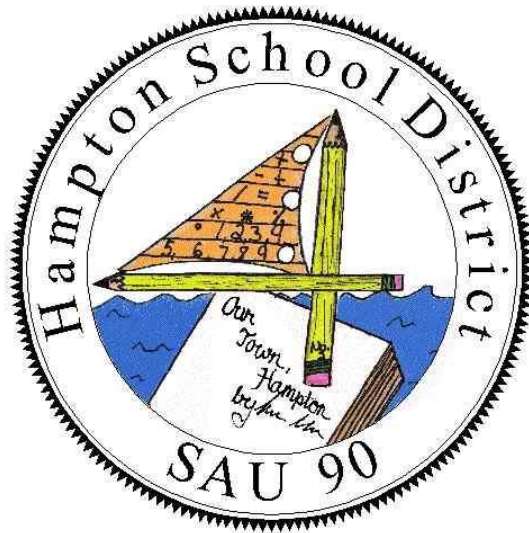


# Hampton School District

## SAU 90

### Student & Family



### Handbook

***“Learning... a voyage for a lifetime”***

## 2020-2021

## **COVID 19 Expectations for All**

- **MASKS:** All students and staff are required to wear masks. If you do not have a mask, one will be provided for you. It is the responsibility of the wearer to make sure the mask is kept clean and washed regularly. Masks should be stored in a brown paper bag when not in use and clearly labeled on the front of the bag with the owner's name.
  - Mask breaks are only allowed when there is 6 feet of space between others.
  - Mask breaks are allowed when outside and there is 6 feet of space between others.
  - Masks should be worn in the hallways on arrival, departure, and traveling from one room to the next.
  - Masks with ventilators may not be worn unless there is a medical order with a physician's signature.
- **SOCIAL DISTANCING:** Students and staff should maintain social distance of 6 feet apart whenever possible. We recognize there may be times when this is difficult. Therefore, masks should always be worn.
- **SANITIZATION and CLEANING:** Students and staff should do their best to keep classrooms neat and organized as this helps with sanitization and cleaning. All vents should be free of clutter to allow for proper airflow.
  - Windows should be left open whenever possible to allow for airflow.
  - No fans or air conditioners should be turned on due to COVID 19 viral concerns.
  - Classes should be given fresh air breaks and be encouraged to utilize outdoor spaces whenever possible.
  - Handwashing should be encouraged throughout the day, especially before and after snack and lunchtimes, and especially before and after recess.
- **SCREENINGS:** All students and staff will complete a screener before the start of school each day. Additionally, all staff will have their temperature checked before they enter the school building to ensure they are fever free.
- **VISITORS:** Visitors will be discouraged from entering the building due to COVID 19.
- **OUTSIDE USERS:** There will be no outside users for the first trimester of school. In November, this will be re-evaluated for the second trimester.
- **TRAVEL OUTSIDE OF THE AREA:** Due to COVID 19, staff who travel outside of the state to areas where numbers are considered to be "at-risk" (excluding Maine, Massachusetts) may need to quarantine for 14 days before returning to work.

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# Opening day for students has changed to **Sept. 8** due to covid-19

2020

2021

NS = No School  
Early Release - All  
H.A. 11:30am  
Elementary 12:00pm

JULY							Days
S	M	T	W	T	F	S	Student
			1	2	3	4	0
5	6	7	8	9	10	11	Staff
12	13	14	15	16	17	18	0
19	20	21	22	23	24	25	
26	27	28	29	30	31		

AUGUST							Days
S	M	T	W	T	F	S	Student
						1	0
2	3	4	5	6	7	8	Staff
9	10	11	12	13	14	15	3
16	17	18	19	20	21	22	
23	*24	*25	[26]	[27]	28	29	
30	[31]						

SEPTEMBER							Days
S	M	T	W	T	F	S	Student
							16
		1	2	3	4	5	Staff
6	7	8	9	10	11	12	20
13	14	15	16	17	18	19	
20	21	22	23	24	[25]	26	
27	28	29	30				

OCTOBER							Days
S	M	T	W	T	F	S	Student
				1	2	3	21
4	5	6	7	8	9	10	Staff
11	[12]	13	14	15	16	17	21
18	19	20	21	22	[23]	24	
25	26	27	28	29	30	31	

NOVEMBER							Days
S	M	T	W	T	F	S	Student
							17
1	2	3	4	5	6	7	Staff
8	9	10	[11]	12	13	14	18
15	16	17	18	19	20	21	
22	23	24	[25]	[26]	[27]	28	
29	30						

DECEMBER							Days
S	M	T	W	T	F	S	Student
							17
		1	2	3	4	5	Staff
6	7	8	9	10	11	12	17
13	14	15	16	17	18	19	
20	21	22	[23]	[24]	[25]	26	
27	[28]	[29]	[30]	[31]			

JANUARY							Days
S	M	T	W	T	F	S	Student
					1	2	19
3	4	5	6	7	8	9	Staff
10	11	12	13	14	15	16	19
17	[18]	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEBRUARY							Days
S	M	T	W	T	F	S	Student
							15
	1	2	[3]	4	5	6	Staff
7	8	9	10	11	12	13	15
14	15	16	17	18	19	20	
21	[22]	[23]	[24]	[25]	[26]	27	
28							

MARCH							Days
S	M	T	W	T	F	S	Student
							23
	1	2	3	4	5	6	Staff
7	8	9	10	11	[12]	13	23
14	15	16	17	18	19	20	
21	22	23	[24]	25	26	27	
28	29	30	31				

APRIL							Days
S	M	T	W	T	F	S	Student
							17
				1	2	3	Staff
4	5	6	7	8	9	10	17
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	[26]	[27]	[28]	[29]	[30]		

MAY							Days
S	M	T	W	T	F	S	Student
							20
						1	Staff
2	3	4	5	6	7	8	20
9	10	11	12	13	[14]	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	[31]						

JUNE							Days
S	M	T	W	T	F	S	Student
							14
		1	[2]	3	4	5	Staff
6	7	8	9	10	11	12	15
13	14	15	16	17	[18]	19	
20	[21]	22	23	24	25	26	
27	28	29	30				

2020

Important Dates

August

New Teacher Orientation Days  
Teacher Orientation/Work Days  
School Days

September

Opening day for students  
Friday before Labor Day  
Labor Day Holiday Break

Teacher-In-Service  
School Days

October

Columbus Day  
Early Release  
School Days

November

Veterans Day  
Thanksgiving Recess  
School Days

December

Early Release  
Holiday Break Begins  
School Days

2021

January

Holiday Break Ends  
MLK, Jr. Day  
School Days

February

Early Release  
Winter Vacation  
School Days

March

Early Release  
Early Release  
School Days

April

Spring Vacation  
School Days

May

Early Release  
Memorial Day  
School Days

June

Early Release  
Last Day of School-1/2 Day for Students  
Teacher In-Service  
School Days

NS Aug 24,25  
NS Aug 26,27,31  
0

Sept 8  
NS Sept 4  
NS Sept 7  
NS Sept 25  
16

NS Oct 12  
Oct 23  
21

NS Nov 11  
NS Nov 25-27  
17

Dec 23  
NS Dec 24-31  
17

NS Jan 1  
NS Jan 18  
19

Feb 3  
NS Feb 22-26  
15

Mar 12  
Mar 24  
23

NS Apr 26-30  
17

May 14  
NS May 31  
20

June 2  
June 18  
June 21  
14

- = No School / Holiday / Vacation
- [ ] = Teacher In-Service (No School)
- \* = New Teacher Orientation Days
- 11 = Early Release
- = Inclement Weather - make-up days if needed

## **A Message from Lois B. Costa, Ed.D., Superintendent of Schools, SAU 90**

Dear Parents/Guardians,

Welcome to the 2020–2021 school year! I hope the summer was relaxing and spent amongst family and friends. It is my honor to serve as Superintendent of Schools for the Hampton School District. Our schools are marked by an incomparable commitment to educational excellence and deeply enriched by a supportive school community of students, parents, and staff. Together, we will continue to assist all students in reaching their highest academic and socio-emotional aptitude in preparation for success in an evolving global society.

As we begin a new school year, please be assured that the school district maintains a commitment to our tradition of excellence, student and staff achievement, and a safe and secure environment for all who participate in our programs. The Student and Family Handbook is a guide to our district's practices, guidelines, and procedures. It is reviewed annually by a committee of administrators from our schools, who are leaders in helping to provide the highest quality educational experience for our students. We have set extremely high standards for our district, many of which are included in this handbook, that guides the direction of our schools. Please take the time to familiarize yourself and your child(ren) with the Handbook. The commitments and priorities our school district has made to our students are clearly evidenced within this document. Student familiarity and support with expectations helps ensure a healthy school climate that is conducive for learning. Please also take some time to review district policies and regulations, which are all updated and available on our website.

