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# Hooksett School District

## Parent/Student Handbook

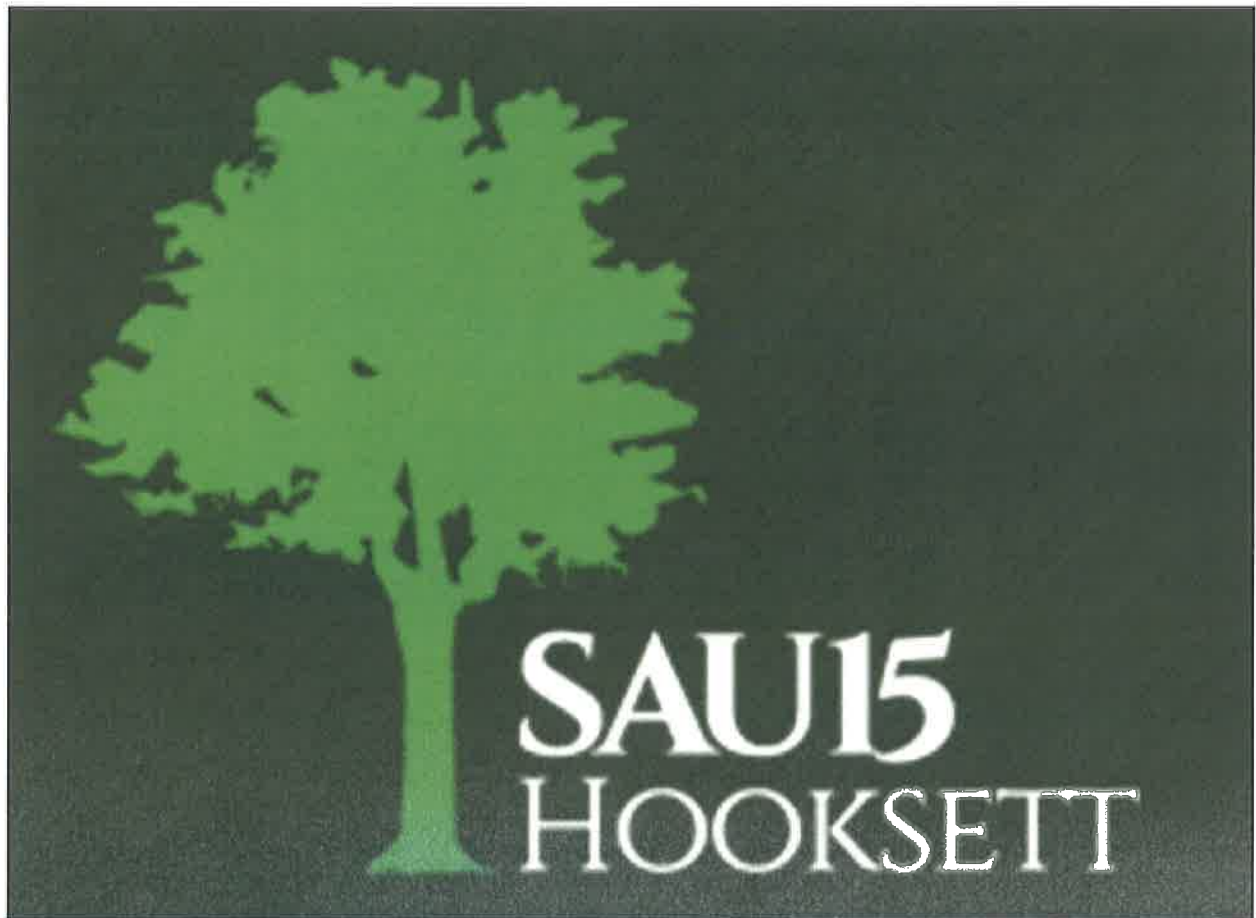
David R. Cawley School (518-5047)

Hooksett Memorial School (485-9890)

Fred C. Underhill School (623-7233)

Fall 2016-2017

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## Hooksett School District

**HOOKSETT SCHOOL BOARD**  
SCHOOL ADMINISTRATIVE UNIT NO. 15  
90 FARMER ROAD  
HOOKSETT, NEW HAMPSHIRE 03106  
TELEPHONE 603-622-3731

**FRED C. UNDERHILL SCHOOL**  
TELEPHONE 603-623-7233

**HOOKSETT MEMORIAL SCHOOL**  
TELEPHONE 603-485-9890

**DAVID R. CAWLEY MIDDLE SCHOOL**  
TELEPHONE 603-518-5047

### A Message from the Hooksett School Board:

The Hooksett School Board and Administration provide this handbook to assist in answering questions you may have pertaining to the District's policies and procedures. Please read its contents carefully. We also encourage you to meet your child's teachers and principal and maintain an open dialogue throughout the year. We believe good communications between the school and home to be a high priority.

If you have an issue or concern that cannot be resolved by this handbook, it is your right, as a parent, to seek resolution. To solve individual problems, the Board requests that parents initiate contact with their child's teacher and the principal. If the Principal has not provided you with an acceptable solution you may then contact Dr. Charles Littlefield, Superintendent of Schools. If your concern is personal in nature, you have an opportunity to approach the School Board to address your concerns. To bring a concern to us, please contact Dr. Charles Littlefield at 622-3731, to make arrangements for placement on our meeting agenda.


We also want to encourage you and all interested members of the community to attend our School Board meetings. We meet on the first and third Tuesday of each month during the school year. The meetings are generally held in the David R. Cawley Middle School Media Center and begin at 6:00 p.m. Every meeting's agenda provides an opportunity for members of the public to address the Board. We hope you will join us at our meetings. Your input on any issue is always welcome.

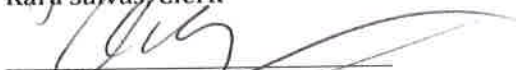
Please feel free to contact our staff members at any time if we can be of assistance to you.


Best wishes for a successful and rewarding year!

Sincerely,

  
Mike Berry, Chair

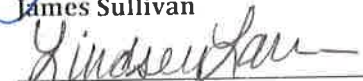
  
Kara Salwas, Clerk

  
Phil Denbow

  
Greg Martakos

  
Amy Boilard, Vice-Chair

  
James Sullivan

  
Lindsey Laliberte



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# Fred C. Underhill School

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Benjamin Loi  
Principal

Ralene St. Pierre  
Assistant Principal

Fall 2016

Dear Fred C. Underhill Parents, Guardians, and Students,

Welcome to the 2016-2017 school year! We're looking forward to a successful school year with positive experiences and memories. Fred C. Underhill School is a spectacular school with great students, teachers, and parents! This handbook contains policies and procedures for our school and school district, so please take the time to review its contents.

We are committed to providing your child with opportunities to thrive and grow as learners. We are also dedicated to partnering with you to provide your child with a well-rounded rigorous program. We will also nurture your child's social and emotional growth. It's essential that we continue to foster clear communication and positive working relationships. To our new families, please come be a part of the school through participating in volunteer opportunities and various school activities and events. There are several opportunities for parents to interact and to support the school through the Hooksett Parent-Teacher Association.

Again, we look forward to working with you and your children. Please do not hesitate to contact us if you have any questions. Let's work together to provide your children with the best education possible. Thank you for your continued support and have a great year!

Sincerely,



Benjamin Loi  
Principal



Ralene St. Pierre  
Assistant Principal



# HOOKSETT MEMORIAL SCHOOL

5 Memorial Drive  
Hooksett, NH 03106  
Phone: (603) 485-9890  
Fax: (603) 485-8574  
<http://memorial.sau15.net>



**STEPHEN HARRISES, PRINCIPAL**  
**ANNE KELLY, ASSISTANT PRINCIPAL**

**JESSICA JORDAN, GUIDANCE COUNSELOR**  
**LEA MAGUIRE, GUIDANCE COUNSELOR**

June 2016

Dear HMS Students and Parents:

Welcome to Hooksett Memorial School! Our school programs provide third, fourth and fifth graders with opportunities for individual growth in academic, social, and emotional areas. We offer a robust academic program that is extended and enriched with numerous school wide activities, as well as co-curricular offerings. The school community is strengthened by the active involvement of parents, volunteers, and the entire school community. We are fortunate to have a beautiful learning environment designed specifically for the upper elementary students.

Our professional and support staff seek to facilitate a 21st Century learning environment for Hooksett Memorial School students. The school is comprised of 22 homeroom teachers, the unified arts team, special education teachers, an advanced learning/enrichment teacher, two reading specialists, Title One tutors and two guidance counselors, one full-time and one part-time. We also have a fine support staff consisting of special education paraprofessionals, a media specialist, school lunch and custodial staffs, and our school secretaries, that enrich our learning environment.

The Hooksett School District's Mission and Belief Statements and the Core Values provide the guiding principles for our educational efforts. In order for Hooksett Memorial School to serve as a positive and effective learning environment for each child, we encourage everyone to work together as a team. We strive to deliver 21st century instruction for our students. We believe that providing a learning environment that is conducive to all learning styles fosters varied and rigorous learning experiences. We feel it truly does "take a village to raise a child," and are confident that the HMS staff, working with all school community members, positively influence learning outcomes. As students, parents, or residents of Hooksett, this is your school. Your participation, input, concerns, and assistance are important in helping provide each of Hooksett's children with the best education that meets their individual needs.

We look forward to working with you during this school year! Thank you as always for your support.

Sincerely,

A handwritten signature in black ink that reads "S HARRISES".

Stephen HARRISES, Principal  
[sharrises@sau15.net](mailto:sharrises@sau15.net)

A handwritten signature in black ink that reads "Annie Kelly".

Annie Kelly, Assistant Principal  
[akelly@sau15.net](mailto:akelly@sau15.net)





**DAVID R. CAWLEY MIDDLE SCHOOL**

89 Whitehall Road  
Hooksett, NH 03106  
Phone: (603) 518-5047  
Fax: (603) 518-5086  
hooksett.k12.nh.us/cms



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**MATTHEW BENSON, PRINCIPAL**  
**BRAD LARGY, ASSISTANT PRINCIPAL**

**ANNE MULLIGAN, GUIDANCE COUNSELOR**  
**LEA MAGUIRE, GUIDANCE COUNSELOR**

Fall 2016

Dear Parents, Guardians, and Students,

Welcome to David R. Cawley Middle School where the ultimate goal is to provide students with a rich learning experience that will prepare them for high school, college and careers. Our staff is driven by the expectation that all students will learn at a high level, while fostering a productive and welcoming learning environment. There is nothing more important to us than the intellectual development of our students.

Parents are an integral part of each child's educational team. Communication between all stakeholders is imperative for our students to be successful. We encourage parents to utilize our school's website for weekly updates on school events and view the teachers' websites. These websites include information about the classes and weekly assignments. Parents can also sign up to receive information on Twitter and Facebook through the website. In addition, we encourage parents to access PowerSchool daily to monitor their child's grades.

Encourage your child to become an active member of the school community. Participating in athletics, fine arts, volunteer organizations and other afterschool activities enhance the middle school experience. It is important that students extend their learning beyond the classroom, as they will grow academically and socially.

The purpose of this handbook is to provide basic information regarding the philosophy, procedures, programs, rules, and regulations of David R. Cawley Middle School and the Hooksett School District. Please read it carefully and do not hesitate to contact teachers or administration if you have any questions regarding its contents. We look forward to a successful school year.

Sincerely,

Matthew Benson  
Principal

Brad Largy  
Assistant Principal



**CAWLEY HAWKS**  
**PTA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

Welcome to the 2016-2017 school year!

The Cawley Hawks PTSA is your local connection to our nation's largest child advocacy organization (National PTA) and proudly supports all of the Parents, Teachers, and Students at Cawley Middle School! It is our mission to promote the progressive and enriching education that the Hooksett School District provides for our students by fostering an environment where students learn to be more civic minded while advocating for their educational needs.

Through membership, your support provides agenda books for students, spirit awards, an end-of-year barbeque and a Teacher Appreciation luncheon, just to name a few! Our students enjoy dances and we hold a raffle to rename Whitehall Road for the school year! Though there are a handful of occasions where we ask for your time, your membership is not an obligation to endless volunteer hours or meetings. It is an opportunity to support our children as they become more independent! For those that enjoy active participation, we encourage you to inquire about open board positions, selling dance tickets, or how you can help in the classroom.

