged in writing and utilizing information from sources other than personal experience will appropriately acknowledge the sources. Plagiarism includes the following:

1. Implementing a direct quotation, graph, table etc. without citing the source.
2. Paraphrasing the ideas, interpretation, and expressions of another without giving credit to the source.
3. Failing to acknowledge or document sources.
4. Utilizing ChatGPT or any other type of Artificial Intelligence (AI) software program.

Students MUST assume that any paper, project, report or presentation should always give credit to the original source. All sources of information should be credited or cited according to the Modern Language Association (MLA) Style Sheet. Students are always encouraged to seek assistance if confused in any way regarding sources and citations.

Student Responsibilities

Every student has the responsibility and obligation to assist in protecting the integrity of the learning process by (1) not participating, either directly or indirectly, in cheating or plagiarism, (2) actively discouraging cheating or plagiarism by others, and (3) reporting all instances of which a student has knowledge. A person who knowingly assists another person in cheating or plagiarism is as guilty as the person receiving help.

Students who have engaged in plagiarism are not eligible to apply for the National Honor Society (NHS). Any NHS member who engages in plagiarism will have their NHS membership revoked.

BEHAVIORAL EXPECTATIONS

At GVP, it is everyone's responsibility to maintain an atmosphere conducive to learning and to protect the rights of others. This requires a desire to do what is good and morally right and to develop a sense of personal responsibility. Rules help students set limits, regulate where self-discipline fails, and understand consequences of decisions that are contrary to expected behavior. All students are expected to follow the rules during the school day, at any time they are representing the school or while attending a school-related function. Conduct outside of school that disrupts the community of the school, i.e. cyberbullying, criminal acts, etc. will be addressed.

GVP supports the purpose and intent of the laws of the state of New Hampshire that pupils have the right to attend schools that are "safe, secure, and peaceful." GVP is located in a Safe School Zone as designated by the State of New Hampshire. This is an area that includes any and all school property or properties where school events are conducted, as well as school transportation vehicles (busses, vans, etc.). As a Safe School Zone, our response to incidents of misconduct involving school property and school programs may include cooperation with, or direct involvement with local law enforcement agents (see Disciplinary Procedure in this section).

Acceptable Use Policy for Computer Network

The GVP computer network is established for the **educational and professional use of GVP students, faculty and staff**. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

- Users are expected to avoid actions which are illegal, unethical, or against school rules. **Such actions include, but are not limited to:**
- Making false statements about other people – harassment of any kind, direct or **indirect personal attacks**.
- Deliberate access to inappropriate materials – including "adult" materials.

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- Sending PM (Personal instant messages) **on the school's computers.**
- Damaging the computers, computer system or computer network – including changing the configuration of the computers and the software, or any disruption of the computer system.
- Violating copyright laws – Users should cite information, found electronically, in the **same way they do information found in printed sources.**
- **GVP will not** tolerate the use of its system for the illegal copying or storing of illegally acquired **material.**
- Accessing other people's files – Students may not attempt to gain unauthorized access to **any file, computer or network at GVP or through its systems, or go beyond authorized access.** This includes any attempt to log in through **another person's account, access another person's files, or take advantage of a user who inadvertently leaves a computer** without logging out.
- Students found in violation of these guidelines will have their network privileges revoked and **may face further disciplinary action.**

Anti-Social Behavior/ Bullying Policy

GVP is committed to providing an environment free from bullying, harassment, sexual misconduct and hazing. The school will not tolerate, at any time, behavior that is an intentionally written, oral or physical act that can be construed as bullying, cyberbullying harassment, sexual misconduct or hazing.

Some student behaviors may not rise to the level of bullying, cyberbullying, harassment, sexual misconduct or hazing, but are still inappropriate and require referral to the Administration for corrective discipline and/or counseling to change the behavior and remedy its impact. Some examples of anti-social behavior may include rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, or other intentional actions. **(See Appendix I)**

Cell Phones/Related Devices

Cell phones are not allowed at GVP. Apple watches and other devices that have access to the internet are not allowed throughout the day. Students will store their cellphones in their cell phone locker upon entering the building and will not have access to them until the end of the day. Students that need to use their cell phone must ask an administrator for permission.