As we look forward to the new school year, we anticipate collaborating with you as we continue to provide robust and comprehensive educational and co-and extracurricular opportunities for all students.

On behalf of the Hampton School District, I sincerely thank you for your support of our schools, and for the opportunity to work with you as a leader of this extraordinary school community. I wish each of you a wonderful and productive school year!

Warmest regards,

Dr. Lois B. Costa  
Superintendent of Schools

## **A Message from the Parent Teacher Association**

Dear SAU 90 School Families,

The Hampton PTA is thrilled to be part of the SAU 90 School Community. Mr. Lee MacDonald is the President of this organization. The PTA's mission and goals are to support and speak on behalf of children in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of our nation. We are proud of our history of receiving Blue Ribbon awards for volunteerism from the New Hampshire Partners In Education. Aside from our district wide activities such as the Santa Breakfast, Family Dance, Halloween Fest, and the Harlem Wizards; we offer various enrichment opportunities for students in all three schools. The PTA provides parent support for the celebrations, various grade level curriculum days, field trips and the many school sponsored family activities. The PTA also provides enrichment programs for students including many After School Programs throughout the school year. There are coordinators who step up and help with the individual needs of each school and grade level.

We would not be able to offer these quality programs without the support of administration and teachers, but mostly we need you! Please help us in enhancing our children's education by joining the Hampton PTA. Typically, the Hampton PTA meets on the third Wednesday night of each month throughout the school year at 7:00 PM at the Hampton Academy Library. During the first school trimester, the PTA will virtually meet through Zoom and Facebook. We can be reached through the Marston school office, email at [hamptonnhpta@yahoo.com](mailto:hamptonnhpta@yahoo.com) or via Facebook.

Be Informed, Be Active. Be your kid's biggest fan.

Thank you,  
Hampton PTA

### **A Message from the School Principals**

Dear SAU 90 Parents and Students,

Welcome to the SAU 90 Hampton School District Schools. We strive to work together to provide a comprehensive program for all of our students. The SAU 90 Hampton School District Student and Parent Handbook serves as a reference and resource for our families. It is our hope that this handbook will provide parents and students with an overview of our programs, curricula and guidelines.

Our schools' goals set high learning standards for all students. We emphasize safe, orderly, positive learning environments so that our students can progress and achieve academic success. In our efforts to achieve child-centered schools, we strive to maintain the balance of the academic, social and emotional needs of our students. Our classrooms integrate the arts, infuse technology and incorporate enrichment activities while differentiating instruction to meet the needs of all learners. It is our goal to set the foundations for learning so that students can continue to be life-long learners and seekers of knowledge.

Parents are always welcome to visit our schools and parent conferences may be scheduled at any time by contacting your child's teacher. We encourage a positive home/school relationship and look forward to your involvement in our schools. Parent Volunteer information is sent home by our very active PTA. Please consider supporting the PTA by becoming a member of this organization. Our schools' websites are [www.sau90.org/centre](http://www.sau90.org/centre), [www.sau90.org/marston](http://www.sau90.org/marston) and [www.sau90.org/ha](http://www.sau90.org/ha). These websites provide a wealth of school, community and educational information for students and parents. Each month newsletters are sent home with important information and a schedule of upcoming events. The school menus can also be found on the back of the newsletter for your convenience and planning.

Staff members in all of our schools are committed to each child's overall well-being. We dedicate ourselves to partnering with parents and providing the best learning opportunities for our students. We are proud of our schools and our students. On behalf of all the staff in the SAU 90 Schools, we extend a warm welcome to each of you and look forward to a wonderful school year.

Sincerely,

Tim Lannan, Principal

Nathan Saddler, Principal

David O'Connor, Principal

Centre School

Marston School

Hampton Academy

**School Administrative Unit 90**  
6 Marston Way, Hampton NH 03842  
Phone (603) 926-4560, Fax 926-5070

Office Hours: 7:30-4:00

Superintendent of Schools, Dr. Lois Costa	<a href="mailto:lcosta@sau90.org">lcosta@sau90.org</a>
Finance Director, Mariah Curtis	<a href="mailto:mcurtis@sau90.org">mcurtis@sau90.org</a>
Director of Student Services, Dr. Lois DaSilva-Knapton	<a href="mailto:lknapton@sau90.org">lknapton@sau90.org</a>

**Hampton School Board**

Les Shepard, Chairperson	<a href="mailto:lshepard@sau90.org">lshepard@sau90.org</a>
Ginny Bridle-Russell, Vice Chairperson	<a href="mailto:gbridle@sau90.org">gbridle@sau90.org</a>
Frank DeLuca	<a href="mailto:fdeluca@sau90.org">fdeluca@sau90.org</a>
Charlotte Ring	<a href="mailto:cring@sau90.org">cring@sau90.org</a>
Andrea Shepard	<a href="mailto:andreashepard@sau90.org">andreashepard@sau90.org</a>

The School Board meets the second Tuesday of each month. Minutes of the School Board Meetings are available to the public at the SAU 90 office located at 6 Marston Way in Hampton, on the district website, and at all school buildings.

**Mission Statement: Vision, Mission, Goals....**

**Mission: Inspiring the whole child by providing engaging opportunities for life-long success.**

**Vision: Hampton students will become responsible and respectful global citizens in our ever-changing world.**

**Civility Policy**

It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents, students, and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of the policy is to maintain, to the greatest extent possible, a safe, harassment free workplace for teachers, students, administrators, other staff, parents and members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile or aggressive actions or communications.

**School Administrative Unit 90 Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applications for admission and employment, and all unions or professional organizations holding collective bargaining power of professional agreements with the District of SAU 90 (Hampton School District) are hereby notified that this District does not discriminate on the basis of race, color, natural origin, religion, sex, age, marital status, sexual orientation, or disabilities in admission or access to, or treatment in its programs and activities. Furthermore, the District does not discriminate against any individual for the purpose of interfering with any right or privilege secured under antidiscrimination acts or because an individual has made a complaint, testified, assisted, or participated in any manner in the investigation proceedings or hearing under any of the antidiscrimination acts.

Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act, and the American with Disabilities Act, is directed to contact the Superintendent, SAU 90 Office, 6 Marston Way, Hampton, NH 03842 (603 - 926-4560), who has been designated by this School District to coordinate efforts to comply with the aforementioned regulations. Inquiries concerning the application of SAU 90'S nondiscrimination policies, except those having to do with sexual orientation, may also be referred to the Regional Director, Office for Civil Rights, United States Department of Education, J. W. McCormick POCH, Room 222, Boston, MA 02109-4557.

## **Hampton School District – SAU 90 District Goals for 2020-21**

### **Goal #1 – Communication**

To create clear, concise and open dialogue with all stakeholders that will facilitate an understanding of what will support student learning

### **Goal #2 – Safety**

To create and maintain a clean and healthy and physically and emotionally safe learning environment

### **Goal #3 – Curriculum and Professional Practice**

To continue to collaborate and facilitate alignment in the curricula and in professional practice

### **Goal #4 – Equity**

To develop an awareness of how equity/diversity impacts teaching and learning

### **Goal #5 – Return to School**

To move from remote learning structures back to brick and mortar learning



## General Information

### Visitors

Visitors to our schools are welcome. For the purpose of safety; all access doors are locked, all visitors must check in at the front office, sign in the visitor's log, wear a nametag and sign out when leaving the school.

### Attendance

Classroom activities that take place in our schools are a vital part of the teacher-student learning process. Regular daily attendance and being on time for school is essential if students are to derive maximum benefit from school and the very best education. Please make every effort to ensure that your child is in school every day. Absenteeism is considered a serious matter for all pupils. Children are expected to attend school unless the child is ill or involved in an emergency situation. The active design of learning experiences in our schools incorporates group process and interaction with other students to a great degree. Those aspects of missed lessons cannot be replicated. The end result could be harmful to student achievement. School vacation times are provided on the school calendar. Taking children out of school for family vacations is strongly discouraged. Lifelong attitudes toward the importance of education are being developed in your children now.

A child who must be taken out of school by a parent/guardian to go on a trip while school is in session is given the work that the student missed when he/she RETURNS to school. Work will only be given in advance if the parent has requested two weeks prior, per Policy JH which says work will only be provided with Administrator approval and at least two weeks' notice. It is difficult for teachers to predict in advance what a child will miss, since the pace and content of instruction depend on the daily progress made by individual students and the group as a whole. Excessive absences and tardiness are addressed by notecards/letters sent home and phone calls from teachers and Administrators.