We hope you will visit us at <http://cawley.sau15.net/hawksptsa/>. We invite you to join us, and are looking forward to your input and suggestions as we start another exciting school year!

Thank you,

Tanya Tarbell

Cawley Hawks PTSA President

[hawksptsa@sau15.net](mailto:hawksptsa@sau15.net)



**Hooksett School District  
Parent Student Handbook  
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**HOOKSETT SCHOOL DISTRICT  
GOALS AND OBJECTIVES**

**The Hooksett School Board has developed the following goals and objectives to give the School District direction and continuity. The School Board believes that the school and the parents should work together so that each child achieves the goals and objectives enumerated below to the best of his or her ability.**

**Each student shall:**

1. Attain mastery of reading, writing, listening, speaking, and math skills.
2. Develop an awareness of and actively explore the enriching influence of fine and folk art, i.e., literature, music, painting, dance sculpture, and other endeavors of refined skills of which man is the author.
3. Develop self-understanding and appreciation, shall become aware of personal strengths, and shall develop those strengths to the maximum.
4. Develop an awareness of various political structures and shall understand the responsibilities of citizenship.
5. Develop sensitivity to and respect for others and be able to relate to others in a positive and constructive manner.
6. Acquire a fundamental understanding of economics as it relates to the production, distribution, and consumption of wealth and resources.
7. Develop an understanding of the natural and applied sciences, including geographical, ecological, and physical environments, as well as computer and other technological developments.
8. Be aware of what constitutes sound emotional attitudes, good physical health and hygiene, and shall learn how to develop and maintain those personal qualities.
9. Learn to utilize effectively the processes of creative, constructive, and critical thinking and to utilize these processes in effective writing and other communication modalities.
10. Actively investigate vocational opportunities, and understand the skills required to pursue a chosen field.
11. Develop a set of values which will reflect concern and respect for the values of others and yet retain individual beliefs.

Adopted: December 19, 1978  
Revised: March 7, 1989  
Revised: February 18, 1992  
Adopted: July 12, 1999

# SAU #15: Auburn, Candia, Hooksett

## Core Values

*Our Schools, Our Students, Our Charge*

### Core Value # 1

Schools are for students. All interactions with them must nurture their social, emotional, and academic growth. It is our responsibility to accept all students and treat them with kindness and respect; we are tolerant and non-judgmental. Our decisions are based on what is best for them. We take responsibility for ensuring the success of our students despite the challenges they may face.

It is our responsibility to foster an environment of respect through interactions with each other, parents, and our educational community. Parents are partners in the educational development of their children and are deserving of our acceptance and support. Additionally, all members of our staff are committed to working professionally with each other.

### Core Value # 2

Students meet and exceed high academic standards. Our high expectations demand varied and rigorous learning experiences that enable students to think critically, work collaboratively, communicate effectively, and act with integrity. Every student is unique and has different abilities, needs, and learning styles that require varying instructional techniques and strategies. Student success is ensured through the use of purposeful, research based, data informed instruction. We continuously build and maintain the knowledge base and collaborative culture required for high levels of performance for all members of the learning community.

### Core Value # 3

We each have the responsibility to ensure the success of all students. The needs of all learners are met when outcome based learning occurs and when students, teachers, and policy makers are empowered by data. All students learn when their passions and talents are coupled with high expectations and academic rigor in a safe and caring environment.

### Core Value # 4

Twenty-first century instruction is necessary for twenty-first century learning. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist. Customizable learning tools are used to access information and leverage each individual's learning style. With these technological skills, our students will be prepared to participate in the global community and compete in the global marketplace.

### Core Value #5

We believe that it does, in fact, "take a village to raise a child". We have a unique opportunity and an obligation in our homes, our community, our businesses and our schools to influence the learning outcomes of our children. These collaborative partnerships within the community foster thoughtful and relevant learning, promoting the growth of each child.

## II. SCHOOL OPERATING PROCEDURES

### ***Cawley Student Daily Schedule***

Admission... 7:40

Homeroom... 7:40-7:45 a.m.

Announcements/Dismissal.. 2:30-2:40 p.m.

CMS Note: Students who are not in their homerooms at 7:45 am are considered tardy.

### ***Memorial/Underhill Student Daily Schedule***

Teachers on Duty.... 8:40 a.m.

School Starts.... 9:00 a.m.

Dismissal.... 3:25 p.m.

Underhill/Memorial Notes:

1. No child should be on the school grounds before the 1st bell at 8:40 a.m or after 3:40 p.m. unless the child attends the Hooksett Rec Department Before and After School Program at Underhill.
2. Students who are not in their homerooms at 9:00 a.m. are considered tardy.
3. Use of the playground for non-students is off limits from 8:40 a.m. until the last bus leaves.

### ***Early Dismissal Days***

The Hooksett School District has scheduled one Early Dismissal Day, which is the last day of school.

Early Release at Cawley Middle School is 12:00 p.m.

Early Release at Underhill/Memorial is 12:50 p.m.

### ***Emergency Building Evacuation & Drills***

Over the past several years, there have been incidents across the country in which students have been placed at risk while attending school. These have been the result of natural disasters, hazardous materials, and sometimes violence or threats. While schools are statistically the safest place for students to be, preparedness for any emergency situation is the most effective way to keep students and staff safe. Should it be necessary to evacuate the building during the school day for any reason, the staff will institute the emergency management plan.

### ***Emergency Weather Conditions***

Should extremely hazardous driving or other problems warrant a cancellation, delayed opening or early dismissal of school, all announcements will be made via the local radio and television stations in Manchester. Parents will also be notified via telephone and/or text via the Bright Arrow Emergency Notification System.

1. Delayed opening or school cancellation announcements will be made between 5:00 and 6:30 a.m.
2. Delayed openings will be 2 hours later than the regular start times.
  - a. Starting time for Cawley will be at 9:40 a.m.
  - b. Starting time for Underhill/Memorial will be at 11:00 a.m.
  - c. All students can expect to be picked up at their bus stops **2 hours** later than normally scheduled. For example if your son/daughter is normally picked up at 7:50 a.m., the delayed opening pick up time will

be at 9:50 a.m. **There will be no morning preschool or kindergarten classes on delayed opening days.**

3. Parents are advised to make arrangements in advance with their children in case of an early dismissal.
4. If there is a delay or cancellation of school, a courtesy phone call, text and/or e-mail to each student's home will be made by our **Bright Arrow Emergency Response System**. Notification will be provided to local media outlets simultaneously. Please listen to the local radio/television stations if necessary: **WZID(95.7FM), WGIR(610AM), WKXL (102.3FM, 1450 AM), WFEA(1370 AM), WOKQ(97.5FM) and WMUR, Channel 9 TV and WMUR website**. Please do not call the school, the bus company, teachers, school board members or the radio stations.

### ***School Security/Visitors***

School building doors are locked during the school day. **All parents, visitors, vendors, and contractors must report to the main office upon entering the school.** A "Visitor" pass will be provided when a person has reason to go beyond the office and must be worn prominently. You will be requested to show proper identification, sign in, obtain a pass, and return the pass upon signing out. Visitors to classes must have approval from the office prior to classroom attendance. **We respectfully request that parents do not visit classrooms between 8:35 a.m. and 3:40 p.m. (at Underhill and Memorial) unless prearranged with the classroom teacher.**

### ***Volunteer Program***

**Cawley Middle School, Hooksett Memorial School and Fred C. Underhill School** have volunteer programs that follow the guidelines of the NH Partners in Education Program. Our volunteers serve the school in many capacities and are a valued part of our school teams. We encourage such involvement and invite you to participate. Notices about the program are sent home in the fall. **Volunteers must wear name tags and sign in at the office when arriving and sign out when leaving.** We also respectfully request that volunteers refrain from bringing younger children with them when volunteering during school hours. In addition, volunteers may need a background check and fingerprinting, per HSD Policy IJOC. (See policy in Appendix.)

### III. ATTENDANCE PROCEDURES

#### *Registration*

In order to attend the Hooksett schools, students must be legal residents of the town of Hooksett. To accommodate students who are either in the process of moving into, or out of Hooksett, the School Board has developed specific policies. Upon registration, you must provide a photocopy of your child's birth certificate, proof of physical exam and immunization record for school files. You must also provide proof of residency. The building principal, or his/her designee, may contact you for further explanation of these policies.

#### *Transfers*

When parents and students are moving out of the Hooksett School District, please inform the school secretary in person or in writing. Transfer papers and copies of immunization records will be prepared for you if needed. Once a request for records has been received, all records will be forwarded to the new school.

#### *Immunizations/Physicals*

**The Hooksett School District requires a complete medical examination by a licensed physician within one year prior to entrance to school and again twelve months prior to entrance into sixth grade.** Immunization records must be reviewed and brought up to date by New Hampshire law. As such, parents are required to have a physician complete a medical form, and submit that form to the school. These medical forms are due upon the day of entrance to sixth grade for students who were enrolled in the Hooksett School District during fifth grade. Students who transfer into the Cawley Middle School during the school year are given a thirty day period, effective upon the registration date, to have the medical form completed. Immunization records must be submitted on the registration day. **Students who failed to have the immunization record and medical form completed during the time requirement will be removed from school.**

The following are state statutes which have a direct bearing on student exclusion from school:

#### 200:38 Control and Prevention of Communicable Diseases

1. All children shall be properly immunized prior to school entrance according to the current recommendations of the New Hampshire Immunization Program.
2. Any child may be exempted from the above immunization requirements who presents evidence from his/her physician that immunization will be detrimental to his/her health. A child may be excused from immunization for religious reasons at the discretion of the school board.

#### 200:39 Exclusion from School

Whenever any student exhibits symptoms of contagion or is a hazard to himself/herself or others, he/she shall be excluded from the classroom and his/her parents or guardians shall be notified as soon as possible.

**Please refer to the school nurses' information on the Hooksett School District's website for information relating to specific student illness and school attendance relating to those issues.**

## ***Attendance***

The importance of punctual and regular attendance for every student cannot be emphasized enough. School attendance directly correlates to academic success. Attendance is required by NH State Statutes.

Relevant excerpts from Chapter 193 of the New Hampshire Revised Statutes Annotated include:

193:1 DUTY OF PUPIL. Every pupil between six and eighteen years of age shall attend the public school within the district or a public school outside the district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable.

193:2 DUTY OF CUSTODIAN. Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session.

## ***Absences***

**Parents/Guardians are required to contact their son/daughter's school to report absences.** The school numbers are as follows: **Cawley Middle School, 518-5047, Underhill, 623-7233, Memorial, 485-9890**, prior to the commencement of the school day on those days when their child is going to be absent from school. Absences will be excused only for illness or sound, pressing and unavoidable activities.

## ***Attendance Monitoring Program***

The purpose of the Attendance Monitoring Program is to provide effective and accurate accountability of student attendance and to provide a safeguard for student absences.

To facilitate proper communication between home and school, we ask your cooperation in completing a form, indicating three (3) telephone numbers where you may be reached, or of someone you would like informed of your child's absence. **Please remember to contact the school with any changes in contact information that are made during the school year.**

Contact procedures for the attendance system are as follows:

1. On days that your child is absent from school, call your son/daughter's school. The numbers are the following: **Cawley Middle School 518-5047 prior to 7:40 am. Underhill 623-7233 prior to 9:00 a.m. and Memorial at 485-9890 prior to 9:00 a.m.** Please leave your child's name, the name of the person calling, the grade level, and the reason for absence.

2. Each morning, the school cross-checks the student absentee list (generated during homeroom attendance) with the list of parents who have called in. If a student is absent and no call has been received, or if the caller is questionable, the school will make parental contact as soon as possible.
3. If a parent has not reported the student absence they will be notified through the Bright Arrow automatic messaging system.
4. The Attendance Monitoring Program is a good faith program designed to insure proper attendance. Attempts to make parental contact will complete the school's obligation.
5. In circumstances where the absence is of concern, the school may contact the Hooksett Police Department.
6. Written absence notes from parents are required if phone contact has not been completed or if there is no phone available in the child's home. If a student is absent more than three days, a doctor's note may be required.