Co-Curricular Activities

Students that attend or participate in games, meets, plays, concerts or any other school sponsored events or activities must conduct themselves in a respectful manner as described in this student handbook, the *Student Participant/Parent Agreement*. The academic standing and attendance policy apply to all students who represent GVP co-curricular activities.

Disciplinary Procedure

At Granite Valley Prep, it is sometimes necessary and appropriate for the administration to implement consequences in response to a student's choices, actions, or behavior. Whenever feasible, we prioritize educational interventions and limiting participation in non-academic community activities to provide students with an opportunity to reflect on their decisions in a supportive environment. We believe that consequences that uphold rules while fostering student understanding, accountability, empathy, and responsibility are most effective in promoting growth and personal development.

When a student's behavior disrupts the classroom or broader school community, faculty and administration may respond with the following measures:

- Faculty Intervention and Guidance
- Temporary Removal from Class
- Educational Support to Encourage Accountability for Words and Actions
- Parent/Guardian Conferences
- Lunch Detention
- Loss of Privileges or Community Activity Restrictions
- In-School Suspension
- Out-of-School Suspension

Expulsion

Expulsion is reserved for the most serious circumstances. Decisions regarding expulsion are made by the Board of Trustees following a thorough review of the incident(s) and consultation with the Director of Education and relevant staff. The procedure for expulsion will comply with RSA 193:13. A hearing will be offered to the student and their parents/guardians with the Director and Board of Trustees. Should expulsion be deemed necessary, the Board of Trustees (or its designee) will provide written notification to the parents/guardians detailing the reasons for the expulsion, and a copy of the notification will be placed in the student's permanent record.

Loss of Senior Privileges

Senior privileges may be withdrawn by the Administration or by a parent. Reasons may include general misconduct by a group of students, a pattern of misbehavior on the part of a senior, a serious offense committed by a student or poor academic performance. Participation in end of year activities (prom, senior trip, and graduation) are privileges that can be revoked for poor behavioral choices.

Electronic Devices for Learning

GVP affirms the educational use of electronic devices to promote learning and increase computer literacy. You may bring your own device (BYOD). Students may use electronic devices such as laptops, notebooks, and tablets with the following restrictions:

- Students may use electronic devices in the classroom with the **permission of the teacher.**

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- Under no circumstance may a student use technology while taking an assessment unless approved by the teacher.

Stealing/Vandalism

Personal and school property are to be treated with care and respect. It is reasonable to expect that our personal belongings will be secure on the school premises as well as at off-site venues for school events. The community also expects students to show respect for the school's property, such as buildings, windows, vans, etc. Violators face disciplinary action up to and including expulsion from school.

Tobacco, Drug, and Alcohol Policy

Please see *Appendix III*.

Weapons

Per NH RSA 193-D, GVP maintains a zero-tolerance for possession of knives, pistols, rifles, pellet or BB guns, paintball guns, and any other dangerous weapon. A student may be expelled from school if found in violation of the policy.

SAFE SCHOOLS ACT REQUIREMENT: In accordance with RSA 193-D:4, the Director of Education must immediately report to local law enforcement any acts of theft, destruction, or violence (including, but not limited to, criminal mischief, assault, possession of a weapon, and illegal sale or possession of a controlled drug) on school property. In the event the alleged victim of the theft, destruction, or violence is a student, the Director of Education shall also notify the student's parent or guardian of the alleged act and that a report was made to law enforcement.

GENERAL INFORMATION

Accidents

If a student is injured during school hours, the accident must be reported immediately to the Main Office and parents will be contacted. If parents cannot be reached, the school will use the emergency information names and phone numbers provided by the parents.

Advising

In the moments when students need to talk about academic, personal, or social matters, or college plans and career questions, the faculty is ready to help. Students and faculty have opportunities for valuable conversations in multiple areas of the building. Most students find a particular faculty member with whom they feel comfortable and to whom they can turn in confidence. The Dean of Student Success, or another administrator, will always be available.

Announcements

Daily announcements are made in the morning and afternoon. Students are responsible for listening attentively and checking with the office if they have questions.

Assemblies

Assemblies are scheduled throughout the school year to promote a variety of enriching experiences. These are considered academic time and all students are expected to attend.