- After 3 consecutive days of school (3 days in trimester) you should expect a phone call from your child's teacher.
- After 5 total absences you will receive a postcard (letter from HA) from your child's school.
- After 10 total absences you will receive a written letter from your child's school requesting a meeting. \*\*\* does not align with the Academy

The Hampton School District conducts school for 182 days each year and must ensure that all eligible students attend each day that school is in session. New Hampshire law mandates that parents and the school share the responsibility of maintaining good attendance for all students.

Extra help is provided within reason by teachers upon a student's return. Students and parents are responsible for making up missed work from discretionary absences. Missed work is allowed to be made up without a loss of credit if it is made up within a period of time not to exceed the number of days the student was absent. See specifics as they apply to each school.

### Arrival, Tardy and Dismissal Procedures

Parents bringing children to school must use the student drop-off locations at the various schools. All parents must park in the visitor parking areas. Please use the crosswalks to bring your child to and from the schools. **The safety of all students depends on everyone following these traffic rules to and from school.**

Parents **must** accompany their child to the school office, if they arrive after the beginning of morning announcements or homeroom. Students will not be allowed entrance unless accompanied by a Parent/Guardian \*\*\* (HA allows students to come in, we usually see the parents dropping off).

**Parents must sign their child in and the child must pick up a “Tardy Slip” to bring to his/her classroom teacher.** Students are only dismissed to parents/guardians or other designees. A person picking up a student early must come into the school office to sign out the child. Parents are reminded that students must have a note signed by their parent/guardian in order to be dismissed to someone other than themselves. In addition, students must have a note if their dismissal plans have changed. **PERMISSION FOR DISMISSAL CHANGES OR ALTERNATE TRANSPORTATION ARRANGEMENTS MUST BE IN WRITING AND WILL NOT BE ACCEPTED OVER THE TELEPHONE.**

### **Absence from School**

If a student is absent for any reason, the parent or guardian needs to call the school office of their child’s school before the school day starts. An answering machine is provided for your convenience that offers 24-hour monitoring of calls. Should a call not be received, we follow up with a call home or to the parent’s place of employment to verify the child’s whereabouts and safety. It is important that students attend school regularly and that their absences be verified and recorded for safety and legal reasons. Please refer to your individual school handbooks for detailed information regarding absences. \*\*\*\*\* we use ROBO CALLS/POWERSCHOOL at the Academy

### **Truancy**

Any student who is absent for all or part of the school day without the knowledge/consent of his/her parent or who leaves school without permission shall be considered truant. Students found to be truant are required to attend a parent- student- administrator meeting and appropriate disciplinary consequences may be administered.

RSA #189:35(a) Truancy is defined as:

Truancy means an unexcused absence from school or class and “unexcused absence” is an absence without parental or administrative permission.

Ten half days of unexcused absence or tardys during a school year shall constitute habitual truancy.

### **School Photographs**

In the fall of each school year, all children have an opportunity to have their picture taken by a reputable photography studio. Photo packages are available for families to purchase. In addition, the photo is used for the student identification card that is used for events and for transactions in the cafeteria.

### **Messages and Communication**

Those bringing items or messages for students should bring them to the front office of the school. Every effort is made to deliver them to the student in a timely way. However, this cannot be guaranteed due to the demands of the regular duties of the office personnel.

**Please help students become self-reliant and develop responsibility by encouraging them to plan ahead for their needs. Parents should not deliver items to classrooms. We always strive to minimize disruptions to the learning environment.**

Classroom activities take precedence in a child’s day, so in all but the most extenuating circumstances, calling students to the office is limited. Calls over the PA system are similarly restricted during the school day.

## **Notes**

When a student has a change in their usual method of getting home after school, a note must be written by parents/guardians and sent to the teacher or office. **Notes must be received by the Main Office** for the following situations:

- **After School Activities** – If your child is staying for any after school activity. (Centre and Marston)
- **Bicycle** – When your student rides their bike to school. (Centre and Marston) It is highly recommended that bicycles be registered with the Hampton Police Department.
- **Bus** – If your child is riding a bus other than his/her regular bus or is getting off at a different stop.
- **Early Dismissal** – If you want to dismiss your child from school early.
- **Pickup** – If you would like to pick up your child, then you must come into the lobby and sign them out in the dismissal book during school hours.
- **Walker** – If you would like your child to be a walker, he/she is able to leave the school and either walks home, or to your car in the parking lot. **(Not Centre)**

## **Telephone**

Telephones in the office area are for school business and emergencies. Calls home for homework, lunch, gym clothes, recorders, permission slips etc. are discouraged, as students need to develop habits of self-reliance and responsibility. Students who feel ill should see the nurse who will then call parents if the child's condition warrants.

After school plans should be made in advance rather than on the telephone at the last minute. Significant concerns regarding student safety can arise from last minute changes in destination and adult supervisors. Please reference tardy and dismissal procedures on page 8.

All teachers have telephone voice mail that they retrieve during the day. If you would like to leave a message, call the school and ask to be transferred to their voice mailbox.

## **Cellphone**

The Hampton School Districts recognizes that many students carry personal cell phones for safety reasons. Students are expected to turn off their cellphones and secure them in their lockers or backpacks during the school day.

## **Email**

Messages can be sent to school staff the following way: type person's first initial, last name followed by [@sau90.org](mailto:@sau90.org). For example: [lcosta@sau90.org](mailto:lcosta@sau90.org)

## **Messaging System**

Our Messaging System is used to update families with school news. It is important for the school to have current phone numbers and email addresses on file.

Every effort is being made to reduce the amount of paper notices that are sent home with our students. All notices, both internally and from outside organizations, can be forwarded home via our School Messenger system. Paper copies can be requested from the individual schools and the SAU office. In addition, documents will be posted on the individual school's web page as well as the SAU web page.

All outside recreational flyers will be sent home via email through our School Messenger system. We will also continue to send school related, Box Top, and PTA flyers via email through the School Messenger system. Please be sure that your student's school has current email and phone information on file. Informational flyers can be found on the District's website using the Virtual Backpack icon.

### **Delayed Opening, Unanticipated Early Dismissal, and No School Procedure**

A delayed opening procedure is used for reasons such as severe weather, unplowed roads, or heat or water problems in the school. The time schedule is delayed for a designated period, usually two hours. This means that students should be at bus stops two hours later than normal and the arrival time for all students is pushed ahead by the indicated time period. Supervision for students is available beginning ten minutes before the rescheduled starting time. Therefore, students may not arrive prior to the rescheduled starting time. Please be aware that lunches are still served on days of a two-hour delayed opening, and dismissal times are at the regular time on these days. In the event that a school delay occurs on a scheduled Early Release Day it will result in the cancellation of the Early Release Day and students will remain at school until the regular dismissal time.

The Hampton School District uses an automated telephone messaging system called "School Messenger". This system automatically calls parents' home telephone numbers to alert them of a school delay, unanticipated early dismissal, or cancellation due to inclement weather.

Announcements are made on the following radio and television stations, as well as the SAU 90 website [www.sau90.org](http://www.sau90.org).

**WFXT – TV FOX** Boston - (TV channel 25) – [www.boston25news.com](http://www.boston25news.com)

**NECN** Newton, MA - (TV channel 10) – [www.necn.com](http://www.necn.com)

**WCSH** Portland NBC - (TV channel 6) – [www.wcsh6.com](http://www.wcsh6.com)

**WMUR – TV ABC** Manchester - (TV channel 9) – [www.wmur.com](http://www.wmur.com)

**WBZ – TV CBS** Boston - (TV channel 4) – [www.wbz.com](http://www.wbz.com)

Please listen for updates and follow up announcements. A delayed opening may be changed due to a cancellation of the school day, if anticipated improvement does not occur. In the interest of student and staff safety, schools within SAU 90 are closed if severe weather causes unsafe driving conditions or if, for any other reason, attendance at schools jeopardizes the safety or health of students and staff. In the event of the cancellation of school due to inclement weather, all after school activities including athletics and parent conferences are canceled.

Please do not call the school, police department, or fire department to find out if school is in session or a delay is in effect. These calls tie up telephone lines that must be open for emergencies.

### **Progress Evaluation/Grading Criteria**

Report cards are issued electronically through PowerSchool three times per year for Centre, Marston and Hampton Academy students. Progress reports are issued for students halfway through each trimester, with reports going to all students **not** working up to his/her potential. The narratives and traditional report cards reflect the student's progress in all content areas and behaviors affecting success.