### ***Early Dismissal From School***

The professional staff makes every effort to utilize every minute of the 180 days allotted for student learning. Any loss of academic time inevitably interferes with a child's learning. In particular, parents should be mindful that the last hour includes important information that will be missed when children are dismissed early. **An early dismissal not only disrupts your child's academic day, but also that of the teacher and all the other students in the classroom.**

If it is necessary for a student to leave school during the day, he/she must have written permission by the parent stating the time of dismissal and the individual who will be providing transportation. This note should be brought to the main office at the beginning of the day. At the time the student is being dismissed, he/she must report to the main office for check-out. The authorized person picking up the student is required to report to the main office to sign-out the student. At Memorial, dismissals between 3:00 and 3:25 p.m. will be limited to family emergencies. Students need to be picked up either before 3:00 p.m. or outside in the parent pick-up line at 3:25 p.m. **Cawley students need to give the note to the main office. Underhill and Memorial students need to give the note to their homeroom teacher at the start of the day.**

Parent sign-out requirements are also necessary for unforeseen dismissals or when parents call in requesting dismissal of students. These procedures are carried out to ensure the safety of our students.

**A pupil who requests permission to leave school because of illness must check with the nurse.** Students will be allowed to go home only if parents are contacted by the school.

### ***End of School Dismissal***

**For Cawley students** this procedure is also effective for students not riding the school buses home in the afternoon and being transported by someone other than the student's parents. **At Memorial, students being picked up will be dismissed to the north entrance at 3:25 p.m. At Underhill, the students will be picked up in the gym at 3:20 pm.**

Note: At Cawley, there is no parent pick-up list. If you are picking up your child at the end of the school day, your child will meet you outside the front door of the school.

**Any changes in student transportation from Underhill and Memorial must occur prior to 1:30 p.m. Any changes after 1:30 p.m. may not be able to be accommodated. This is to ensure student safety.**

**No child will be dismissed from school until the parent has sent a note to the office requesting release. Children will be released only to the parent/legal guardians or anyone listed on the emergency form unless otherwise instructed in a note of release. Anyone unknown to the office staff will be requested to show proper identification.**

### ***Tardiness***

**Students will be marked tardy to school if they are not in their homerooms at Cawley by 7:45 am, at Memorial and Underhill by 9:00 a.m.** Tardies are excused when a parent reports his/her child to the office and/or writes a note providing the reason for the tardiness. Should neither occur, an unexcused tardy will be recorded. According to RSA 193:2 children are to attend school "during all the time public schools are in session." Continued and excessive tardiness will necessitate a conference between the student's parents and the school administration.

### ***Withdrawal for Family Vacations***

Please understand that while your child is absent from school on a family vacation, your child will miss direct instruction and classroom experiences that are difficult to duplicate. However, your child's teachers may provide a portion of the assigned written work before you leave. The remainder will be assigned upon his/her return. Since assignments may involve new concepts or skills, your child may need your guidance in completing them. Arrangements for when assigned work is due will need to be made with your child's teachers.

Procedures for parents or guardians wishing to withdraw their children during the school year for a vacation or other reasons are as follows:

- A. Notify the school in writing with the dates and reason for the child's extended absence.
- B. Upon request with at least three days notice, teachers may provide a portion of the anticipated assignments prior to departure. The remaining assignments will be provided upon the child's return.

### ***Emergency Information***

Students will be given the emergency information form at the beginning of the school year to be updated. Please make changes as needed, sign, date and return. It is very important that this sheet be filled-out thoroughly and in detail by a parent/guardian. Should emergencies arise, it is necessary that we have people we can contact immediately for each



child. **Please contact the school should the child's address, telephone number, e-mail address, or parent's work number change during the course of the school year.**

Should an emergency occur that requires a school lockdown or evacuation, all Hooksett schools will follow the emergency protocols set forth by the District. It may be difficult for parents to contact school officials during such an event. Communication with parents and the community will take place according to the district policies. Parents should be patient and wait for news from the district office.

### ***Parent/Guardianship***

The school should be notified in writing with specific instructions concerning parent/guardian issues. Appropriate court/custody papers are required for the file to enforce special situations. **Any changes and appropriate documentation needs to be filed as soon as possible after these changes are in effect.**

## IV. ACADEMIC INFORMATION

### ***Curriculum***

The Hooksett School District has high expectations for our students and teachers. Our comprehensive curriculum aligned to NH Grade Level Expectations and Core Standards provides varied and rigorous learning experiences that enable students to think critically, work collaboratively, communicate effectively, and act with integrity. Student success is ensured through the use of purposeful, research based, data informed instruction. We continuously build and maintain the knowledge base and collaborative culture required for high levels of performance for all members of the learning community.

Grade level curriculum brochures are available on our website and provide a sampling of the skills and understandings we focus on in each content area.

### ***Art, Music, Physical Education, Media Center, and Health Education Programs***

Students are provided with weekly sessions of Art, Music, and Physical Education instruction developed according to the Unified Arts Curriculum of the Hooksett School District. Our Art, Music and Physical Education teachers strive to integrate their programs with classroom instruction as appropriate. Students also receive regular instruction in Health, per our Unified Arts Curriculum. Each student has access to the Library/Media Center, for book exchange and/or instruction.

Each child is required to participate in the Physical Education program on a regular basis unless the school receives a written excuse from a doctor stating the reasons why the pupil should be excused. For safety reasons, students must wear sneakers to participate in Physical Education.

The Media Centers in the Hooksett School District are for students to enjoy. Research, pleasure reading, and computers are available for students to seek out and increase their knowledge. Books, magazines, etc. must be signed out with the librarian prior to usage. Lost books or other borrowed materials will result in replacement cost charges.

### ***Classroom Preparation***

Students are expected to be prepared for all classes during the school day. At Cawley and Memorial, books, notebooks, pens or pencils, and daily homework assignments are standard requirements. Each student at Cawley and Memorial is given an agenda book to help organize daily assignments.

### ***Homework***

The purpose of homework is to support the learning process, reinforce classroom activities, and provide enriching experiences for children. Homework assigned by teachers should be meaningful, relevant, and clearly understood by students.

Assignments may vary in length, but the approximate amount of homework per week is as follows:

- Grade 1 Not more than one half hour to one hour.
- Grade 2 One hour to one and one half hour.
- Grade 3 Two hours.
- Grade 4 Three hours.
- Grade 5 Three and one half hours.
- Grade 6 Five hours.
- Grade 7 Six hours.
- Grade 8 Seven hours.

You can help! Parents are the most important influence on a child's education. Emphasize the importance of education by checking homework assignments and notebooks. Encourage good study habits by:

1. Setting aside a time when homework is to be completed. Be consistent.
2. Provide a quiet place to study.
3. Establish time limits
4. Establish a quiet household during homework time.

All schools have a web presence to enable teachers and parents to monitor student homework, to reduce student homework delinquency, and to improve student learning. Information will be given to students and is available on the school websites. At Cawley, teachers post assignments for the week on the Cawley Middle School website.

### ***Grading System and Reporting***

**At Cawley, students will receive a report card at the end of each nine-week term and a progress report in the middle of each quarter.** Student progress may also be monitored through the school's web-based student management system, Powerschool. Additional progress reports will be distributed by teachers as deemed appropriate. Parents are strongly encouraged to contact teachers with concerns about student grades.

**At Underhill and Memorial, students will receive a report card at the end of each fourteen week term and receive a progress report in the middle of each of those trimesters.**

#### **Cawley and Memorial Grading Scale**

A+ = 99 - 100

A = 95 - 98

A- = 93 - 94

B+ = 91 - 92

B = 87 - 90

B- = 85 - 86

C+ = 83 - 84

C = 79 - 82

C- = 77 - 78

D+ = 75 - 76

D = 72 - 74

D - = 70 - 71

E = 69 and below

INC = Incomplete

### ***Cawley***

Students whose grade point average is below 60 will be assigned a 60 point average for that quarter. This will be important in factoring the student's yearly average.

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on a report card becomes an "E" two weeks from the date the student receives the card. Make-up work and scheduling is the responsibility of the student.

## ***Parent/Teacher Conferences***

While parents are free to schedule conferences with their child's teachers at any point during the year, the annual parent-teacher conference day is scheduled on November 1. Communication between parents and teachers is a key ingredient to effective student achievement. When parents have questions regarding their child's progress at other times during the year, they are strongly encouraged to contact the child's teacher to schedule a conference via note, email or a phone call. The classroom teacher is a parent's first point of contact.

## ***Cawley HAWKS Honor Roll***

HAWKS (Hooksett Award Winning Kids) is a community-sponsored student motivation program designed to reward Cawley Middle School students who meet the following criteria:

1. Honor Roll
2. No More Than One Office Detention
3. No Internal, External, or Bus Suspensions
4. No "N's" or "U's" in Effort or Conduct

Parents will receive notification of their child's success.

Honor rolls are generated and published at the end of each grading period. The Honor Roll is developed as follows:

High Flying HAWKS...All A's and not more than one B

HAWKS ..... A's, B's and not more than one C

All classes are included in factoring the Honor Roll

## ***Promotion and Retention***

It is the position of the Hooksett School District that all students will be provided with a wide range of resources to meet their individual needs, and as such promotion to the next grade is our expectation. However, promotion or retention of a student shall be made in the best interests of the student after careful evaluation of the student's overall academic achievements, his/her social and emotional maturity, and any other relevant information. (See policy in Appendix.)

## ***Academic Support Programs***

Support services in Reading, Language Arts and Mathematics are provided by the Reading Specialists, Title I, the ESOL (English Speakers of Other Languages) Program, and ALPs (Advancing Learning-Program) Referrals for such services are based on student performance and assessment data, and/or recommendations by teachers/parents. Written permission is required for participation in these programs.

## ***Special Education***

Special Education services currently provided at all Hooksett Schools include Speech and Language Therapy, Occupational Therapy, Counseling and instructional programs through the Resource Room and Special Needs classes. Other related services may be provided upon recommendation of the building Special Education team. The district special education office number is 485-5104. (See policy in Appendix.)

### ***Summer School/Academy***

Cawley and Memorial schools hold summer school/academy for third through eighth graders. The program is designed to meet the needs of students who require more schooling in the areas of social studies, science, math and language arts/reading. Information regarding summer school/academy will be available in the spring. Underhill holds similar support programs for selected students entering first or second grade.

Cawley students who fail two or more core classes for the year will be required to attend Summer Academy.

### ***Student Records***

The school may, without the consent of either the students or his/her parents, release student records contained in the administrative or supplementary classification to the school officials within the District who have proper educational purpose in examining the information.

No other person may have access to a student's records except under the following circumstances.

- A. When proper written consent to the release of such records has been obtained:
  - a. The consent must be given by the student's parents or guardian except when a student reaches the age of 18 years.
  - b. The written consent must specify the records to be released. Blanket permission for the release of information will not be accepted.
- B. Under compulsion of law.
- C. When data for outside research purposes is released in such a form that no individual student is identifiable.

These procedures are in keeping with Hooksett School District policy, which conforms to the Family Education Rights and Privacy Act of 1974. (See policy in Appendix.)

## V. BEHAVIORAL EXPECTATIONS AND GUIDELINES

### *Code of Conduct & Behavioral Guidelines*

Underhill and Memorial Schools are active participants in the Positive Behavioral Interventions and Supports program (PBIS) to help us maintain the highest standards of education for each child in a safe and nurturing environment. The program addresses the issue of behavior in a proactive and positive manner. At Underhill and Memorial the children are taught three basic principles for behavior:

Be Responsible  
Be Safe  
Be Respectful

At the **Cawley Middle School**, we firmly believe that behavioral guidelines all relate to the three R's of respect:

Respect Yourself  
Respect Others  
Respect Property

In order to safeguard all students' rights to a proper education, students at **Cawley, Memorial, and Underhill** are expected to follow the rules and regulations of the school administration. Students are required to observe the customary rules of courtesy and politeness which contribute to order as established by the acceptable standards of the school and community.

In regards to student safety, The Hooksett School District has strict guidelines for reporting and investigating incidents of bullying. (See policy in Appendix.)