Attendance/Tardy Policy

Students are expected to arrive at Granite Valley Preparatory by 8:00am, which is the warning bell for the start of homeroom. A student is considered tardy when they are not in their homeroom (first block) by 8:05am. If your student is going to be late for school, please send an email to office@granitevalleyprep.org or place a phone call to the Main Office, with a valid reason by 8:30am. Excused absence/tardy include illness, medical/dental appointments, and death in the family. All other reasons are unexcused. Determinations of excused/unexcused absence/tardy will be made by the administration. Habitual tardiness will be dealt with on an individual basis.

For blocks 2, 3, and 4 during the school day, students are expected to be in their classrooms when the bell rings to mark the start of the class period. If they are not present when the bell rings, tardy slips will be given. The third tardy slip will result in a lunchtime detention. GVP requires all students enrolled at the school, including students eighteen (18) years or older, to attend classes each day that school is in session.

Regular ON TIME attendance is essential to the academic process, to achieving the maximum benefit from GVP's education programs, and to preparing students for success beyond high school.

When there is a planned absence, the student is required to complete the **Planned Absence Form** (available in the Resources section of the GVP website), gather advanced assignments from teachers, and establish a schedule for completing assignments and tests. Since it is not always possible or desirable to provide all of the assignments that will be covered during the time of the absence, some assignments may be required to be completed by the student upon his/her return to school. The Planned Absence Form must be submitted at least **two weeks** prior to the absence.

Students who are absent more than 30 school days during the year may not progress to the next grade level. Decisions will be made on a case-by-case basis and at the discretion of the administration.

Change of Address/ Telephone

The Main Office must have current contact information for parents or guardians. This includes address, home and cell phone numbers, email and emergency contact information. **This information must be updated at the start of every school year on the online form sent through SIS. The emergency NOTIFY number is derived from this information. Parents must notify the school immediately when any information changes.**

Clubs and Organizations

Students are encouraged to participate actively in clubs and organizations. Students who wish to form a new club or organization should contact the Dean of Student Success.

Dances

The following are the rules that apply to all Granite Valley Prep school dances.

Offensive language, obscene gestures, and sexually explicit or unsafe dancing is not permitted.

Public displays of affection deemed inappropriate by administration, faculty, and chaperones will not be permitted.

Fighting is not permitted.

Disrespectful behavior toward any administrator, teacher, or chaperone is not allowed.

GVP students are responsible for their own behavior as well as the behavior of their guests.

Smoking, the use or possession of e-cigarettes, vaporizers, vape pens, or tobacco products at a dance is prohibited.

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Students or guests purchasing, using, selling, distributing or in possession of, or under the influence of drugs/alcohol at a school dance will be dealt with according to GVP's drug/alcohol policy as stated in the GVP Student and Family Handbook. The police will be contacted.

If the dance is held on the school campus, all attendees are to be in designated dance areas.

No student will be readmitted to the dance after leaving the premises.

Violation of any of the above policies may result in being asked to leave the dance. All of the above rules and regulations are subject to the interpretation of the designated administrator on duty at the event.

Dress Code

At Granite Valley Prep, we believe that the way we present ourselves reflects the respect we have for our learning environment and one another. Our dress code is designed to support a positive, professional atmosphere where all students can feel comfortable, confident, and focused on their education. We recognize the importance of self-expression while maintaining the standards that encourage an attitude of respect and responsibility.

The dress code applies equally to all students, regardless of gender, and should be followed during school hours and school-related activities.

Dress Code Guidelines

Tops

- Shirts, blouses, sweaters, and tops should cover the torso, including shoulders and midsection (no spaghetti straps).
- No low-cut tops, strapless shirts, or tops with large armholes.
- Graphics or logos on clothing should be appropriate for the school setting, free from offensive language, imagery, or messaging promoting violence, substance use, or discrimination.

Bottoms

- Skirts, shorts, and dresses should be of a modest length, reaching the tips of fingers when hands are held naturally at the side of the body
- Bottoms should be worn at the waist and not sag in a manner that exposes under clothes.
- No pajama bottoms or pajamas should be worn.

Footwear

- Students should wear appropriate footwear that allows safe participation in school activities. Closed-toe shoes or sandals with secure straps are preferred.
- Flip-flops or footwear that poses a safety hazard (e.g., high heels over 2 inches) should be avoided.
- No bedroom slippers allowed.

Outerwear

- Jackets, hoodies, and sweatshirts are allowed but should not obscure the face. Hoods may not be worn indoors.
- Outerwear worn in the classroom should not distract from the learning environment.