### **2020-2021 Report Card Schedule**

Progress Reports Issued	October 26, 2020
1st Trimester Ends	December 4, 2020
Report Cards Issued	December 14, 2020
Progress Reports Issued	February 1, 2021
2nd Trimester Ends	March 12, 2021
Report Cards Issued	March 22, 2021
Progress Reports Issued	May 10, 2021
3rd Trimester Ends	Last Day of School
Report Cards Issued	Last Day of School

Parents are encouraged to visit their child's school at designated conference times and to call whenever they need additional information.

### **Student Support Services**

Support services include Special Education, Preschool, Target Assist (remedial assistance and enrichment challenges), Title 1, 504, English for Speakers of Other Languages, Speech and Language, Occupational Therapy, Physical Therapy, Counseling, and Health. Small group support is offered to our students in the Title I, Target Assist, and ESOL programs.

In our schools, we are committed to providing a systematic and collaborative approach to making instructional or behavioral decisions to help all students succeed. Creating capacity to support all students' success requires support by all members of the educational community. Parent and family involvement is essential. As we assess student learning needs and make plans to provide additional instruction and supports, parents are critical participants. Keeping an open-line of communication about your child's progress is important.

Our school provides equal educational opportunities to all of our students. In accordance with State and Federal regulations, we provide diagnostic and prescriptive services to eligible children who experience educational problems that relate to handicapping conditions (emotional, intellectual, physical, and/or social). Our model for the delivery of services includes individual and small group settings. In the regular classroom we want children to develop and implement strategies that lead to success in real world situations and build self-confidence, tolerance and respect for learning differences.

Our staff includes Special Education team members who are administrators, teachers, assistants, specialists, and school nurses. Special Education eligibility is determined by state guidelines. Information about the Special Education Program may be obtained from the Director of Pupil Services at 926-8788.

The Hampton School District has an outreach worker available to assist any Hampton School District family. The Outreach Worker offers support and consultation to families on issues that may interfere with student learning. Support and consultation on issues such as attendance, discipline, housing, family transitions, homework, finances, budgeting, childcare, and the community are available. Please feel free to contact the Outreach Coordinator through any of the schools' main offices, or [ebuchan@sau90.org](mailto:ebuchan@sau90.org)

Parent access to information is governed by School Board Policy – see Appendix J on page 31.

### **Counseling Services**

Counseling Services are integrated into the educational programs in our schools. The focus of the school counselor is to assist students to develop successful behaviors and habits and to learn strategies to cope with life situations. The school counselor assists in the assessment of the physical, intellectual, social and educational needs of the child. Personal development skills include a sense of personal identity, self-esteem, communication and goal setting. Social and interpersonal skills include problem solving, peer relations and self-regulation. Counselors promote social, emotional, and academic success for all students through assessment of need, identification and development of strategies for support and ongoing proactive school wide interventions for student success."

School counselors also provide the following services:

1. Consultation with teachers, support staff and parents as a resource for outside support systems, available materials and community programs.
2. Coordination of 504 plans.
3. Assist, advocate and promote the best interests of children.
4. Individual, group, preventative and crisis intervention counseling support.
5. Assist with the transitions between schools and with WHS.
6. School Counselors help new students to become familiar with our schools.

School counseling is focused on assisting students to resolve academic, social or personal concerns that interrupt the educational process. The school counselor provides a foundation to develop the necessary skills and to intervene when necessary in a positive and productive manner.

### **Health Services**

Our school nurses staff the health office during school hours. The goal is to promote a healthy and safe school environment for students and the wider school community. In addition to student illness, injury assessment and treatment, screenings may be conducted to identify health risks and might include: vision, hearing, blood pressure, oral health and height/weight. Health information sent to the nurse is kept confidentially in your child's health file in accordance with the Family Rights and Privacy Act (FERPA) and HIPPA. This law protects the privacy of student health records and copies can be found in our school offices, on the school websites and in the Appendix. A current copy of your child's physical exam report may be sent to the nurse to be included in the health file.

Parents are encouraged to contact the nurse if they have a child with health concerns that may require medical attention and/or medication in school.

Students are expected to participate fully in the school program, including outside recess, **unless a physician's note indicates the significant medical reason that a child cannot participate.** If your child has a communicable or serious illness, injury and/or is absent for several days, please inform the school nurse for health monitoring and transitioning back into school. Students with communicable illnesses requiring antibiotic treatment must remain out of school for at least 24 hours following the start of treatment and return when feeling well enough to participate in school activities. Students should be kept at home when they show signs of illness and should remain at home at least a day after acute signs and symptoms subside. Should your child become ill at school, it will be necessary to contact you. Therefore, please sign and return the emergency information form and update them when necessary.

Additionally, parents requesting any **prescription medication** to be given during the school day must have a District Medication form (Administering Medication to Students JLCD-R) (available at school or online) **signed by a licensed prescriber, as well as a parent or guardian**, before any prescription medication will be administered to students during school hours. The medicine should be delivered by a responsible adult to the school nurse in a **pharmacy labeled container** listing the student's name, physician's name, the name of the medication and instructions. If requested, your pharmacist can

provide you with an extra empty labeled bottle for the school medicine. We cannot accept more than a 30-day supply. Medication prescribed three times per day may be given at home - before and after school and at bedtime.

**Over the counter medication** may be given with the written request from the parent and brought to school in an original labeled container. Age appropriate Tylenol and Ibuprofen are available from a stock supply in the health office along with other oral medications (**Not Centre**). The parent's signature must be on file. Dosages given will never exceed label directions without a prescribing order.

In accordance with RSA 141-C: 20-a & HE-P301.14 all children shall be immunized prior to school entrance according to the current recommendations of the state public health agency. Students must present an official immunization record. If they require more than one dose of vaccine, they must present those doses already administered and an appointment card for the remaining dose(s). Students may also present laboratory evidence of immunity.

- a. A child may be exempted from a particular immunization if a physician licensed under RSA 329, or a physician exempted under RSA 329:21, submits, on their letterhead, that it may be detrimental to a child's health. An exemption from one particular disease will not affect other required immunizations.
- b. A parent may object to immunization because of religious beliefs. They must sign a notarized "State of New Hampshire Certificate of Religious Exemption" form supplied by their school.
- c. Physical Examinations: Physical examinations are required prior to or upon entry to public schools in New Hampshire. All physicals must be NO more than ONE YEAR old. Parents are urged to have these examinations completed by their family physician before the start of school. **Students cannot try out for team sports, without having an up to date physical on file (the physical must be dated within a year of the try out date).**

### **Homework**

Students are given homework as an extension of their daily classroom studies. Students are expected to complete the assignments according to the guidelines provided by the teacher. The amount of time spent on homework varies according to the grade level. Teachers at all three schools have different approaches as to how homework is assigned. Some may use assignment notebooks into which the student is responsible for writing down assignments. Other teachers may send home a teacher prepared sheet explaining what is to be done. Please review the procedure for homework for the particular school your child attends. Parents may be asked by a teacher to sign either the homework that is completed or sign the assignment notebook. Communication between parents and teachers is encouraged. If for any reason you have concerns about your child and their homework, please feel free to contact your child's teacher. Missed class work will be provided to students after three days of absence due to illness. If parents choose to take vacation time other than scheduled school breaks, teachers provide make-up work upon the students return. Work will only be provided with Administrator approval and at least two weeks' notice.

**See Appendix D: Homework Policy**

### **Dress Code**

Parents must be involved in **setting standards** of dress and grooming for their children. However, if the student, by dress or grooming, is interfering with the educational process or is not dressed conducive to the activity engaged in, appropriate action will be taken. Parents will be notified, and the student will be asked to change into something more appropriate. The nurse has a clean supply of t-shirts, pants or athletic clothing.

Some guidelines to follow are:

1. Clothing must be neat and clean. Excessively ripped or torn clothing is not acceptable.

2. Shoes and other footwear that can damage floors or might be hazardous (rubber flip flops) are unacceptable.
3. Any clothing which displays tobacco and alcohol advertising, profanity, racial slurs, disruptive images or words, drug or gang related symbols, or sexual innuendos are not allowed.
4. Clothing that fails to cover the entire abdominal region front and back, is not acceptable.
5. Blouses /shirts must hang at least to the belt area or be tucked in. Pants/trousers must appropriately cover undergarments and be positioned so as not to reveal undergarments both when students are standing, sitting, or bending.
6. Skirts/shorts/dresses may not have hemlines above the fist of the hand with relaxed arms and hands straight down by the sides.
7. No visible underwear or bra straps.
8. For health considerations, coats or heavy jackets are not to be worn in the classroom.
9. Hats will not be worn in the buildings.
10. Pajama pants are not allowed.