Infractions of any classroom or school rule may result in one of the following, depending on the seriousness of the infraction:

- A. lunch detention
- B. teacher-held detention
- C. office detention
- D. suspension from activities
- E. internal suspension
- F. external suspension
- G. expulsion

A general description of the above consequences may include the following infractions:

- A. Lunch detention - Students are required to eat lunch at a separate table, in their classroom or in the main office for one or more days due to infractions of cafeteria rules.
- B. Teacher-held detention - Students may be required to remain after school for detention when their actions in the classroom warrant such. This includes rudeness, consistent rules violation, and any other unacceptable classroom behavior. Parents will be notified of detentions 24 hours in advance. Transportation home is the responsibility of the parent.
- C. Office detention - Students may be required to remain after school for an office detention when their actions warrant such. These include excessive teacher-held detentions, consistent office visits, abuse of school equipment and facilities, including computers and software and any other unacceptable behavior. Office

detentions will conclude at 3:30 p.m. at Cawley and 4:00 p.m. at Memorial. Parents will be notified of detentions in advance. Transportation home is the responsibility of the parent.

- D. Activity suspension - Should students fail to respond to routine discipline procedures, suspension from activities such as dances, Student Council activity days, assemblies, etc. may occur.
- E. Internal suspension - Results for students who have accumulated many detentions or whose behavior is of such a serious nature that removal from the classroom for a period of time is necessary. Serious offenses include profanity, stealing, extreme rudeness, gross disrespect, threatening, horseplay, minor physical altercations, and internal and external bullying.
- F. External suspension - Students who consistently violate school rules, who are frequently required to be removed from class, are extremely disrespectful, stealing valuable property, threatening, and/or possession of cigarettes, possession of weapons, firecrackers, or explosives, fighting which involves throwing punches or kicking, possession and/or consumption of alcohol and/or illicit substances, or other offenses which are so serious as to require that the student be removed from the building for a period of time. Make-up work is allowed for both internal and external suspensions. Parents will be notified in writing and be contacted by phone if a student has received an internal or external suspension. Suspensions which are longer than ten days will follow the guidelines as established in NH Education Law 193:13. (See Weapons on School Property policy in Appendix.)

### ***Punctuality to Class at Cawley Middle School***

Students are to be in their assigned area when each period begins. Students who receive three (3) unexcused tardies for each half-year semester may be assigned an office after-school detention. Each additional tardy will result in after-school detention.

### ***Corridors***

Students should be in the corridors only at the beginning and end of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during classes must have passes. Student are asked to be courteous at all times and keep to the right when moving in the halls.

### ***Due Process***

Due process is the procedure by which students are able to state their case and defend their actions during the disciplinary procedure. Students will be afforded the opportunity to understand the reasons for disciplinary actions and the opportunity to persuade the official that the consequence may not be justified. Every student has the right to due process.

### ***Lockers/Locks***

For the convenience of students, Hooksett Schools does provide for assignment of lockers to students for the purpose of storing lawful materials. School lockers, gym lockers, and desks are provided to students as a convenience but remain the property of the Hooksett School District. School officials reserve the right to inspect lockers and desks anytime and students should not have an expectation of privacy.

## ***Cawley, Memorial, and Underhill Busing***

Bus stops are established by the bus contractor and SAU #15 administration. Students may be required to walk up to .6 of a mile to his/her bus stop. Parents who wish for their child to walk to and from school should request so in writing and submit the letter to the main office. Students are not permitted to ride a bike, skateboard, scooter or the like to school.

The school is not responsible for student behavior at bus stops. This is a parent and neighborhood responsibility. Once a student boards a bus, and only at that time, does he/she become the direct responsibility of the school district. This responsibility ends when the student is delivered to the bus stop at the close of the school day.

In view of the fact that riding a school bus is an extension of the classroom, the District shall require students to conduct themselves on the bus in a manner consistent with established school and statutory standards, including, but not limited to RSA 155, Smoking on School Property and RSA 193:B, Drug Free School Zones. Note: Drivers are authorized to assign seats.

In cases where a student does not conduct him/herself properly on the bus, a Bus Discipline Report will be brought to the attention of the administration by the bus driver. A discussion will be held with the student to determine ways in which his/her behavior may improve. A copy of the report may be sent home to the parent for notification.

In accordance with RSA 189:9-A, a bus suspension is not to be interpreted as dismissal from school. Should a bus suspension occur, transportation to and from school becomes the responsibility of the parents.

### Bus Rules & Regulations:

1. Observe classroom conduct
2. Be courteous, use no profane language
3. Do not eat or drink on bus
4. Keep bus clean
5. Cooperate with driver
6. Do not smoke
7. Do not damage bus or equipment
8. Stay in your seat
9. Keep head, hands, and feet inside bus
10. Do not fight, push, or shove
11. Do not tamper with bus equipment
12. Do not bring pets on bus
13. Do not bring flammable materials on bus

### Bus Discipline Guidelines:

First Write-Up: Consequences will range from a written notification to parents up to a three (3) day suspension of school bus privileges.

Second Write-Up: Consequences will range from a three (3) to five (5) day suspension of school bus privileges.



Third Write-Up: Consequences will range from a five (5) to ten (10) day suspension of school bus privileges.

Fourth Write-Up: Student will have school bus privileges suspended for the remainder of the school year. The suspension will take effect forty-eight (48) hours after the Principal's decision. During the 48 hour period, the student's parents may request to meet with the Superintendent to appeal the decision. Should the principal's decision stand, the suspension will go into effect as scheduled. The parent may then request to appear before the Hooksett School Board to seek a restoration of bus privileges, but not before a minimum of twenty (20) school days have passed since the suspension of riding privileges took effect. Should privileges be restored and another write-up occur, bus privileges will be revoked for the remainder of the year.

#### Neighborhood Bus Stops:

Per Hooksett School District policies EE and EEAC, bus stops are established by the SAU Administration and the busing contractor. Neighborhood bus stops shall be established whenever possible. Students will be transported to and from the stop closest to their residence. They may be required to walk up to .6 of a mile to their bus stop.

#### Bus Stops/Routing

Given the tightness of bus routing schedules, students are to be at the bus stop upon bus arrival in order to expect transportation. Students should arrive at the stop 10 minutes before the bus is scheduled to arrive in order to compensate for normal deviation of arrival time. Appropriate standards of conduct are expected at the bus stop.

**Students who wish to ride a different bus, or get off at a stop that is not his/her regular stop, must bring in a written note to receive a bus pass from the school office.**

**Underhill and Memorial** students must give the request to their homeroom teacher at the start of the day. We do not accept any student's word regarding changes. A note (or a phone call if you forget to write a note) helps to eliminate confusion at the end of the day. All notifications must be received by 1:30 p.m. for student safety.

**At Cawley only** - you may email the administration changes concerning bus dismissal changes.

Please be sure that the note contains the following information:

**Child's full name**  
**Teacher's name**  
**Regular bus #**  
**Bus # to switch to**  
**Date this will happen**

The Hooksett School District has contracted with Goffstown Trucking to provide bus transportation for its students. The following are the contacts and phone numbers parents are to use if a problem occurs:

- Step 1: Call Goffstown Trucking at 222-2248 to report a problem.
- Step 2: If no resolution is reached call the SAU #15 Business Administrator at 622-3731.

Responsibility for the safe conduct of school children to and from school rests with the Hooksett School Board, as defined by RSA 263:38a, and in accordance with that responsibility, the following shall apply:

- A. Students shall not cross major thoroughfares or any road or intersection deemed hazardous by the Hooksett School Board.
- B. Students assigned to a bus shall ride to and from school, unless transported by a family member or an individual approved by the parent.
- C. Students shall not elect to ride or walk dependent on the weather conditions of a particular day unless the office is notified in writing prior.

### ***Cawley, Memorial, and Underhill Dress for School***

Students shall be required to demonstrate proper attention to personal cleanliness, neatness, and appropriate standards of dress. Shirts should cover the entire torso at all times, even in movement. Garments that reveal the midriff or cleavage, tank tops with narrow straps, T-shirts which display inappropriate messages, and clothing which is significantly torn or ripped are not to be worn to school. The length of skirts and shorts are to be mid-thigh or lower. Undergarments should not be visible at any time. Coats and jackets are not to be worn during the school day unless warranted by building conditions. Head gear, hats, and inappropriate eyewear are not to be worn inside the school building. Appropriate footwear shall be worn at all times. Students are not allowed to carry backpacks during the school day. Sneakers are required when participating in Physical Education classes.

### ***Cawley, Memorial, and Underhill Personal Property***

Cell phones, digital devices and other such equipment may be brought to school to be used for a classroom project and other curriculum related activities. They must have teacher approval and the **devices must be registered with the school**. Devices may be used on the bus, however they must be used respectfully and responsibly. (See Policy JICJ in Appendix.)

Cigarettes, electronic cigarettes, lighters, matches, knives, wallet chains or other chains, laser pointers and any other material deemed dangerous or inappropriate will be confiscated. In accordance with the district's weapons policy, the police may be contacted. (See Weapons in School policy in appendix.)

The school is not responsible for items which have been misplaced or stolen. Large sums of money should not be brought to school. Have your student place his/her name on all personal articles including lunch bags. There is a lost and found area where misplaced items can be located. Valuable items such as glasses, rings, money, etc. will be sent to the main office. Lost items are either given away or discarded when unclaimed after a period of time.

For safety and health reasons, animals/pets are not allowed in the school building, unless prior arrangements have been made with school administration.

Children are not allowed to ride bicycles, skateboards, scooters, etc. to school because of the large amount of traffic entering and exiting the school parking lot during the time the children would be coming to and leaving the school.

### ***School Telephone Use***

Students are required to seek permission from the main office for telephone use. Using the telephone is limited to calls that are necessary and of an urgent nature. Students should not use the school phone to make arrangements that are not school related.

## **VI. HEALTH, WELLNESS, AND SAFETY**

### ***Recess at Memorial and Underhill***

Fresh air and active play are very beneficial to growing children. All children are expected to participate in outdoor activities unless participating in other assigned co-curricular activities or excused for medical reasons. A letter from a physician is required for the latter. Please see that your children come to school appropriately dressed for the prevailing weather conditions - including boots, mittens, hats, appropriate footwear, etc.

### ***Snack Time at Memorial and Underhill***

Daily snack time is part of the routine for each student. Please provide your child with a snack. We encourage nutritious snacks, such as fruits, raw vegetables, crackers, cheese, etc.

### ***Emergency Management Team***

All Hooksett Schools have established Emergency Management Teams. The purpose of the EMT is to organize and coordinate an appropriate response to any crisis which may have emotional or physical consequences for the student and faculty population.

The EMT is designed to manage public situations which may have either a short or long term impact on the entire student body or staff. These situations include, but are not limited to, the following: death or serious injury to a faculty person, staff member or student; death or serious injury to a famous political individual; community, environmental or natural disaster emergencies, violent act in the school or community which may have an immediate impact upon the student body and school staff.

The membership of the EMT includes the Principal, Assistant Principal, School Counselor, Faculty Member, School Secretary and School Nurse. The EMT consults with the Maintenance Director, representatives of the Hooksett Police and Fire Departments, and the Transportation Supervisor on an ongoing basis. Other individuals and organizations are brought in as needed.

### ***School Resource Officer***

The Hooksett Police Department assigns a School Resource Officer to provide enhanced safety for all Hooksett schools. The officer supports school administration, regarding safety or truancy issues, consults with building Emergency Management Team, and serves as an accessible resource to children, parents, and school staff. Specific, detailed contact information for the Hooksett School Resource Officer is available by contacting the schools or via the district website.

### ***Substance Abuse***

Possession and/or utilization of cigarettes, electronic cigarettes, alcohol and/or illegal drugs is not permitted by students on school premises. Student offenders will be subject to suspension from school, police will be notified, and the student may be required to attend further instruction in an individualized program developed by the school nurse and school counselor.

Students who bring drug and/or alcohol look-alike substances with the intent to deceive others will also be subject to suspension and/or other disciplinary action. This procedure is also effective for field trips and school-sponsored functions. (See policies JICG and JICH in Appendix.)

### ***Guidance/Crisis Intervention Procedures***

The purpose of the guidance program is to help each individual student achieve his/her highest potential socially, emotionally and academically. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Regularly scheduled appointments with students who are in need.

The Guidance Counselor is a member of the School's Crisis Intervention Team. The team refers students to appropriate agencies when they are reported to be involved in cases of child abuse and neglect, suicide and/or psychiatric emergencies, assaults and threats.

The Counselor maintains a working relationship with the Merrimack County Division for Children and Youth Services, and the Hooksett Police Department.