Accessories

- Hats, caps, and other head coverings are not permitted during class time, unless for religious or medical reasons.
- Jewelry and accessories should be modest and safe, avoiding any items that could cause harm or distraction in a school setting.

If a student is not in compliance with the dress code, they will be addressed privately and respectfully by staff and given the opportunity to correct the issue by selecting clothing from our lending closet or phoning a parent to bring appropriate clothing. Exceptions may be made for school spirit days, athletic practices, or special events with prior approval from the administration.

Emergencies

If an emergency were to occur at GVP or an emergency involving an off-property incident that may affect the health and welfare of our students and staff, parents have certain responsibilities in their response to such a situation. Following these guidelines will assure that our local first responders (police, fire, medical) can easily travel to and access GVP in an emergency, and will assist in ease of communication between first responders, school personnel, and parents/guardians. Failure to follow these guidelines jeopardizes the safety of students and staff.

Parents will be notified via the SIS emergency communication system of any urgent or emergency situations via voice message, email or text. **It is imperative that parents/guardians provide the school with any changes to contact telephone numbers.** After receiving any communication from SIS regarding such matters, please do not contact or respond to the school or designated off-site location unless directed to do so.

In the event that students are evacuated to an off-site location, you will be notified as to when and where you may pick-up students. You may be asked to provide photo identification to take custody of a student, so please make sure you are prepared. **Only authorized emergency contacts listed in our database will be allowed to take custody of a student.** Please follow directions from the onsite personnel to assist in an efficient release of the students.

One of the safest places for a student to be is in school. Although major incidents are rare, please know that the faculty and staff conduct drills and are prepared to respond to such an event. With your cooperation, we can maximize the protection of all members of the community.

Field Trips

Field trips may be scheduled during school hours by teachers. A general permission for field trips in Cheshire County is **acknowledged by parents through an online form** at the beginning of the school year. Notification of these trips will be sent home. A separate permission form will be sent home and must be signed by parents for trips outside the local area.

School authorized field trips are excused absences from class. Students are responsible for notifying teachers of courses they may be missing before the field trip and are responsible for making up missed work in a reasonable time period.

Fire Drills and Procedures

Students should be thoroughly familiar exit routes from each classroom.

- Upon hearing the alarm, all students and staff are to evacuate the building immediately.
- Students should move quietly, quickly and orderly (no running).
- Students should move away from the building and immediately go to his/her assigned area for attendance.
- Students do not re-enter the building until the air horn is heard or until verbal permission is given by an Administrator.

Fire drills are held periodically throughout the year in accordance with the fire code for the City of Keene. Anyone causing a false alarm will be prosecuted. Anyone misusing a fire box or fire extinguisher including pushing a person against it, opening the case and/or handling it will be disciplined and may be prosecuted. Students who witness any such instances are requested to report the incident to an administrator.

Food and Beverages

Food and Beverage should be consumed in the Meeting Room. Reusable water bottles filled with water only are permitted in classrooms.

Grievance Policy

Granite Valley Prep values the opinions of its students and parents. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner. This process is intended to resolve complaints as soon as they arise, at the lowest possible administrative level, and in a positive manner.

Parents are encouraged to discuss their complaints or concerns through informal meetings with the Director of Education. Concerns and complaints should be expressed as soon as possible to allow early resolution. No employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint. The complaint procedure will provide for any complaint or grievance to ultimately be considered or heard. For purposes of this policy, “days” shall mean calendar days and announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

The Grievance process is not the mechanism to be used for complaints of bullying, harassment, or appeals of disciplinary matters.

Informal Conferences

A parent or student may request an informal conference with the Director of Education, teacher, or other administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance to the Director of Education.

Formal Grievance Process

The formal grievance process provides aggrieved persons with an opportunity to be heard. A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school’s discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued.

Director of Education Review

To begin a grievance, a parent or student shall submit a written grievance to the Director of Education or designee within the later of seven days from the time the event(s) causing the complaint were or should have been known, or within five (5) days following an informal conference with the Director. The Director or designee will meet with the complaining parent or student within seven (7) days of receipt of the complaint.

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Meetings may be conducted by video conference. Following the conference, the Director or designee shall have seven (7) days to respond in writing.