**The Dress Code for all School Sponsored Events is the same as above.**

Enforcement: Students in violation of the dress code will change into clothing provided by home or school. Continued violations will result in disciplinary consequences.

### **Emergency Drills**

Evacuation drills for fires and other emergencies will be held numerous times during the school year. Administrators and designated staff have walkie-talkies and cell phones that enable them to maintain contact with police and fire departments during an emergency. At all times students should act responsibly, follow directions and posted evacuation instructions, hold the doors for others, and exit the building in a quiet and orderly manner. In the case of a real emergency, exits may be blocked. It may save your life or that of another student to be responsible and listen to alternative instructions. There are very strict penalties for anyone pulling a false fire or emergency alarm. **False alarms will be referred to the police for appropriate action and may result in significant consequences including being a police matter.** Parents are not to come to the school in the event of a site-based emergency. Rather, please use the media sources used for school cancellations to obtain information as to where and when to pick up your child.

### **Food and Drinks**

Eating, other than breakfast and lunch, is allowed at snack time or on special occasions in designated areas only. Drinks other than water may not be brought into the school. Students are not allowed to have open containers in school.

### **Gum Chewing**

Gum chewing is not allowed in the building. Repeated violations of this rule will result in consequences.

### **Cafeteria and Food Service**

Healthy breakfasts, snacks and lunches are offered daily. Reduced-price and free lunch forms are distributed to all students on their first day of school. These forms must be completed and returned to your child's school. They are available at any time during the school year. These forms must be filled out and returned to the Food Service Director before requests for assistance can be processed. If you have any questions regarding this program, please contact the Food Service Director, Mary Borg, at 926-9826. Menus are sent home monthly and can be viewed online on the school websites. Because of life threatening allergies, some classrooms and tables in the cafeteria may be designated as peanut and tree nut free zones.



Student's accounts can now be paid online. The service is easy to use, convenient, private and secure. Simply go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to enroll and start using the site to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. Your child's information is safe – it stays at school. Your personal and payment card information is protected by the most advanced internet security. For more information about how to use this exciting new service, call 1-855-832-5226 or visit [www.myschoolbucks.com](http://www.myschoolbucks.com).

### **School Wellness**

The Hampton School District is committed to promoting wellness and academic performance in schools through curriculum, activities, and life skills. Wellness is a result of both health promotion and disease prevention which includes intellectual health (knowledge), physical health, and social-emotional health. Modeling by adults coupled with peer reinforcement can help shape healthy habits in school children. A cooperative integrated effort between administrators, food service professionals, school nurses, physical and health educators, teachers, parents, and students is necessary.

To accomplish these goals:

- A. The Hampton School Food Service Program complies with federal, state, and local requirements. Service will be accessible to all children.
- B. Nutrition education is part of an integrated curriculum in pre K through eighth grade.
- C. Nutrition standards are based on the current Dietary Guidelines for Americans and the Food Guide Pyramid. Foods made available to students contain nutrients for optimal growth and development based on these guidelines.
- D. All foods made available adhere to food safety and security guidelines.
- E. The school environment must be safe, comfortable, pleasing and allow ample time and space for eating meals.
- F. Patterns of meaningful physical activity will connect to students' lives both inside and outside.
- G. Food and beverages are not to be used as rewards for academic performance or good behavior unless necessitated by a student's IEP.
- H. School staff will not deny a student participation in an entire recess or meal/snack time as a form of discipline or punishment.
- I. All school-based activities are to be consistent with local wellness policy goals. **(See Appendix I on page 27)**
- J. Implementation/monitoring of this policy is reported to the School Board annually by the Superintendent's designees with recommendations for guideline changes, if necessary or appropriate.

### **School Insurance**

School insurance is offered to all students at the beginning of the school year. Coverage may be obtained for accident, injury, and general health coverage at varying rates depending on the level of coverage desired. While the school district offers information regarding this insurance as a service to parents, it is the parents' sole responsibility to pursue the issue of such insurance with the ISI New England Company.

### **Custodian**

School custodians are on duty from early morning to late evening. Classrooms and other areas of the building should be left neat and clean with all persons keeping their belongings, materials, and equipment organized. All those using the school facilities have a responsibility to clean up after themselves. The custodians are responsible for maintenance and cleaning of the facility. Students and staff, as well as community groups using the facility must keep teaching materials and personal possessions in order. With each person taking responsibility for his/her own possessions and materials, a pleasant, clean, and healthy learning environment is maintained.

### **Recycling**

In support of each school's behavior expectations, we encourage our students to be respectful and responsible to our school community. Hampton schools participate in the town wide recycling program. We encourage all members of the school community to participate fully in the separation of recyclables into the receptacles provided.

### **Lost and Found**

Found articles are kept in designated areas around each school. Students who have lost or misplaced articles of clothing and other items are encouraged to check the "Lost and Found Box" to see if the items have been returned. Valuable personal belongings found are held in the front office. Found items are donated to charity, if they are not claimed within a reasonable period of time. We encourage students to label clothing and other possessions with their names to allow identification of found items.

### **Transportation - Bicycles**

Students riding bicycles to school must walk their bicycles at all times on school property. They must park and lock their bicycles in the racks provided, immediately upon arrival at school. Helmets must be worn. Students may not use other students' bicycles at school. The school is not responsible for damaged, lost or stolen bicycles. Failure to abide by these rules for bicycle safety and security results in the loss of the privilege of having a bicycle at school.

### **Bus Expectations**

School buses, including bus stops, are an extension of classrooms and therefore rules of behavior apply.

1. Keep head, hands and objects inside the bus.
2. Students should stay seated until they reach their designated stop and the bus has stopped.
3. Students should take a seat promptly when getting on the bus.
4. The law allows students to sit three passengers to a seat.
5. Eating, drinking or smoking on the bus is not permitted.
6. Marking or defacing the bus is not permitted.
7. Throwing things on the bus, at the bus, or out the windows of the bus is not permitted.
8. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression are not allowed on the bus.
9. Once students have boarded the bus, they may not get off the bus except at their designated stop. Students may only ride the bus to which they have been assigned unless they have a note from a parent indicating the change.
10. All bus notes must be sent to and approved by the Main Office.
11. Always cross the street in front of the bus.
12. Students are expected to be at their bus stop five minutes before the bus is due. The driver does not have to wait for a student not at the bus stop.
13. The driver is allowed to assign seats.
14. Anything that would create a safety hazard for the passengers or the vehicle is not permitted.
15. Students are expected to follow the bus driver's instructions while on the bus, boarding the bus, and disembarking from the bus.

Please remind students that failure to follow bus rules and regulations can result in referral to the principal/assistant principal. Each bus is equipped with audio and video recording devices to monitor the students' activities. Referral for a serious infraction or repeated referrals may result in suspension from riding the bus. Questions/concerns regarding bus routes, complaints, etc. should be directed to First Student Transportation at (603) 964-2322.

### **First Student Safety Rules**

1. Follow the driver's instructions.
2. Do not eat, drink or smoke on the bus.
3. Keep all harmful materials, (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisles clear and do not litter, write on, or damage the bus.

### **First Student Consequences**

1. Verbal warning
2. Assigned seats
3. Written referral
4. Loss of bus riding privilege

### **School Behavior Expectations**

The Hampton School Board has approved the following student expectations:

- BE SAFE, HEALTHY AND MANAGE ONESELF
- BE RESPECTFUL AND TREAT OTHERS THE WAY YOU WANT TO BE TREATED
- BE RESPONSIBLE - EDUCATIONALLY AND SOCIALLY
- BE COOPERATIVE

It is our intent to provide students with a quality education in a safe, healthy and happy environment. Our goal is to create a school-wide community with common goals that foster academic success and empower students to make appropriate choices.