Procedures used by the team are outlined in the "Reporting Guidelines for New Hampshire School Personnel Regarding Suspected Child Abuse and Neglect (October, 1985)". In addition, the team follows school policies regarding the requirement of subpoenas for the use of school records by outside investigators and for court appearances of school personnel.

In addition to the counselor, other members of the team include the school principal, school nurse, and the Hooksett Police Department's School Resource Officer.

When it is necessary for the Division for Children, Youth and Family Services, the police, or the county attorney investigator to interview a child at school, the following procedures will be followed:

1. If the interviewer is not known to a member of the Crisis Intervention Team, credentials will be checked for validity prior to the interview.
2. A quiet, secluded area in the building will be provided so that confidentiality may be maintained.
3. A member of the Crisis Intervention Team may be present during the interview to protect the child's rights and to provide emotional support.
4. Follow-up counseling services will be provided to the child if deemed appropriate.

### ***Health Services***

A full time school nurse is provided for the health needs of Hooksett students. The nurse is available to perform the required functions for students as listed below:

1. Annual hearing and vision screening
2. Pediculosis screening when deemed necessary
3. Maintain up-to-date cumulative health records on each child
4. Assess and refer students in need of medical and dental care
5. Assume responsibility, in the absence of physician, for the care of a student or staff member who has suffered injury or illness

6. Observe students on a regular basis with regard to health, developmental, and emotional needs
7. Investigate extended absences which are due to illness
8. Advise and direct the exclusion and readmission of students in connection with infectious and contagious diseases

The care of a sick child is a parental responsibility. If the child is ill, he/she is to be kept home. Children will not be allowed to stay inside during recess or stay out of physical education activities without a physician's written request. If a child becomes ill in school, care will be provided until a parent or parent designee can be contacted to pick up the child.

The parent should notify the school office if a child is going to be absent. Please notify the Health Office if the child has a communicable disease (i.e. chicken pox, strep throat, scarlet fever, conjunctivitis, head lice, etc.), has suffered an injury or has an illness that requires accommodation during the school day.

### **Allergies**

The school nurse must have documentation of allergies from a physician. Accommodations will be made based on the physician's recommendations.

### **Medication**

If, under exceptional circumstances, a child is required to take any medication (prescribed or over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer such when the following conditions have been met:

1. There are written instructions signed by the parent/guardian and a licensed provider
2. The instructions must include:
  - a. The child's name, diagnosis, medication, dosage & route of administration, time schedule, and duration of the order
3. All medication, prescribed and/or over-the-counter, will be delivered to the school nurse, principal, or principal's designee by a parent or responsible adult
4. The medication must be in the current pharmacy bottle or an unopened over-the-counter container labeled by the manufacturer
5. When having prescriptions filled, please request a separate, properly labeled container for school use
6. The school nurse will document the quantity of medication delivered
7. Possession and self-administration of Epipens and inhalers (only) are allowed per HB 57 and HB 92. Contact the school nurse for information. Forms for use by parents and/or licensed providers are available from the school nurse.

### **Immunization and Medical Examination of Students**

#### ***New Hampshire State Law:***

**RSA 202:32** A complete medical examination by a licensed physician upon or prior to entrance into the public school system and thereafter as often as deemed necessary by the local school authority. (Hooksett requires a complete physical exam within one year prior to entrance into kindergarten or first grade, and within six months prior to entering sixth grade.)

**RSA 200:38-III** Tuberculosis skin testing is no longer required for children in NH schools. However, for low risk groups it is recommended that Mantoux tuberculin testing be performed once during childhood coinciding with a routine health appraisal such as a preschool physical examination.

**RSA 200:38-I** According to the New Hampshire Code of Administration Rules He-P 301.13(a) "Every parent or guardian of a child to be admitted or enrolled in any New Hampshire public or nonpublic school or childcare agency shall, prior to his admittance, provide documentary proof to the admitting official of acceptable immunization of the child as specified in HE-P 301.14. The immunizations listed below must be completed prior to school entry:

1. Diphtheria, Pertussis, and Tetanus (DPT) (Adult type TD when over age 7) - 4 doses, at least 1 given on or after the 4th birthday.
2. Polio Vaccine - 3 doses, at least one given on or after the 4th birthday.
3. Measles, Mumps and Rubella (MMR) 1 dose, given at 12 months or older. A second dose of measles vaccine is required for entrance into seventh grade.
4. Hepatitis B-3 doses - for children born on or after January 1, 1993. (Doses 1 & 2 separated by at least 28 days; doses 2 & 3 separated by a minimum of 2 months provided the 3rd dose is administered at 6 months of age or older.
5. Varicella-students in grades K-3 need 2 doses or laboratory confirmation of disease.

Documentary proof of immunization consist of a letter or record from a previous school, a physician's statement on office letterhead or a copy of the child's official immunization card.

#### Exemptions From Immunizations

NH State Statute 141C:20-c Exemptions.

A child shall be exempt from immunization if:

- I. A physician licensed under RSA 329 certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for the length of time, in the opinion of the physician, such immunization would be detrimental to the child. an exemption form immunization for one disease shall not affect other required immunizations.
- II. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs.

If you object to immunizations for religious reasons, please call our school office immediately and our staff will forward an official New Hampshire Religious Exemption Form. This form must be notarized and returned to our office prior to the start of school.

The following policy on immunization has been established to comply with laws enacted by the New Hampshire General Court:

Students new to the District, not meeting the immunization requirements must present to the nurse of the school, prior to entrance, a written statement from a licensed physician that the immunization program has been started and the date of the completion of such program.

When it comes to the attention of the school nurse that a student is not fulfilling the requirements of immunization as laid down in a written statement from a physician, she shall notify the parents of the school's policy.

If the immunization requirements are not complied with, the child shall be excluded from attendance until the program of immunization has been completed or until a certificate is received from a licensed physician indicating that the child has met the requirements of RSA:200.

If you have any questions or we can be of any assistance, please call the school, or the State of New Hampshire Department of Health and Human Services, Office of Community and Public Health, Immunization Program at 1-800-852-3345, ext. 4501, or 271-4501.

### ***Cawley, Memorial, and Underhill Hot Lunch and Cafeteria Services***

Student behavior in the cafeteria is to be based on courtesy, cleanliness and safety. At Underhill and Memorial, students are not allowed to purchase snacks, sold as a separate entity, unless they have eaten either a purchased lunch or a brown bag lunch. Students who are without a lunch or lunch money will be provided with a lunch on that day but all money must be paid to the lunch program as soon as possible. School lunch personnel will notify parents of delinquent accounts. (Free and reduced lunch is provided to eligible students as required by federal regulations.) Contact the Food Service Director for application. (See policy in Appendix.)



## VII. SCHOOL PROGRAMS

### *Athletics and Co-Curricular Programs*

#### I. Philosophy and Procedures:

Extracurricular athletics and co-curricular programs in Hooksett are voluntary student programs. Though we strongly encourage students to do so, none are obligated to take part in athletics or co-curricular programs. The goal of our interscholastic program is to establish self-discipline, socialization skills, fair play through interaction with team members, coaches, and officials, and to better develop physical skills. The goal of our co-curricular program is to offer students other positive activities in which middle schoolers can work together for a common purpose.

Because the programs are voluntary, and because those participating are representative of the community of Hooksett, it is necessary that we set our standards high. Student-athletes and co-curricular participants must maintain acceptable academic requirements and display proper citizenship and sportsmanship skills. They are required to conduct themselves in an appropriate manner.

Since it is a privilege to represent Hooksett in athletic and co-curricular competitions, it follows logically that the school has the responsibility to revoke that privilege when the student does not conduct himself/herself in an acceptable manner. Proper conduct is required of students on the athletic field, and in the school and community.

#### II. Participant Regulations:

##### A. Academic Eligibility

It is important for youngsters to understand that the maintenance of good grades is of primary importance. In order for students to participate on an interscholastic or co-curricular team, the following academic conditions must be met:

1. Participants must pass all classes at report card time.
2. Participants must not receive more than one failing grade at progress check time.
3. Students who do not meet the aforementioned criteria (1 and 2) will be suspended from participation for two weeks. Two weeks will be allowed to meet the criteria or permanent seasonal participation will be suspended.

##### B. Conduct Standards: Athletics & Co-curricular Activities

1. Detentions/Suspension: Proper conduct during school, on the field of play, and during transport to and from games and activities is required of all students. No student will be allowed to participate in athletics/activities who has received more than three (3) office detentions, either teacher-held or office during the course of the season. Upon receiving his/her fourth (4th) detention, the student athlete will be notified of his/her suspension from athletic/activity participation. **On that day a student-athlete is to serve an internal and external suspension or detention, he/she is not allowed to participate in either that day's game/activity or practice.**
2. Coach/Advisor's Prerogative: Our advisors and coaches dedicate a great deal of time training students. It is within their bounds to recommend dismissal of students from participating to the school

Administration. The administration will make the decision.

3. Athletic/Activity Suspension: The school reserves the right to suspend students from participation in athletics or co-curricular activities when it deems it necessary. Suspension from sports and activities may occur for reasons such as use of tobacco, drugs and alcohol on or off school grounds, inappropriate conduct, or other inappropriate activity.
4. Absences From Games/Events/Performances/Dances:
- Should personal circumstances dictate that a student-athlete miss a scheduled game or practice, a written note, or email must be provided by the parent.
  - Students not in school on the day of a game or practice may not participate in any after-school event.
5. Transportation: Parents are asked to be prompt and punctual in picking up students following activities, practices and games. Students will be made aware of ending times of activities, games and practices in advance. Chronic tardiness of parents picking up students may result in student dismissal from participation. **Students need to take school provided transportation to all events. A student may be dismissed from an event with written permission from their**
6. Tryouts: Appropriate qualifying conditions will be established by the coach and Athletic Director to determine student eligibility. Coaches may delay judgment on individuals who are injured and/or sick, and thus, unable to participate. A tryout session for the individual may be established, within a reasonable timeframe, for such a student.
7. Commitment: Since many times coaches are required to deny participation to students who desire to play because of a large number of candidates, it is expected that those students who do qualify for the team make a full and reasonable commitment to games and practices. **The school team schedule is to take precedent over non-school teams. Failure to comply with this procedure may result in student dismissal.**

### C. Health Standards

- Physical Examinations: No student shall be eligible to represent Hooksett in athletics unless there is a physician's statement on file certifying that the student has passed an adequate physical examination and that in the opinion of the examining physician he/she is fully able to participate in athletics.
- Insurance: It is strongly suggested that all student-athletes be covered by some form of medical insurance.
- Health Attitudes: It is well known at the present time that smoking, drinking alcoholic beverages, and the use of drugs are unhealthy. It is important that student-athletes eat well-balanced meals and get sufficient rest each night.

## ***Athletic and Co-Curricular Programs***

**Cawley Middle School** offers an extensive athletic and co-curricular program for its students. These programs include the following clubs, organizations, and athletic teams:

Boys' Baseball	Hawktalk (student newspaper)
Boys' Basketball	Jazz Band
Boys' Soccer	Literary Magazine
Cheerleading	Math Team
Cross Country	National Junior Honor Society
Field Hockey	Builders' Club
Girls' Basketball	FIRST Robotics
Girls' Softball	GPS Club
Girls' Soccer	STEM Club
Volleyball	Student Council
Golf	
Spring Track and Field	
Boys' Lacrosse	
Girls' Lacrosse	

**Hooksett Memorial School** offers co-curricular programs and activities for its students. These programs include the following:

Band	Chorus
Computer Lab	Destination Imagination
School Store	Girls on the Run
Walking Club	Kids Making a Difference

## ***Spectators Attending Co-Curricular Events***

All spectators attending school sponsored athletic events and other activities should display appropriate behavior at all times. Spectators who are unruly or inappropriate will be asked to leave the event. Parents are not to sit with participants.

## ***Dances***

Dances are held periodically for Cawley students. The Student Council sponsors a dance to help raise revenue for each class treasury as well as other organizations. Dances begin promptly at 6:30 pm and conclude at 9:00 pm. Only Cawley Middle School students are allowed to attend. Students must be in school the day of the dance in order to attend. The school dress code applies to all dances. 6th graders will be dismissed at 8:45 p.m. and 7th and 8th graders will be dismissed at 8:55 p.m. Parents are to park their cars and get out and pick up their child at the gym door. No child will be released into the parking lot alone.