Board of Trustees Review

If the student or parent is not satisfied with the Director of Education Review decision, or if no decision is provided, the student or parent may appeal to the Board of Trustees by filing written notice. The request must be filed within seven days of the Director Review decision or the response deadline if no decision is made. The appeal must include a signed statement of the complaint/misconduct, any evidence supporting the complaint/misconduct, and a copy of the written complaint to the Director of Education and a copy of the decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The Board of Trustees will hold a conference within seven days of receiving the appeal and issue a written decision within seven days following the conference.

Further Appeal may be had to the NH Department of Education, following procedures set forth in Administrative rules. Notice and details of this appeal right shall be included in any decision issued by the Board of Trustees.

General guidelines:

- The conversations called for in this procedure are face-to-face. Avoid using email, text, or social media as a substitute, which can mask or inflame emotion and often worsen the situation.
- Express a concern/complaint as soon as you are aware of it so it can be resolved promptly.
- The goal of this procedure is to produce a solution. Not all resolutions will satisfy everyone, but the existence of this procedure helps ensure concerns are addressed in an orderly manner with a clear response at each step, and ultimately, closure.
- Some resolutions involve confidential actions that are not always readily apparent to the individual expressing a grievance. Individuals should afford some latitude to the school administration regarding confidential information and resolutions that cannot be disclosed publicly.

Library

GVP students regardless of their town of residence are eligible to obtain Keene Public Library cards and utilize the library. Applications will be distributed to students at the beginning of the school year.

Lost and Found

Any items found should be turned into the Main Office. Any questions regarding lost or found articles should be directed to the Main Office. Unclaimed items will be disposed of at the end of each semester.

Health and Immunization

All incoming freshmen and new students are required by the State of New Hampshire to provide a current physical health form and immunization record to the school. Failure to provide any of these documents will preclude the student from attending school until documents are complete and given to the office.

Prescription Medication - Unless an accommodation to this policy is approved by the Director of Education, all prescription medication must be kept in the Main Office, appropriately identified, and taken by the student in that office. No student is allowed to take medicine unless a physician's note and a parent's note are provided. Inhalants are a prescribed drug and must be checked through the Main Office. Students who need to carry inhalers must have a physician's prescription on file at the school. No student should ever share an inhaler. Please contact the Director of Education to request an accommodation.

Over-the-Counter Medication Unless an accommodation to this policy is approved by the Director of Education, over the counter medication may **not** be carried by students. Ibuprofen and Tylenol are available in the Main Office and may be distributed to students if a parent has signed a release form. Please contact the Director of Education to request an accommodation.

Illness at School - A student who is sick or becomes ill while at school is required to report to the Main Office. Students may remain in the Main Office or for one class period only. If a student is unable to return to class, a parent will be contacted and the student sent home. In the case of a medical emergency, a designated member of the staff will be responsible for getting the student to the proper medical facility, and the office will notify the parents.

Off-Campus Lunch

Off-campus lunch privileges may be granted to Juniors and Seniors. Off-campus means off of GVP's campus but still on KSC campus. In order to receive off campus privileges, all of the following criteria must be met:

- Parents/guardians must approve off-campus lunch for their student. The Off-Campus Lunch permission form must be signed and on file with the GVP office.
- Students must retrieve their GVP ID from the office and wear it while they are off-campus (but on KSC campus).
- Students are expected to return and be in their next class on time.

Permission to Publish

As part of the educational program at GV, students may have the opportunity to publish documents and participate in projects on the school website, yearbook, and in other media. Student generated work may include stories, articles, poems, art work, projects,

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photography, video casts and other media. This is an opportunity for GVP to highlight our students and for our students to showcase their work in a variety of forums.

- Photographs or videos may identify the student, an activity or event and where appropriate, the grade level, and/or teacher.
- Student-generated work may include name and grade level but will not include any other identifying information.
- Any photograph or posting of work on the school website will be removed upon written request of the parent/guardian.

GVP will publish documents and pictures and showcase our students always taking care to ensure their safety

Physical Affection

Public displays of affection at school, on school grounds, on school transportation or at school events either on or off campus may result in disciplinary action.

Residence

Students must live with a parent or legal guardian to attend GVP. Parents who allow their students to live in another location must provide the school with the proper address and emergency information for that person.

School Hours

The normal school day is from 8:00 am to 2:45 pm, Monday through Friday.