- Inappropriate or disruptive use of electronic devices, (iPods, cell phones, video games, etc.) **IS NOT ALLOWED ON BUSES OR AT SCHOOL.**
- The following will not be tolerated; disrespectful language, aggressive behavior, teasing, taunting, name calling or bullying behavior. (**See Bullying, Appendix B**)

### **Safety**

Physical contact and aggression are dangerous and unacceptable at any time in school or at school events. New Hampshire state laws lay out very specific regulations for the maintenance of a safe environment in schools. Specifically, possession of weapons of any type or items which might be used as weapons is expressly prohibited on school grounds at all times except by law enforcement officials. Laser pointers are not allowed to be in possession of students. Physical aggression is reported to the police department for action, as dictated by legal requirements of the Safe Schools Act. In all cases, the consequences are structured to insure the safety of all involved and to prevent a recurrence of the situation. (**See Safe Schools Act, Appendix E**)

NH State Law requires notification of the police of incidents of assault, theft, destruction of property and use of alcohol or any chemical substance. There is to be no physical contact between students or other behavior that affects the safety of students or others. Playground equipment and other school equipment are to be used safely with consideration for self and others. Students are to walk at all times in the building and use care on the stairs and ramps. (**See Drug and Alcohol Use by Students, Appendix L**)

### **Playground**

#### **1. Student Expectations:**

- a. For the safety of our students, children should not be on the playground before school begins. There is no adult supervision available at Marston and Centre School until 8:20 AM.
- b. Throwing of rocks, snow, ice, or other dangerous materials is not permitted.

- c. Hardballs, flying saucers, sleds, skateboards, roller blades, scooters or other unassigned equipment are not permitted on the school grounds.
- d. General roughhouse games – pushing, tackling – are not permitted.
- e. Pushing swings, walking up slides, twisting swings or standing on swings are not permitted on the playground.
- f. Climbing on top of equipment is not permitted.
- g. Students from other schools are not permitted on the playground or basketball courts when school is in session.
- h. General safety rules are followed at all times.
- i. Equipment should always be used appropriately.
- j. Children are to play on the assigned playground areas.

### **Additional Information**

- 100% of our Professional staff is certified by the State of New Hampshire. All staff are required to keep updated professional development records in accordance with our professional development plan and state guidelines. Those staff members who are on continuing contracts are required to renew their certification every three years by keeping current with practices, research, curriculum and methodology.
- School Safety Teams have been established to prepare and respond to any emergency or event that may interrupt the school day. Our emergency plan has been revised and updated to reflect state and local guidelines. Each classroom is provided a copy of our Emergency Procedures on a flip chart and our Emergency Response Plan. Emergency numbers are posted in every classroom and drills continue to be practiced in order to refine procedures. The Hampton Schools work in conjunction with the Hampton Police and Fire Departments and the SAU in order to ensure the safety of all students.
- School Climate Committees continue to look at our social development program to create a school wide community with common goals. As in past years our initiatives foster the implementation and importance of our school's behavioral expectations: Be Safe, Be Responsible, Be Respectful and Be Cooperative. This committee assists in planning school wide character development lessons with this year's focus on Teasing, Tattling, Bullying & the Bystander; annual community drives which encourage our students to become active members beyond our school walls and instill a sense of pride for their efforts to help others; plan warm spirit days; and continue to improve our standards in order for our students to feel safe at school and available to learn.
- The *Responsive Classroom (Marston and Centre)* approach to teaching and learning fosters safe, challenging, joyful and caring classrooms and schools. This approach consists of practical strategies for bringing together social and academic learning throughout the school day. Children may begin their day with *Morning Meeting* time; each classroom develops *Rules and Logical Consequences* to follow; students discover and explore materials in their room through *Guided Discovery*; and they make *Academic Choices* in various content areas. By our teachers utilizing these strategies, it increases student investment, responsibility and learning and decreases problem behaviors. This approach promotes a learning environment where children engage in active learning; provides opportunities for children to solve problems and to learn from their mistakes; stimulates children's thinking; helps students make choices and reinforces respect and caring as the basis for interaction; and fosters a community where all students are valued. It is by knowing the children we teach ~ individually and developmentally ~ and working together with parents that fosters a positive learning environment for all our students.
- Hampton Academy is using the Positive Behavioral Interventions and Support (PBIS) program to address the social, emotional and behavioral needs of students. This program is a multi-

tiered system of consistent and predictable interventions and supports that incorporate a common vision, language and set of experiences. The goal is to create a positive and effective school climate for the whole school community.

- The Hampton School District will continue to implement the *Olweus Bullying Prevention Program K-5*. This model has three goals: to reduce existing bullying problems among students, to prevent the development of new bullying problems, and to achieve better peer relations at school. Olweus is based on over thirty-five years of research and is a whole-school program that has proven to prevent or reduce bullying throughout a school setting. The model includes methods to reach out to parents and community in order to improve peer relations and make the school a safer and more positive place for students to learn and develop.

### **SAU 90 Acceptable Use Policy For Computer Users**

As a computer user, I understand that my ability to use a computer has the potential to enhance my education and provide me with skills that will help me in my future life work. The privilege of using a computer bears some responsibilities.

- I. **I recognize that all computer users have the same right to use the equipment; therefore,**
  - \*I will not play games on the computer or use the computer resources for other than academic activities when others desire to use the system for academic purposes;
  - \*I will not waste, nor take supplies such as paper and printer cartridges provided by the school;
  - \*When I am at a computer, I will work in ways that do not disturb others.
- II. **I recognize that the software is protected by copyright laws; therefore,**
  - \*I will not copy programs onto my computer or onto other computers;
  - \*I will not give, lend, or sell copies of software to others unless written permission of copyright owner or unless the original software is clearly identified as shareware or in public domain.
- III. **I recognize also that the work of all users is valuable; therefore,**
  - \*I will protect the privacy of others' areas by not trying to learn their passwords and will not use another user's password without the other user's prior permission;
  - \*I will not read, change, copy, or use files in another user's folder without the user's prior permission;
  - \*I will not attempt to gain unauthorized access to system programs or computer equipment;
  - \*I will not use computer systems to disturb or harass other computer users by sending unwanted files or mail or by any other means.
- IV. **I recognize that telecommunications offers an opportunity to exchange and access information that can be used in an educational manner; therefore,**
  - \*I understand that all school district rules and policies that apply to student behavior also apply to computer use;
  - \*I will be polite when I engage in telecommunications activities and will not use obscene language, make threats, or make any inappropriate suggestions or statements when I am engaging in any type of telecommunications activities;
  - \*I will not access or share information that is obscene, pornographic, or inappropriate in any manner;
  - \*I agree to respect the privacy of others on a network and will not reveal any personal information about myself (such as my home address, phone number, and password) or any personal information about others;
  - \*I will not engage in chat room communications without adult supervision;
  - \*I will immediately notify a teacher or other school official if I feel that I am in any way threatened or presented with information that is inappropriate for me or others;
  - \*I will not download or upload pirated or illegal software;

\*I will not alter or delete any software installed or intended to be installed on the computer systems;

\*I will not use the Internet for financial gain or for any commercial or illegal activity or political lobbying.

- V. I understand that violations of the rules and procedures described above will be dealt with seriously. Violators will lose computer privileges and possibly face school disciplinary action (up to and including dismissal) and/or appropriate legal action. In addition, certain activities may constitute a federal crime.

**By signing the handbook verification sheet, students and parents agree to abide by the Acceptable Use Policy. Students who do not sign this policy statement will not be allowed access to computers in school.**

### **HAMPTON SCHOOL BOARD POLICIES**

Attendance	Appendix A
Bullying	Appendix B
Civility	Appendix C
Homework	Appendix D
Safe Schools Act	Appendix E
Student Rights and Responsibilities	Appendix F
Student Conduct on School Buses	Appendix G
Student Conduct, Discipline and Due Process	Appendix H
School Wellness	Appendix I
Student Records (FERPA)	Appendix J
Video and Audio Surveillance on School Property	Appendix K
Drug and Alcohol Use by Students	Appendix L
Procedural Safeguards	Appendix M
Admission of Resident Students	Appendix N
Non-Discrimination	Appendix O
Suicide Prevention Education	Appendix P

#### **Appendix A: Attendance** *(Hampton School Board Policy JH)*

It is the goal of the Hampton School District to ensure a regular, daily attendance of all our students. As required by RSA 193:16 and ED 306.04(a) (1), the Hampton School District directs that each Principal develop and implement a written policy and procedures relating to “absenteeism and attendance”.

As required by RSA 189:36, the Hampton School District Board will appoint the Principal and Assistant Principal of each school as Truant Officers for each school. RSA #189:35(a) Truancy is defined as:

Truancy means an unexcused absence from school or class and “unexcused absence” is an absence without parental or administrative permission.

Ten half days of unexcused absence during a school year shall constitute habitual truancy.

The school district shall define the term “half day of absence” as appropriate to each school’s starting time.

## **Appendix B: Bullying** *(Hampton School Board Policy JICK)*

*The following are excerpts from the Hampton School Board Pupil Safety and Prevention Policy. The complete policy may be found in the Hampton School District Policy Handbook- Policy JICK*

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 cyber bullying 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.