## VIII. MISCELLANEOUS INFORMATION

### ***Special Observances at Memorial and Underhill***

Notices of special observances/events will be communicated via classroom teacher. Flower deliveries, balloons, and other surprises should not be delivered to the school. Do not send food to the classrooms unless prearranged with the classroom teacher, as foods distributed in school must meet nutritional standards established by state and federal law. (See policy EFA in Appendix.)

### ***Party Invitations at Memorial and Underhill***

In respect to all students, to protect privacy, and ensure safety and security, invitations to private parties cannot be distributed on school grounds. Staff cannot release the addresses and/or telephone numbers of our students.

### ***Cawley Awards***

The David R. Cawley Middle School believes that it is important to recognize individual student's outstanding effort and achievement. Students are recognized as such during class award assemblies and Recognition Evening at the conclusion of the year. Major eighth grade awards include:

Daughters of the American Revolution Award  
HAWKS PTO Award  
Hooksett Education Association Award  
Hooksett PTA Cultural Arts Award  
Hooksett PTA Technology Award  
Kiwanis  
Lions Club Award  
McDonald's Ray Kroc Award  
Presidential Academic Excellence and Effort Awards  
Principal's Award

### ***Care of Books and Supplies***

Each student is responsible for the care of the textbooks and/or school supplies he or she receives. Loss, damage, or destruction of texts will result in reimbursement to the school district.

### ***Field Trips***

Field trips are designed to meet the curricular needs of our students. Participation on field trips will be determined in accordance with grade level procedures. Students who are unable to participate due to financial concerns should contact the school administration. Arrangements will be made to provide the financial assistance necessary and all information will be kept in confidence.

School rules relating to behavior apply to all field trips. Before each trip, permission forms will be sent home to parents. These are to be signed and returned to the school before students will be allowed to go on the trip. Parents who are chaperoning are requested not to bring younger children with them.

### ***Open House, Information Nights, and Other Activities***

All **Hooksett School District** schools provide two Open House/Information events during the course of the school year. Cawley, Memorial, and Underhill have Open House prior to the start of school in order to orient students and parents to the school and to meet teachers. A spring orientation is dedicated to parents of incoming sixth graders at **Cawley Middle School**, incoming 3rd graders at **Memorial School**, and incoming kindergarteners at **Underhill**.

Other evening events at our schools may include winter and spring concerts, musical theater presentations, drama productions, language arts open house, expo nights, ice cream socials, adolescent changes presentation, book fairs, NJHS induction ceremony, math nights, high school information nights, Camp MiTeNa and Washington DC information nights, and other relevant school events.

### ***PTSA/PTA***

Parent/teacher organizations (CAWLEY HAWKS PTSA/Memorial and Underhill PTSA) meet monthly. These groups serve as an important liaison between schools and community and organizes such events as fundraisers, teacher recognition programs, and student assemblies.

### ***Insurance***

The Hooksett School District does not provide accident insurance for individual students. However, student insurance is made available to all students at a reasonable cost to the parent. All student accidents or injuries are reported in writing by the school nurse. Complete information regarding insurance is made available early in the school year.

### ***Media Release-Hooksett School District***

Parents of students in the Hooksett School District should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. In addition, video and audio recordings may be used for instructional purposes (see HSB Policy EEAB for more information.) A form is sent home at the beginning of the school year relating to permission for media release.

### ***Notices and Information***

In an effort to maintain communication between parents and the school, notifications are posted on the schools' websites, Powerschool parent portal, emailed to parents using the Bright Arrow Notification System and may also be sent in printed form. Please read these carefully. Please follow us on Facebook and Twitter.

Students are safeguarded from outside organizations attempting to raise money through the students by School Board policy. Unless approved by the School Board, announcements and advertisements are limited to those which are school-sponsored or which are promoted by organizations that are school-sponsored or which are promoted by organizations that are civic, non-profit and based in Hooksett.

You can access information about the Hooksett School District and its schools on each specific school on their websites.

### ***Public Solicitation in the Schools***

Per Hooksett School District Policy KI: "Public Solicitation in the Schools", the Hooksett School District will strive to safeguard the students and their parents from money raising plans of outside organizations, commercial enterprises, and of individuals. We request that parents and students refrain from soliciting donations.

### ***Traffic Procedures***

Parent drop-off and pick-up will be conducted at designated areas of each school. Cars should stay in single file. Personal vehicles are not allowed in the bus drop off and pick-up areas during the loading and unloading of students.

**HOOKESETT SCHOOL DISTRICT  
PROMOTION AND RETENTION OF STUDENTS**

Placement of any incoming student, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

Criteria to be considered regarding the promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness.

Proposed: July 10, 1984  
Adopted: October 2, 1984  
Revised: April 17, 2007  
Revised: April 5, 2016

**Legal Reference:**  
*NH Code of Admin Rules, Sec.  
Ed. 306.141(a)(3)*

**HOOKSETT SCHOOL DISTRICT  
PROMOTION AND RETENTION**

It is recommended that all children be promoted if possible, however, pupils may be retained in any grade. No teacher may retain a pupil without the Principal's approval. Parental approval will be sought, but the final decision for retention rests with the Administration.

In all instances of retention, the child's parents/guardians must have been kept informed through the year of the child's lack of progress; their cooperation must have been sought in helping him/her do better work. The following procedure must be followed:

1. First Report Period – Parent/Guardian is to be notified of a child's academic and/or social-emotional needs which may have been recognized by the teacher at that time.
2. Second Report Period – If there are continuing academic and/or social-emotional problems, the Principal shall notify the parent/guardian that the child may be retained.
3. Third Report Period – Parent/Guardian is to be notified by teacher of continued danger of retention.
4. Grades Five through Eight – Final decision for retention will be made upon completion of all final examination and/or final work.

A record of such notification must be kept by the teacher and/or Principal as evidence that they attempted to secure the cooperation of the parents/guardians in helping the child make better progress.

Proposed: July 10, 1984  
Adopted: October 2, 1984  
Revised: April 17, 2007  
Revised: April 5, 2016

**Legal Reference:**  
*NH Code of Admin Rules, Sec.  
Ed. 306.141(a)(3)*



**HOOKSETT SCHOOL DISTRICT  
ATTENDANCE, ABSENTEEISM AND TRUANCY**

**Absences**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal has the authority to request that parents provide additional documentation supporting the stated reason for non-attendance, to render the absence unexcused if such documentation is insufficient.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Students who do not attend the full day of school for any reason will not be allowed to participate in or attend any school activities on that day, including practice sessions, school performances, or any school-sponsored events unless previous arrangements for the absence were made through the school office. Activity sponsors are responsible for enforcing this regulation.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school Principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to the Principal at least two weeks before the trip. The Principal will notify the child's teacher if the request is approved. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

### **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or his/her designee is hereby designated as the District employee responsible for overseeing truancy issues.

### **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

### **Parental Involvement in Truancy Intervention**

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

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

**Developing and Coordinating Strategies for Truancy Reduction**

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

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

**Parental Notification of Truancy Policy**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is sent to parents annually at the beginning of each school year.

Proposed: January 4, 1983  
Adopted: April 3, 2001  
Revised: October 7, 2008  
Revised: May 17, 2011

**Legal References:**

RSA 189:34, RSA 189:35-a,  
RSA 193:1, RSA 193:7,  
RSA 193:8, RSA 193:16,  
NH Admin Rules, Sec. Ed 306.04 (a)(1)  
NH Admin Rules, Sec. Ed 306.04 (c)



**HOOKSETT SCHOOL DISTRICT  
STUDENT EDUCATION RECORDS AND INFORMATION**

The Hooksett School District shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

**A. Directory Information**

The Hooksett School District designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos of student participation in school activities open to the public. The Hooksett School District may disclose directory information if it has provided notice to parents (and eligible students) and has not received timely written notice refusing permission to designate such information as directory information.

**B. Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Hooksett School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

**C. Health or Safety Emergencies**

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

**D. Transfer of Student Records**

The Hooksett School District sends student education records to a school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution or postsecondary education has requested the records, so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records include, but are not limited to, grades and report cards, disciplinary records, attendance records, special education records and health records.

**E. Designation of Law Enforcement Unit**

The Board hereby designates the Hooksett Police Department as the Hooksett School District's law enforcement unit.

## **F. Administrative Procedures and Notices**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

JRA-R – Student Education Records and Information Administrative Procedure  
JRA-E – Annual Notice of Student Education Records and Information Rights

Adopted: May 2, 1978  
Revised: July 5, 1988  
Revised: September 12, 1989  
Revised: June 19, 2001  
Revised: December 2, 2003  
Revised: February 15, 2005  
Revised: December 1, 2009

### **Legal References:**

*20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended*  
*20 U.S.C. § 7908*  
*RSA 189:1-e, 193-D:8, 194:31-a*  
*NH Code of Administrative Rules Ed. 1119*

**HOOKSETT SCHOOL DISTRICT  
STUDENT EDUCATION RECORDS AND INFORMATION –  
ADMINISTRATIVE PROCEDURE**

This administrative procedure is intended to assist administrators and school staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

**A. Definitions**

The following definitions apply to terms used in this procedure.

1. "Act" means the Federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).
2. "Directory Information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public.
3. "Eligible Student" means a student who has attained 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, all rights accorded to parents concerning education records transfer to the eligible student, except that the School District may continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.
4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian. There shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless the School District has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes such rights.
5. "Record" means information recorded in any way, including but not limited to handwriting, print, e-mail or other computer media, video or audio tape, or microfilm and microfiche,
6. "Education Record" means records, files, documents and other materials that contain information or data that directly relates to a student and is maintained by the school district. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition, as are grades on peer-graded papers before they are collected and recorded by a teacher.
7. "Student" includes any individual who has been in attendance at the School District and regarding whom the School District maintains education records.

**B. Annual Notification of Rights**

Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. The School District may provide notice through any of the following means:

1. Mailing to students' homes;
2. Distribution to students to take home;
3. Publication in student handbooks that are provided to students and eligible students; or
4. Publication in newsletters or other materials distributed to each parent/eligible student.

**C. Access to Policy and Administrative Procedure**

The School District's policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request or when a request to inspect or amend records is made.

**D. Inspection and Review of Education Records**

Parents/eligible students may review and inspect their education records by the following procedure:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.
2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request. If the student qualifies as a child with a disability, the Superintendent or building administrator will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing or resolution session under the special education laws.
3. The Superintendent or building administrator may deny a request for access to or copies of the student's education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.
4. All records shall be reviewed in the presence of a school official.

Parents of special education students may also review upon request the following:

1. The School District's list of types and locations of education records and titles of officials responsible for the records.
2. The School District's record of disclosures of personally identifiable information (see Section F).



**E. Requests to Amend Education Records**

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, specify how they want it changed, and specify why it is inaccurate or misleading.
2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of the School District's refusal to amend the record and inform the parent/eligible student of their right to request a hearing.
3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from the School District's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of the School District so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
4. The School District shall make its decision in writing within a reasonable period of time. The decision of the school must be based solely on the evidence presented at the hearing, and shall include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, the School District decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.
6. If, as a result of the hearing, the School District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of the School District.
7. Any statement placed in the student's education record under the preceding paragraph shall be maintained with the contested part of the record for as long as the record is maintained by the School District. If the School District discloses the contested portion of the record to any party, it shall also disclose the statement. .

**F. Disclosure of Education Records**

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The School District will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student unless such disclosure is otherwise allowed by federal and/or state statutes or regulations. The written consent shall include a specification of the records that may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or class of parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

- 1. Directory Information.** The School District may make directory information (as described in Section A) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15<sup>th</sup> of the school year or within thirty (30) days of enrollment, whichever is later, that the parent/eligible student refuses to let the School District designate as directory information any or all of those types of information. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt-out will remain in effect unless it is rescinded.

Absent an opt-out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

- 2. Military Recruiters/Institutions of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents and secondary school students who do not want the School District to disclose this information must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.
- 3. School Officials with Legitimate Educational Interests.** Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the School District's designated law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.
- 4. Other Schools.** The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of secondary education has requested the records and so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.
- 5. Health or Safety Emergency.** In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- 6. Other Entities/Individuals.** Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.