School Telephones

Students may use an office telephone with permission of office staff. In cases of emergency or illness, the office will contact a parent.

School Cancellations

GVP closely follows the annual school calendar of SAU #29, Keene School District, with limited variations. This calendar is available by the end of May of the previous school year.

When SAU #29 (Keene) closes or cancels school, GVP may also be closed or cancelled. In the event of an emergency, early closing, cancellations or delayed school openings, any information will be broadcast on these local radio stations:

TV Channel 9, Radio Stations: BOB Country 95.3 & 107.1, OLDIES 104.3 & 96.3, Q106WHDQ, 104.9 Hot Country WYRY, WMUR NH Public Radio. During any inclement weather, please stay tuned for possible cancellations. It will state **Granite Valley Preparatory**.

An automated calling/texting system has been put into place also. To be notified immediately by phone, text, or email, please turn in an authorization form to the office or update your SIS account with the proper contact information.

A notification will also appear on our website, and on our social media.

Parents should always make the final decision as to whether their student will travel to school in the event of inclement weather.

Searches

The school administration reserves the right to search students, students' property (including motor vehicles), school property used by students (such as desks and lockers), school vehicles off school property, other vehicles on school property, any person or tangible property within the boundaries of the school property, and a student's person and property at any off-campus school activity that is reasonably related to GVP. School administrators shall have reasonable suspicion to suspect that a student(s) is involved in a violation of school rules or state law before conducting a search, and for searches of a student's person, the school administrator shall have a higher degree of suspicion that the student is in possession of alcohol, drugs, weapons, illegal or prohibited matter, or stolen goods, and that such property is likely to be found on the student's person. The items confiscated in such a search may be turned over to the police, which may result in prosecution.

Social Events

In an effort to promote school spirit and community, the school encourages social events during the year.

- Any group wishing to sponsor an activity must get approval from the Dean of Student Success.
- Students who leave a school event will not be permitted to return.
- Only GVP students and their invited guests are permitted to attend a GVP function. The GVP student is responsible for the conduct of his/her guest.
- If a chaperone believes that a student has misbehaved, the student's parents/guardians may be called immediately and asked to remove the student from the event. Parents must be available for contact.
- Refreshments may be served.
- The use or possession of alcohol, tobacco (including vape, chew or other inhalants) or drugs by students or guests will not be permitted on campus or at off-campus school-sponsored events. This includes the internal possession of alcohol/drugs which pertains to students or guests who arrive under the influence.

Procedure after events:

- All participants (with the exception of students assisting in clean-up) must be off campus immediately after the event ends.
- The area used must be cleaned before leaving the premises.

- Parents who need to pick up their students after an event should be on time so chaperones may leave at a reasonable time following the event.

Student Council

The Student Council includes a President and a Vice President elected from the upper classes, as well as a Treasurer and a Secretary elected from the full student body. There are also Representatives from each of the classes. The Dean of Student Success will serve as the faculty advisor to the Student Council. Elections are held during the fall of the school year. Student Council meetings take place throughout the year during the lunch/flex time.

Visitors

Visitors must adhere to all school rules and should be appropriately dressed for our school environment. Relatives or friends from other schools are not permitted to visit during the school day without prior approval.

APPENDICES

APPENDIX I – POLICY ON BULLYING

Granite Valley Prep is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The School believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; and respecting the rights of others.

The Director of Education is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions

Bullying means 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:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

2. Statements of Prohibition

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

GVP reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting – A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Director of Education.

Retaliation – Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any eye witness expresses to the Director or other staff member that he/she is fearful of retaliation, the Director of Education shall develop a plan to protect that student from possible retaliation.

3. Reporting Incidents of Bullying

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

Reporting During School Hours

Reporting by Students-

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers-

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the administration.

Reporting by School Employees-

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Director or Director's designee.

4. Response to Reports

Investigation

The Director of Education shall promptly (within 5 school days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/guardian

The Director of Education shall promptly (within 48 hours) notify the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Board of Trustees if such a waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 10 school days. An extension by up to an additional 7 school days may be granted by the Board of Trustees if necessary.

Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the Director of Education shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notifications may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Director of Education shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Director of Education, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Director. The goal is for the student responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent

future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

6. Notification

Handbooks

GVP will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents - Periodically, the Director of Education shall provide parents/guardians with information about bullying.