### **Training:**

Appropriate methods of discussing the meaning, substance, and application of this policy with staff and students shall be developed by each Principal and staff in order to effectively prevent bullying, minimize the occurrence of bullying, and respond to any such incidents.

### **Immunity:**

A school employee, or employee of a company under contract with a school or School District, who has reported violations of bullying to the Principal or designee shall be immune from any cause of action which arise from making the report or the failure of the school to remedy the reported incident.

Statutory and Regulatory References: *RSA 193:13, Suspension and Expulsion of Pupils, RSA 193-F, Pupil Safety and Violence Protection, NH Code of Administrative Rules, Section Ed 317, Procedures of Suspension and Expulsion of Pupils*

## **Bullying Regulations**

Definition: Bullying is hereby defined as a single significant 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 Procedure**

### **Notice of Policy:**

All staff, students, parents, and volunteers will be provided with a copy of this policy annually. The superintendent may determine the method of providing the policy.

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.

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 students 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.

#### Reporting Requirements and Procedures:

Any student who believes he/she has been a victim of bullying shall report the alleged act to the building principal or the principal's designee. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any school district employee or volunteer.

Any school employee, or employee of a company under contract with the school or school district, 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.

Any parent or other individual who has witnessed or has reliable information that a student has been the victim of bullying should report the incident to the student's principal or a designee.

#### Notifying Parents of Alleged Bullying:

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. Per Section X of Policy JICK, 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 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.

#### Investigation, Resolution, and Remediation of Bullying Reports:

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.

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.

If the alleged bullying was in whole or part cyber bullying, 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.

A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The Superintendent may grant an extension of up to 7 school days. In



the event such an extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

#### 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 students, 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 problem related to bullying.

#### Communication with Parents Upon Completion of Investigation (RSA 193-F; 4, II (m))

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. 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.

#### Right to Appeal:

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 school days. The Superintendent shall review the Principal's decision and issue a written decision within ten 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 school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

### **Appendix C: Civility** (*Hampton School Board Policy KFAAA*)

#### **I Purpose:**

The purpose of this policy is to provide rules of conduct for parents, school district employees, students, and visitors to the Hampton Schools. It is the intent of the school board to promote mutual respect, civility, and orderly conduct among district employees, parents, students, and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of the policy is to maintain, to the greatest extent reasonably possible, a safe, harassment free workplace for teachers, students, administrators, other staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

#### **II Expected Level of Behavior:**

- Hampton School employees will treat parents, students, visitors, other staff members, and members of the public with courtesy and respect.
- Parents, students, visitors, and members of the public will treat teachers, school administrators, and other school employees with courtesy and respect.

#### **III Unacceptable/Disruptive Behavior:**

- Disruptive behavior includes, but is not limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, and areas of school or facilities open to parents/guardians and the general public.

- Using loud and/or offensive language, swearing, cursing, or display of temper.
- Threatening to do bodily or physical harm to a teacher, school administrator, member of the school board, other school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school property.
- Abusive, threatening, or obscene e-mail or voice messages.
- Any other behavior that disrupts the orderly operation of the school community.

#### **IV Parent Recourse:**

Any parent, student, and member of the community who believes that he/she was subject to unacceptable/disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or school administrator.

#### **VI Authority of School Personnel:**

A. Authority to direct persons to leave school property. Any individual who:

- (1) disrupts or threatens to disrupt school operations;
- (2) threatens or attempts to do or does physical harm to school board personnel, students, and any or all school employee(s);
- (3) threatens the safety of students, school board personnel and any or all school employee(s);
- (4) intentionally causes damage to school property or property of school employee(s);
- (5) uses loud or offensive language or who without authorization comes on school property, may be directed to leave the school premises by the school's Principal or Assistant Principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

B. Authority to deal with persons who are verbally abusive: If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or authorized personnel shall seek assistance of law enforcement and request the law enforcement take action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

#### **Appendix D: Homework** *(Hampton School Board Policy IKB)*

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Teachers may assign homework as part of their curriculum. If homework is to be used by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

#### **Appendix E: Safe Schools Act** *(Hampton School Board Policy JICD)*

The following policy has been adopted by the Hampton School Board in response to the Safe Schools Act:

*“Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons as defined by RSA 1259:24). Electronic defense weapons (as defined by RSA 159L20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) are not permitted on school property, on school buses, or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the local Police. Suspension or expulsion could result.”*

In addition, any student who is determined to have brought a firearm (as defined by 18 US 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.

Weapons under control of law enforcement personnel are permitted. All students will receive written notice of this policy once each year. RSA 193.D-1

#### **Appendix F: Student Rights And Responsibilities** *(Hampton School Board Policy JI)*

Students may present complaints to teachers, guidance counselors, social worker, or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

Students shall have the right to advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws or official school policies, rules, and regulations.

#### **Appendix G: Student Conduct On School Buses** *(Hampton School Board Policy JICC-E)*

The Safety and Welfare of all students is the main concern of the Hampton School District. Therefore, parent support and cooperation in ensuring that their child reads and understands these rules is required for transportation services in the Hampton School District.

##### **A. At Bus Stops, Student Should:**

- Ride on your school assigned bus only. (exemptions will be made only with a note from a Principal or parent that has been approved by the Main Office.)
- Be orderly and avoid horseplay.
- Wait clear of traffic and back 6-10 feet from the road.
- Wait to approach only after the bus has stopped.
- Cross the street only in front of the bus, after the driver has put on the flashing lights and signaled to cross.

##### **B. Once On the Bus, Students Should:**

- Go directly to an available seat or assigned seat.
- Remain in your seat until you reach your designated stop and the bus has stopped.
- Keep hands, head, arms, and legs inside the bus.
- Never play with the emergency exit equipment.
- Never throw or pass around any objects.

- Carry-on items should be held in student's lap.
- There is NO eating or drinking on the school buses.
- There is no use of or possession of tobacco products, drugs, alcohol, or any other controlled substance.
- There will be no profanity or obscene gestures, bullying, excessive noise, wrestling or other acts of physical aggression tolerated on the bus.
- Any action that would create a safety hazard for the passengers of the vehicle will not be tolerated.
- No weapons of any kind are allowed on the bus.
- Do not damage or deface any part of the school bus.
- There may not be more than 3 passengers to a seat.

### **C. The School Bus Driver:**

- The School Bus Operator is responsible for proper discipline while students are on the bus.
- Bus Operators shall report students who are not adhering to the bus rules to the Principal for disciplinary action, which may result in the student being excluded from receiving transportation services.
- No student shall be put off a bus while traveling to and from school unless a dangerous situation occurs. Parents shall be notified, and the daily trip completes before the student can be removed from transportation service.
- The Bus Operator may assign seats.

### **Appendix H: Student Conduct, Discipline, And Due Process** *(Hampton School Board Policy JICD)*

The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding, which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

### **Appendix I: School Wellness** *(Hampton School Board Policy JLCF)*

The Hampton School District is committed to promoting wellness and academic performance in schools through curriculum, activities, and life skills. Wellness is a result of both health promotion and disease prevention which includes intellectual health (knowledge), physical health, and social-emotional health. Modeling by adults coupled with peer reinforcement can help shape healthy habits in school children. A cooperative integrated effort between administrators, food service professionals,

school nurses, physical and health educators, teachers, parents, and students is necessary. To accomplish these goals:

- A. The Hampton School Foods Service Program will comply with federal, state, and local determined requirements. Service will be accessible to all children.
- B. Nutrition education will be part of an integrated curriculum in pre K through eighth grade.
- C. Nutrition standards will be based on the current Dietary Guidelines for Americans and the Food Guide Pyramid. Foods made available to students will contain nutrients for optimal growth and development based on these guidelines.
- D. All foods made available will adhere to food safety and security guidelines.
- E. The school environment must be safe, comfortable, pleasing, and allow ample time and space for eating meals.
- F. Patterns of meaningful physical activity will connect to students' lives both inside and outside of physical education classes.
- G. Food and beverages will not be used as rewards for academic performance or good behavior unless necessitated by a student's IEP.
- H. School staff shall not deny a student participation in an entire recess or meal/snack time as a form of discipline or punishment.
- I. All school-based activities are to be consistent with local wellness policy goals.
- J. This School Wellness Policy and the current guidelines will be incorporated into individual staff handbooks.
- K. Implementation/monitoring of this policy will be reported to the School Board annually by the Superintendent's designee/s with recommendations for guideline changes if necessary or appropriate.