### **G. Request/Disclosure Record**

1. The School District will maintain a record of requests for and disclosures of personally identifiable information from the education records of a student.
2. Such records do not include: (a) disclosures to the parents/eligible student; (b) disclosures made pursuant to written consent of the parents/eligible student; (c) disclosures to school officials with legitimate educational interests in the record; (d) disclosures of directory information; (e) disclosures to the person who provided or created the record; (f) disclosures pursuant to a subpoena in certain law enforcement proceedings as described 34 C.F.R. § 99.31(a)(9)(ii)(A) and (B) if the court or agency issuing the subpoena ordered that the existence or contents of the request for disclosure remain confidential; or (g) disclosures pursuant to ex parte orders obtained by the U.S. Attorney General (or certain designees) concerning investigations or prosecutions of offenses listed in 18 U.S.C. § 2332(g)(5)(B) or acts of domestic or international terrorism as defined in 18 U.S.C. § 2332.
3. The record will include the party requesting the information and the "legitimate interest" the party has in the information. In the case of state and local educational authorities, and federal officials and agencies identified in the FERPA regulations, the record must specify that the records may be subject to further disclosure by these authorities, officials and agencies without consent.
4. When disclosures are made under the exception for health or safety emergencies, the record must include the "articulable and significant threat to the health or safety of a student or other individuals that formed the basis of the disclosure" and the parties to whom the information was disclosed.

### **H. Waiver of Confidentiality Rights**

A parent/eligible student may waive any of his/her rights regarding confidentiality of education records, but any such a waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked, but such revocation shall not apply to any actions taken by the School District prior to the revocation being received. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

### **I. Fees for Copying Records**

There shall be no charge to search for or retrieve education records of a student. The School District shall provide copies of education records to parents/eligible students upon request, subject to reasonable limitations. The school district may charge a fee for actual costs for producing photocopies of records. Parents/eligible students who are unable to pay such fees will not be denied access to education records.

### **J. Maintenance and Destruction of Education Records**

The School District shall maintain education records as required by federal and state statutes and regulations.

1. Records shall be maintained in paper and/or electronic form by personnel who are knowledgeable about the applicable confidentiality and record retention requirements. All

records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set must be kept off-site.

HSD File: JRA-R

2. The School District shall not destroy any education record if there is any outstanding request to inspect or review such records.
3. Records of access to education records shall be retained as long as the records themselves.
4. The School District shall inform parents of students who have received special education services when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or School District procedures.

## **K. Complaints**

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school districts. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office  
Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

Revised: December 1, 2009

### **Legal References:**

*20 U.S.C. § 1232g; 34 C.F.R. Part 99 (as amended)*

*20 U.S.C. § 7908*

*RSA 189:1-e, 193-D:8, 194:31-a*

*N.H. Code of Administrative Rules Ed 1119*

**HOOKSETT SCHOOL DISTRICT  
WEAPONS ON SCHOOL PROPERTY**

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

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

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property. Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year by way of the student handbook.

*Appendix JICI-R*

Adopted: February 15, 1994  
Revised: June 12, 1999  
Revised: November 1, 2011

**Legal References:**

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

**HOOKSETT SCHOOL DISTRICT  
COMMUNICATION AND ELECTRONIC DEVICES**

Students will not be permitted to operate or to have in their possession any unauthorized communication or electronic equipment that causes a disruption to the educational process or creates a distraction.

The use of telecommunication devices, recording devices, cell phones, or other similar communication devices by any student in a school building, or while attending any school function during the school day, is prohibited unless specifically authorized by a school official.

Cell phones may not be used at any time in classrooms, in bathrooms, or in locker rooms. Electronic devices may be used only in designated areas at appropriate times. Electronic devices may be used in classrooms at the discretion of the teacher and subject to the provisions of Hooksett School Board Policy JICLA

Adopted: May 1, 2001  
Revised: March 3, 2009  
Revised: October 7, 2014

**HOOKSETT SCHOOL DISTRICT**  
**AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS**

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or his/her designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Adopted: December 4, 2012

**Legal References:**

*7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches And Requirements For Afterschool Snacks*  
*NH Ed Admin Rules, Section Ed 306.04(a)(21)*  
*Section Ed 306.11(g), (h)*

**HOOKSETT SCHOOL DISTRICT  
CHARGING OF SCHOOL LUNCH**

Every student in the three Hooksett schools will be offered a nutritious, state-approved lunch at a price that has been approved by the School Board for that school year if they desire. However,

- A. When the balance becomes negative a letter will be sent home via the student. Charging of snacks and/or milk will not be allowed.
- B. If the negative balance reaches \$20.00, the Food Service Director will call the parent/guardian and/or a negative balance letter will be mailed home.
- C. If the negative balance reaches \$50.00 the Principal will also contact the parents if there has been no response from the home after the telephone call from the Food Service Director.
- D. If a 1<sup>st</sup> or 2<sup>nd</sup> grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch.
- E. If a 3<sup>rd</sup> – 8<sup>th</sup> grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch for two days. On the third day an auxiliary lunch will be offered at cost.
- F. Students will be able to charge lunch subject to the criteria of this policy; all others may participate in a pre-payment program.

Reimbursable Lunch – All five components are offered (milk, protein, bread or starch, and two different servings of fruit and/or vegetable) and student takes three.

Auxiliary Lunch – Consists of a cheese sandwich, milk and fruit.

Adopted: May 2, 2006  
Revised: August 16, 2007  
Revised: June 3, 2008  
Revised: June 21, 2011



**SAU 15**  
**WELLNESS POLICY**

SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

1. Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Sequential and interdisciplinary nutrition education is provided and promoted.
3. Patterns of meaningful physical activity connect to students' lives outside of physical education.
4. All school-based activities are consistent with local wellness policy goals.
5. All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
6. All foods made available on campus adhere to food safety and security guidelines.
7. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
8. The school district will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.

SAU 15 supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

SAU 15 shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness.

SAU 15 will develop a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

**Nutrition Education**

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.
2. Age appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
6. Staff providing nutrition education shall have appropriate training.

**Physical Activity**

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will offer opportunities and encouragement for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., provide transportation, building usage).

## **SAU 15 File: JLCF**

6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.
7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

### **Nutrition Guidelines for all Foods on Campus**

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/snack items available will adhere to established nutrition standards. A variety of snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

### **Other School Based Activities**

Our goal is to create a total school environment that is conducive to healthy eating and being physically active.

**Dining Environment**

1. The school district will provide a clean, safe, and enjoyable meal environment for students.
2. The school district will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school district will have drinking fountains available in all schools, so that students can get water at meals and throughout the day.
4. The school district will encourage all students participate in school meals programs and protect the identity of students who eat free and reduced meals.
5. The school district will provide an adequate time for students to eat healthy food and promote social etiquette.

**Food or Physical Activity as a Reward or Punishment**

1. The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.
2. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.

**Consistent School Activities and Environment**

1. After-school programs will encourage physical activity and healthy habit formation.
2. Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
3. The school district will encourage that all schools' fundraising efforts to be supportive of healthy eating.
4. The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
5. The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

## **SAU 15 File: JLCF**

6. The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
7. The school district will encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.
8. The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).
9. The school district will encourage all students to participate in school meals programs, i.e. the National School Lunch, including snacks for school snack programs, After School programs, and School Breakfast programs.

### **Evaluation Component**

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.
2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

### **Statutory Reference:**

Based on Federal Public Law (PL 108.265 Section 204)

Adopted: May 18, 2006 (Hooksett)

PROTECTION OF PUPIL RIGHTS AMENDMENT  
- Notice and Consent -

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment. The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires the Hooksett School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Hooksett School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

NOTICE OF RIGHTS PURSUANT TO RSA 186-C: 16-b  
THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal special education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free, appropriate, public education" to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free, appropriate, public education" consists of specially designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child's eligibility. Such referrals should be addressed to Christine Gialousis, Director of Student Services, 5 Memorial Drive, Hooksett, NH 03106.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following which are listed in Title 20, United States Code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free, appropriate, public education.
2. Parents may obtain an independent educational evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child's parents or guardian.
4. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free, appropriate, public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free, appropriate, public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education or care of the child. The administrative hearing officer's decision may be appealed to U.S. District Court or to the New Hampshire Superior Court.

State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C: 16b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the state department of education within 2 (two) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90 (ninety) days of the unilateral placement.

2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415 (b), including notice of the time limitations in N. H. Revised Statutes Annotated Section 186-C: 16-b, such limitations shall run from the time notice of those rights is properly given. The state department of education shall make available a model notice of rights which school districts may use as one means of complying with this notice requirement.

3. An appeal from the state department of education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within 120 (one hundred twenty) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.

4. Any action under Title 20, United States Code, Section 1415 (e), seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within 120 (one hundred twenty) days from receipt of the state department of education administrative hearing officer's decision.

5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.



## ASBESTOS-CONTAINING MATERIALS INSPECTION

All buildings in School Administrative Unit #15 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the Local Education Agency at School Administrative Unit #15, 90 Farmer Rd., Hooksett, NH 03106 and at the school's Office of the Principal during regular office hours. Copies may be made upon request at a cost of 10 cents per page.

### *Rights of Students and Parents*

All students in the Hooksett School District are afforded the right to an education which meets individual learning needs. The students' educational career should be challenging and stimulating. Students have the right to learn in a physical environment which meets prescribed safety codes and one which is clean, sanitary, and free from contaminants. Students and parents shall have the right to question, discuss, and appeal school policies and procedures through appropriate and established routines. No student or parent has the right to adversely effect or hinder the education of other students.

Students enrolled in the Hooksett School District have the responsibility of adhering to the rules and regulations as established by the Hooksett School Board and its designated administration.

The Hooksett School District has established procedures in order to conform to the Family Educational Rights and Privacy Act of 1974. For further information regarding such, contact the building principal.

*Section 504 of the Rehabilitation Act and  
The Americans With Disabilities Act of 1990*

It is the policy of the Auburn, Candia, and Hooksett School Districts, SAU 15, not to discriminate against any otherwise qualified disabled person, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by these school districts.

Inquiries regarding compliance with this policy should be directed to Dr. Charles P. Littlefield, Superintendent of Schools SAU #15, 90 Farmer Road, Hooksett, N.H., or the Office of Civil Rights, United States Department of Education, Washington, D.C.



**HOOKSETT SCHOOL DISTRICT**  
**SAFE SCHOOLS**

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the superintendent, following consultation with the district parents, teachers, administrators, students and when appropriate, members of the community, to develop a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.

13. Procedures for the reporting of criminal activity to law enforcement. Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Board of Education concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

It shall be the responsibility of the superintendent or designee to compile the annual safety reports from each principal and submit the compilation to the Board of Education. The Board shall issue a final safety report. The report shall be made available to the public and shall be submitted to the State Board of Education in accordance with state law and regulation.

Adopted: July 12, 1999  
Revised: January 6, 2009

**Legal References:**  
RSA 193-D, RSA 193-F, and  
NH Admin Rules Sec. Ed. 306.04(a)(2)

**HOOKSETT SCHOOL DISTRICT  
STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS – SAFE SCHOOL ZONE**

Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

School Board authorizes the Superintendent, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies.

Students and parents will be notified annually of this policy.

Adopted: May 1, 2001  
Adopted: November 5, 2002  
Revised: November 2, 2010

**Legal References:**

*RSA 193:13*  
*NH Admin Rules, Section Ed 306.04(a)(3)*  
*NH Admin Rules, Section Ed 306.04(f)*  
*NH Admin Rules, Section Ed 317.04(b)*



**HOOKESETT SCHOOL DISTRICT**  
**SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

*Appendix: JICL-R*

Adopted: June 20, 2012  
(replaces EGA and EGA-A)

**Legal References:**

*RSA 194:3-d,  
47 U.S.C. §254,  
20 U.S.C. §6777*



**HOOKSETT SCHOOL DISTRICT  
ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS**

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable.

Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

#### School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

#### School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use

Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
School of Attendance: \_\_\_\_\_

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in this document.

Signature of User/Student: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_  
Date: \_\_\_\_\_

*See Policy JICL*

Adopted: June 20, 2012  
(replaces EGA and EGA-A)

**HOOKSETT SCHOOL DISTRICT  
PERSONAL DEVICE USAGE POLICY**

The Hooksett School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP), Policy Number JICL and JICL-R, and sign a copy of the Hooksett School District Acceptable Use Contract. In addition, the student and parent/legal guardian must also sign the BYOD (Bring Your Own Device) Student User Agreement.