Staff and Volunteers - The Director of Education shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

APPENDIX II – Use of Restraint Policy

Definitions:

1. (a) "Restraint" means restriction that immobilizes a person or restricts the freedom of movement of a person's torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by trained persons who are school or facility staff members, contractors, or otherwise under the control or direction of school facility.

(b) "Restraint" shall not include:

(1) Brief touching or holding to calm, comfort, encourage, or guide a student, so long as limitation of freedom of movement of the student does not occur.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to stand, if necessary, and then walk to a safe location, so long as the student is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a student to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a student in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the person reasonably believes to be the imminent use of unlawful force by a student, when the person uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the person does not immobilize a student or restrict the freedom of movement of the torso, head, arms, or legs of any student.

2. "Medication restraint" occurs when a student is given medication involuntarily for the purpose of immediate control of the student's behavior.

3. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a student or the movement or normal function of a portion of his or her body.

4. "Physical restraint" occurs when a manual method is used to restrict a student's freedom of movement or normal function of a portion of his or her body.

5. "Substantial and Imminent Risk" means the serious, imminent threat of bodily harm where there is the ability to enact such harm. Substantial and imminent risk shall exist only if all other less restrictive alternatives to diffuse the situation have been exhausted and have failed, or the level of risk prohibits exhausting other means.

6. "Seclusion" means: (a) the involuntary confinement of a child alone in any room or area from which the child is unable to exit, either due to physical manipulation by a

person, a lock, or other mechanical device or barrier, or from which the child reasonably believes they are not free to leave; or, the involuntary confinement of a child to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.

(b) The term shall not include: the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave; circumstances in which there is no physical barrier, and the child is physically able to leave; or involuntary confinement of a child to a room or area with an adult who is actively engaging in a therapeutic intervention. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students

The Director is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Director is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others. Restraint will only be used in the presence of multiple staff members.

Restraint will not be as punishment for the behavior of a student. Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm. No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the Director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Use of Restraint for Students with an Individualized Education Plan (IEP) or 504 Plan

If an instance of restraint occurs with a student with an Individualized Education Plan (IEP) or 504 Plan the school should review the IEP or 504 Plan and adjust to reduce or eliminate the use of restraint in the future. A parent/guardian of a student with a disability can request a review of the plan and that review will be granted if there are multiple instances of restraint since the last review of the IEP or 504 Plan.

Reporting Requirements and Parental Notification:

In the event restraint is used on a student, the Director will verbally notify the student's parents/guardian of the occurrence as soon as practical and no later than the time the student returns to their parent/guardian.

The employees involved in any event of restraint will submit written notification by an

“incident report” to the Director within five business days after the occurrence. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Director will provide a copy of the “incident report” to the Board of Trustees.

Unless prohibited by court order, the Director will, within two business days of receipt of the notification required in the above paragraph, send by first class mail or electronic transmission to the student's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review.

If a school employee has intentional physical contact with a student in response to a student's aggression, misconduct, or disruptive behavior, the Director will make reasonable efforts to notify the student's parent or guardian as soon as possible, but no later than the end of the school day.

The notification and record-keeping requirements shall not apply in the following circumstances:

- a) When a student is escorted from an area by the way of holding the hand, wrist, arm, shoulder, or back to induce the student to walk to a safe location. However, if the student is actively combative, assaultive, or self-injurious while being escorted, the requirements shall apply.
- b) When actions are taken such as separating students from each other, inducing a student to stand, or otherwise physically preparing a student to be escorted.
- c) When the contact with the student is incidental or minor, such as for the purpose of gaining a misbehaving student's attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive student shall be subject to those requirements.
- d) When an incident is subject to the requirements of paragraphs a-c.

Transportation

The school will not use mechanical restraints during the transportation of students unless case-specific circumstances dictate that such methods are necessary. Seat belts are exempt from being considered “mechanical restraints” in this policy.

Whenever a student is transported to a location outside the school, the Director or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

- 1. Prevents physical and psychological trauma;
- 2. Respects the privacy of the student; and
- 3. Represents the least restrictive means necessary for the safety of the student.

Whenever a student is transported using mechanical restraints, the Director or designee will document in writing the reasons for the use of the mechanical restraints.