The BYOD Student User Agreement will be reviewed and adopted annually.

Adopted: October 4, 2011  
Revised: June 20, 2012  
Revised: December 4, 2012  
Revised: August 5, 2014

**Hooksett School District  
Bring Your Own Device (BYOD)  
Student User Agreement**

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**Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, the Hooksett School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

**Device Types:**

The word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones.

**Guidelines:**

1. Any student who wishes to use a personally owned electronic device within the Hooksett School District must read and sign this agreement and submit it to the building principal. The student's parent/guardian must also sign this agreement.
2. The student takes full responsibility for his or her device. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with the request of an adult in charge regarding the use of device.



7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons, nor can any images or video recorded be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files.
10. The student will use the designated school wireless network. Use of 3G, 4G or similar wireless connections is not allowed.
11. I understand that my device(s) will be electronically registered and monitored and if needed removed from the network.
12. Students in grades 6-8 will be permitted to utilize their device during lunch consistent with the guidelines.
13. Students in grades 2-8 will be permitted to utilize their device on school buses consistent with the guidelines.
14. Students in grades 2-8 will not be permitted to use their device in the bathroom.

**Hooksett School District  
Bring Your Own Device (BYOD)  
Student User Agreement**

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

\_\_\_\_\_  
Device #1

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Device #2

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Student's Name

\_\_\_\_\_  
Student's Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Parent's Name

NOTE: Students must also complete the Acceptable Use Contract (Policy #JICL-R).

Adopted: October 4, 2011  
Revised: June 20, 2012  
Revised: December 4, 2012  
Revised: August 5, 2014

**HOOKSETT SCHOOL DISTRICT  
PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING**

**I. Definitions** (RSA 193-F:3)

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

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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

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

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

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

**II. Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

**III. Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

False Reporting

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

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**Process To Protect Pupils From Retaliation**

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

**IV. Protection of all Pupils** (RSA 193-F:4, II(c))

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

**V. Disciplinary Consequences For Violations of This Policy** (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

**VI. Distribution and Notice of This Policy** (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

**VII. Procedure for Reporting Bullying** (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Parent Reporting

Any parent who believes that their student is being bullied or has been bullied will report the incident immediately to the principal.

**VIII. Procedure for Internal Reporting Requirements** (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

**IX. Notifying Parents of Alleged Bullying** (RSA 193-F:4, II(h))

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

**X. Waiver of Notification Requirement** (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

**XI. Investigative Procedures** (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

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

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

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

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

#### **XV. Response to Remediate Substantiated Instances of Bullying** (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

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

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

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges



- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

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

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

**XIII. Reporting of Substantiated Incidents to the Superintendent** (RSA 193-F:4, II(l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

**XIV. Communication With Parents Upon Completion of Investigation** (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

**XVI. Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

**XVII. School Officials** (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

**XVIII. Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

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

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Adopted: January 2, 2001  
Adopted: August 12, 2004  
Revised: April 15, 2008  
Revised: August 19, 2008  
Revised: December 7, 2010

**Legal References:**

*RSA 193-F:3*  
*RSA 570-A:2*  
*NH Admin Rules, Section Ed 306.04(a)(8)*

**HOOKSETT SCHOOL DISTRICT**  
**AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES**

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK - Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed ten (10) school days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Adopted: August 19, 2008

**Legal Reference:**  
*RSA 570-A:2*

**HOOKSETT SCHOOL DISTRICT  
NONDISCRIMINATION**

The Hooksett School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its' actions and those of its' employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation, in admission or access to, or operation and administration of any educational program or activity in the Hooksett School District.

Inquires, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with nondiscrimination shall be received by the Superintendent or his/her designee.

This policy of nondiscrimination is applicable to all persons employed or served by the Hooksett School District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to nondiscrimination.

Adopted: April 20, 1999  
Revised: March 16, 2001  
Adopted: February 15, 2005

**Statutory Reference:**  
RSA 354-A:7, Unlawful Discrimination Practices

**HOOKSETT SCHOOL DISTRICT  
TOBACCO PRODUCTS BAN  
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

*USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES  
AND/OR GROUNDS*

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Tobacco products means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, electronic cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities, and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting than any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

**Students**

No student shall purchase, attempt to purchase, possess, distribute, or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the Principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

**Employees**

No employee shall use any tobacco product in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

**All other persons**

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all school district employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Adopted: September 1, 1987  
Revised: December 3, 1990  
Adopted: May 1, 2001  
Adopted: December 2, 2003  
Revised: June 16, 2015

**Legal References:**  
*RSA 155:64 - 76*  
*RSA 126 - K:6 & K:7*

**HOOKSETT SCHOOL DISTRICT  
RECEIPT AND USE OF SEX OFFENDER REGISTRY INFORMATION**

It is the policy of the Hooksett School Board to obtain notification of registered sex offenders residing near school grounds or buildings, and to use such information as defined below to maximize student protection.

The board recognizes that, under RSA 651-B:7, it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the school district will not disseminate sex offender registry information to parents.

Building Administrators will monitor the official government website and direct all staff to view the website if changes have occurred.

Anyone requesting registry information from the school district will be referred to local law enforcement authorities or the State of New Hampshire Registered Sex Offender Registry website: <http://www.egov.nh.gov/nsor>.

By the end of September of each year a letter will be distributed to all parents to advise them of the sexual registry policy and its provisions.

Sexual Registry website information will be provided to all employees of the school district. School employee's are not authorized to share website information with unauthorized employee's.

Registry information will be used for the administration of law-enforcement, screening current or prospective school district employees or volunteers, and for the protection of the district's students and employees.

Adopted: February 19, 2008  
Revised October 7, 2008

**Legal References:**  
RSA 651-B:7.  
RSA 169-C & 169-C:29

**HOOKSETT SCHOOL DISTRICT  
VOLUNTEERS**

The Hooksett School District welcomes and values contributions made to the school program by the volunteer efforts of parents and other citizens. The voluntary help of citizens should be requested by school staff using appropriate administrative procedures. The Superintendent/designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The assignment of volunteers will be consistent with those policies and procedures under the direction of the Principal/designee.

Volunteers assist the school in many roles, including, but not limited to, clerical assistance for teachers, field trip chaperones, presenters, assistant coaches, advisors to enrichment activities, and assisting in large group supervision. In whatever capacity, the Principal/designee will provide appropriate orientation to the volunteers. This orientation shall include a description of role expectations, information about safety, evacuation, confidentiality, and the expected relationship to staff and students. Whenever possible, volunteers should function under the supervision of a school employee.

"Designated Volunteers" – Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Has unsupervised access to the school building as a whole;
5. Any other volunteer so designated by the School Board or Superintendent.

Said record checks will be funded by the District and shall be required during the initial stages of volunteer service.

Registered offenders will not be allowed to be a school volunteer.

Adopted: January 2, 2001  
Revised: February 19, 2008  
Revised: September 16, 2008  
Revised: May 3, 2011

**Legal Reference:**  
RSA 189:13-a



**HOOKSETT SCHOOL DISTRICT**  
**PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIALS**

The curriculum and course materials of the School District are designed to meet statutory requirements and include other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board acknowledges that from time to time individual students may be exposed to specific course materials which their parents/legal guardians find objectionable. In such cases, the parents/legal guardians may request an exception to the specific course materials in accordance with applicable law and the following procedure.

1. The parents/legal guardians must:
  - a. Notify the building principal in writing of the specific course material to which they object; and
  - b. Provide a detailed written description or actual copy of the course material which they propose as an alternative to the District's course material. That alternative material must meet applicable State requirements for education in the particular subject area.
  - c. Provide a detailed description of how and when the alternative course material will be delivered to the child at no cost to the District. The school district shall have no responsibility for delivery of the alternative course material.
2. The building principal shall review the proposed alternative course material and plan for delivery of the material; determine whether it is appropriate and meets State requirements and consult with the classroom teacher and other staff as appropriate.
3. The building principal shall notify the parents/legal guardians as soon as practicable whether or not he/she agrees to the alternative course material and plan for delivery of the material. Both the building principal and parents/legal guardians must agree in order for particular alternative course materials to be approved as a replacement for District course material.
4. If the building principal approves the alternative course materials and plan for delivery, the parents/legal guardians must provide appropriate documentation of the student's successful completion of the material. Absent such documentation, the student will not receive credit for the work.
5. If the building principal and parents/legal guardians cannot agree on alternative course materials and a plan for delivery, the Superintendent may be requested to assist in resolving the matter. In the event that there is no agreement, the District shall expect the child to continue to participate in the school's regular curriculum.
6. In the event that the parents/legal guardians are objecting to sex education or health programs on religious grounds, the student shall not be required to participate in the District's regular curriculum, but may participate in an alternative program.

In accordance with State law, the names of the parents/legal guardians requesting exceptions to specific course materials and their reasons shall remain confidential.

Adopted: June 20, 2012

**Legal Reference:**  
*RSA 186:11(IX-b) and (IX-c)*

## **HOOKSETT SCHOOL DISTRICT CONCUSSIONS AND HEAD INJURIES**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the US Department of Health & Human Services Center for Disease Control and Prevention (CDC), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute the CDC's head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by the CDC's written material or website at [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports). All coaches of competitive sport activities will notify parents of all injuries to the head. Additionally, the American Medical Association and the American Academy of Pediatrics have formulated these guidelines:

- One concussion – out of the game until medically cleared
- Two concussions – out for the season
- Three concussions – out for school career

### Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the CDC's website at [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports). If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified Sports: All district-sponsored sports or activities as determined by the district.

Coach Training: All coaches will be given the CDC's Coaches Training materials annually.

Parent Information Sheet: On a yearly basis, the CDC's concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play. Parent(s) and Athletic Director must be notified as soon as possible.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

#### Protocol For Return To Play

No member of a school athletic team shall participate in any athletic event or practice the same day he or she is injured and:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.

The District may limit a student-athlete's participation to "Graduated Return to Play" standards and protocol, as determined by the student's treating health care provider.

#### Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

#### Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

Adopted: December 4, 2012

#### **Legal References:**

*RSA 200:49, RSA 200:50*

**HOOKSETT SCHOOL DISTRICT  
MEDICATION ADMINISTRATION FORM**

**PARENT/GUARDIAN, PLEASE FILL OUT:**

Name of student \_\_\_\_\_ DOB \_\_\_\_\_  
Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dose to be given \_\_\_\_\_ Rx # \_\_\_\_\_  
Time & frequency of med. to be given \_\_\_\_\_  
Reason med. is given \_\_\_\_\_  
Doctor prescribing \_\_\_\_\_  
Beginning (list dates) : \_\_\_\_\_ to \_\_\_\_\_

The medication **MUST** be delivered to the School Nurse or Principal's office by a parent or responsible adult. **All medication is to be in the original container properly labeled student's name, MD name, name and dosage of medication.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PHYSICIAN, PLEASE FILL OUT:**

Students Name \_\_\_\_\_ Diagnosis \_\_\_\_\_  
Medication/Dosage \_\_\_\_\_ Time schedule \_\_\_\_\_  
Medication to be taken from \_\_\_\_\_ to \_\_\_\_\_  
Licensed Provider Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_

\*\*\*\*\*  
**FOR METERED DOSE INHALERS OR EPIPEN MEDICATION ONLY:**

**IF YOU REQUEST THAT YOUR CHILD CARRY HIS/HER INHALER OR EPIPEN WITH THEM, PLEASE HAVE THE FOLLOING FILLED OUT:**

**MD:**

I have instructed \_\_\_\_\_ in the proper way to use \_\_\_\_\_.

It is my professional opinion that he/she should be allowed to carry and use that medication by

him/herself without supervision.

**YES**

**NO**

Licensed Provider Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PARENT:**

I agree with the above physician's statement that my child has been instructed in the proper way to use this medication and should be allowed to carry and use that medication by him/herself without supervision.

I give my child permission to do so.

**YES**

**NO**

**IMMEDIATELY AFTER USING THE EPIPEN OR INHALER DURING THE SCHOOL DAY, THE STUDENT MUST REPORT TO THE NURSE OR MAIN OFFICE FOR APPROPRIATE FOLLOW-UP CARE.**

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