APPENDIX III – Tobacco, Illicit Drug, and Alcohol Policy

Student possession, distribution, and use of illicit drugs, tobacco or tobacco products, and/or alcoholic beverages on school property, at school events or functions, on school or chartered buses, and in private vehicles being used for school purposes are prohibited and will not be tolerated. Students found to be in violation of these prohibitions generally will be subject to disciplinary action. In addition, in accordance with the Safe Schools Act (RSA 193-D:4), the school must make a report to law enforcement in the event of illegal sales or distribution of a controlled drug on school property.

SAFE SCHOOLS ACT REQUIREMENT: In accordance with RSA 193-D:4, the Director must immediately report to local law enforcement any acts of theft, destruction, or violence (including, but not limited to, criminal mischief, assault, possession of a weapon, and illegal sale or possession of a controlled drug) on school property and must submit a written report to law enforcement within 48 hours. In the event the alleged victim of the theft, destruction, or violence is a student, the Director shall also notify the student's parent or guardian of the alleged act and that a report was made to law enforcement.

TOBACCO USE: The use, possession, and distribution of tobacco products, e-cigarettes, or liquid nicotine are prohibited on school grounds and when attending school-sponsored activities. Failure to abide by this prohibition may lead to disciplinary action.

Students found to be in possession of drugs or alcohol at school are subject to immediate disciplinary action. This includes buying, selling, exchanging, consuming, or possessing tobacco, illicit drugs, or alcohol on school property, as part of a school group, traveling to and from school, attending a school sponsored activity. The type of disciplinary action will be determined according to the severity of the violation. Students may also be remanded to local authorities for prosecution under the law when there is a violation of the New Hampshire Safe Schools Act.

Students thought to be under the influence of illicit drugs or alcohol during the school day, on school-provided transportation or during school-sponsored activities/athletics will be reported and/or brought to the administration. A student found under the influence during school hours, or at on- or off-campus school-sponsored events will be subject to disciplinary action.

Any student who voluntarily seeks assistance from a GVP staff member to address a substance abuse problem will be directed to the Dean of Student Success. The student will be referred for outside professional assistance. A student seeking help will not face punitive action by the school provided the student does not violate school drug and alcohol policies.

Searches

The school reserves the right to initiate and carry out searches on any part of GVP property to maintain and enforce a drug and alcohol-free school environment.

Searching a Student's Locker – Lockers are provided to students for academic use and to use for athletics or physical education. Lockers are the property of the school and are subject to search at any time.

Discovered Items – Any illicit drugs, illicit drug related items, alcohol, or other illegal items or substances that are discovered during a search shall be seized by school officials. The school may provide seized material to local law enforcement if there is a violation of the New Hampshire Safe Schools Act.

APPENDIX IV – CODE OF CONDUCT

CODE OF CONDUCT

At Granite Valley Prep, we believe that a positive, respectful, and welcoming school environment is essential for academic and personal growth. As members of our school community, we hold ourselves to high standards of behavior and accountability. This Code of Conduct outlines the expectations for all students to ensure a safe and productive learning environment.

Kindness

- Treat all members of the school community with kindness and compassion.
- Engage in acts of kindness and support to foster a welcoming and inclusive environment.

Respect for Peers, Faculty, and the School Community

- Show respect to peers, teachers, staff, and visitors at all times.
- Listen actively and speak politely, valuing the perspectives and contributions of others.
- Respect school property and the personal belongings of others.

Academic Honesty

- Maintain integrity in all academic work by avoiding cheating, plagiarism, and any form of dishonesty.
- Complete all assignments, tests, and projects with honesty and effort.
- Acknowledge the importance of original thought and give credit to the work of others.

Personal Accountability

- Take responsibility for your actions and their consequences.
- Meet all academic and behavioral expectations set by the school.
- Be punctual and prepared for all classes and school activities.

High Standards of Conduct

- Understand that excellence in behavior and performance is expected.
- Strive to exceed these standards and be a role model for peers.
- Faculty and administration commit to modeling the same level of accountability expected from students.

Faculty and Administration Accountability

- Faculty and administration will adhere to the same standards of behavior and accountability as students.
- Demonstrate professional integrity and respect in all interactions.
- Provide support and guidance to students to help them meet their behavioral and academic goals.

By adhering to this Code of Conduct, we contribute to a positive and respectful school environment that supports the success and well-being of every member of the Granite Valley Prep community.