### **Guidelines for School Wellness Implementation**

#### **1. Foods Available at School (outside the school nutrition program to include the following)**

- Beverage contracts
- Fundraisers
- Student stores
- School parties/celebrations

Healthy snacks will be encouraged and modeled by all classroom teachers at classroom events during school hours. Food offered to students will be coordinated with the School Food Service Director. Only water will be offered via vending machines to students in grades K-5. Beverage contracts will be coordinated through the School Food Service Department. Student stores will not offer food items. A letter will go home to parents at the beginning of each school year for students in grades K-5 encouraging them to support healthy food choices for parties at school and delineate individual classroom practices when appropriate.

Monitoring Responsibility: School Building Principal/Designee  
Measurement Method: Observation and Documentation

#### **2. Food Safety/Food Security**

All foods made available will comply with state and local safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in school. For safety and security of the food and facility access to the Food Service, operation is limited to Food Service staff and authorized personnel. Food allergy procedures will be followed in all venues. Nutrition information for products offered will be made available immediately upon request. Each school must obtain at least two food safety inspections each year conducted by a state or local agency responsible for food safety inspections.

Monitoring Responsibility: Food Service Director/Building Principal/Classroom Teacher and Inspection from Health Inspector  
Measurement Method: Documentation

3. School Food Service Operation

The School Food Service will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the program is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals. Consistent with NH state minimum standards as follows:

- Require that each school makes a meal available during school hours to every student under its jurisdiction, in accordance with RSA 189:11-a, I-II;
- Provide a qualified individual, such as, but not limited to, a school nutrition/food service director, to oversee the operation of school meals, to maintain proper resources that meet state and federal regulations, and maintain state health requirements for each school site within the district and;
- Require that each newly-constructed school or renovated kitchen or cafeteria provide space for the preparation and consumption of meals in compliance with Ed 321.12(d).
- All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.
- If a school nutrition/food service director is employed, each food service director shall, whenever feasible, obtain certification or credentials from an approved program, including but not limited to, School Nutrition Association (SNA) certification, within the first 5 years of employment.
- Students shall be provided with time to consume meals at school. A recommended minimum of 15 minutes to consume breakfast and 25 minutes to consume lunch at school.
- Students will be encouraged to choose fruits and vegetables as part of their lunch meal.

Monitoring Responsibility: School Food Service Director

Measurement Tool: State Review, Observation, and Documentation

3. Nutrition Education

Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts and/or social studies. The school cafeteria serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom. Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community.

Monitoring Responsibility: Classroom Teacher/Curriculum Coordinator/Principal

Measurement Tool: Documentation

4. Other School Based Activities

After School programs will encourage physical activity and practice healthy lifestyle habits. School Wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).

Monitoring Responsibility: School Building Administrator/Designee

Measurement Tool: Tracking Data

5. Physical Activity

Support and participate in Walk to School programs. Time allotted for physical activity (in addition to physical education) that is consistent with research, national and state standards. Provide at least one daily supervised and unstructured recess period consisting of a minimum of 15 minutes, K-5. Consider planning recess before lunch since research indicates that

physical activity prior to lunch can increase the nutrient intake, reduce food waste, and provide a better social environment. Schools encourage families and community members to institute programs that support physical activity. Physical activity facilities on school grounds will provide a safe environment. School/community collaboration—schools shall work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students and staff for physical activity during their out-of-school time.

Monitoring responsibility: School Building Principal/Designee  
Measurement Tool: Documentation

## 6. Physical Education

The program shall make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities, and fitness levels. Devote at least 50 percent of class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity. This practice will be consistent with the NH state minimum standards as follows:

Ed 306.41 Physical Education Program--Pursuant to Ed 306.26 and 306.27, the local school board shall require that a school physical education program for grades K-8 provide for:

- A variety of motor skills that are designed to enhance the physical, mental, social, and emotional development of every child;
- Fitness education and assessment to help children understand and improve or maintain their physical well-being;
- Development of cognitive concepts about motor skills and fitness.
- Opportunities to improve children's emerging social and cooperative skills and to gain a multicultural perspective;
- Promotion of regular amounts of appropriate physical activity now and throughout life.
- Utilization of technology in attaining instruction, curricular, and assessment goals.

In the area of physical education, the local school board shall require that each school physical education program provides

- Systematic instruction in grades K-8, designed to enable students to:
  - Demonstrate competency in motor skills and movement patterns needed to perform a variety of physical activities;
  - Demonstrate understanding of movement concepts, principles, and performance of physical activities;
  - Participate regularly in physical activity. Work toward a health enhancing level of physical fitness for all students;
  - Exhibit responsible personal and social behavior that respects self and others in physical activity settings;
  - Value physical activity for health, enjoyment, challenge, self-expression, and social interaction.
- Sound assessment practices in physical education that:
  - Match goals and objectives;
  - Require evaluation and synthesis of knowledge and skills;
  - Emphasize higher-order thinking skills;
  - Clearly indicate what the student is asked to do;

- Are at an appropriate skill level according to state standards and the needs of the individual;
- Have criteria that are clear to students and teachers;
- Are engaging and relevant to students;
- Link to ongoing instruction;
- Provide feedback to students;
- Provide cost-effective benefits to students;
- Reflect real-world situation;
- Emphasize use of available knowledge and skills in relevant problem contexts.

Monitoring Responsibility: School Building Administrator/Designee  
Measurement Tool: Tracking Date

#### **Appendix J: Student Records (FERPA)** *(School Board Policy JRA)*

The School Board is intent upon maintaining an adequate individual student records system designed to benefit the education of every student, to assist staff in this process, and to confirm that the school district fulfills its legal duties.

It is the responsibility of school personnel to collect and maintain data to serve those purposes, in addition to data required by state and federal law. This data shall be presented in a format which meets those needs. Stress is placed upon accuracy in reporting.

This policy shall be implemented and interpreted to comply with the federal Family Educational Rights and Privacy Act of 1974 (FERPA). That statute confers several rights upon a student's parents, as described in the attached Annual Notification of Rights under FERPA. When a student reaches age 18 or enters an institution of post-secondary education, the student becomes an "eligible student" and FERPA rights transfer from the parents to the eligible student.

Under FERPA, the term "parent" includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. Any parent shall have full rights under FERPA unless the district has been provided with evidence that there is a court order, state statute, or legally binding document relating to matters such as divorce, separation, or custody that specifically revokes those rights.

Student records (which FERPA terms "education records") are to be kept in the custody of the Principal of the school the child attends and may not be transferred outside the district without prior written permission of a parent, except as permitted by FERPA.

Parents shall have access to their child's student records in accordance with FERPA. This means the right to inspect and review the records. If a parent requests copies, the school district shall have discretion to make copies, except as follows. The school district is required to provide copies in special circumstances where the parent cannot inspect and review the records without copies. Whenever the school district makes copies, it will charge 25 cents per page.

No information in a student record shall be disseminated without a parent's prior written consent, except as allowed by FERPA. School officials with a legitimate educational interest as defined in the attached Annual Notification, may have access to student records without notice to or consent from parents.

A log shall be kept to record the dissemination of any information in the student record, except for disclosures to school officials with a legitimate educational interest or disclosure with prior written parental consent. This log shall be available for inspection by the student's parents, the Principal and Guidance Counselors, the Principal's and Guidance Counselor's Assistants, and school officials (and



other local, state, and federal government officials) for purposes of auditing the record keeping procedures of the School District.

A parent shall have the right to request amendment of any information in a student's record, if the information is inaccurate, misleading, or in violation of the student's rights of privacy. The procedure for requesting that records be amended is described in the attached Annual Notification.

If a parent wishes to review his/her child's school records, the parent must complete the appropriate forms available at the guidance office or the Principal's office. The Guidance Counselor or Principal will then supervise the gathering of records and will meet with the parent to review the contents.

### **Annual Notification Of Rights Under FERPA For The Hampton School District**

The Family Educational Rights and Privacy Act (FERPA) affords parents, along with "eligible students" (students who have reached 18 years of age or are attending institutions of post-secondary education), certain rights with respect to the student's education records. They are:

**1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.**

Parents or eligible students should submit to the building Principal or building Director of Guidance a written request that identifies the record(s) they wish to inspect. The building Principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's rights of privacy.**

Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading, or in violation of the student's rights of privacy. They shall make such requests in writing, dated, and addressed to the building Principal or building Director of Guidance. Such requests must clearly identify the part of the record they want changed and shall specify why it is inaccurate, misleading or in violation of the student's rights of privacy.

If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or his/her designee.

**3. The right to consent, or to deny consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to "school officials with a legitimate educational interest." The terms "school official" and "legitimate educational interest" are defined in the Appendix to this notice.

The School District may disclose without consent “directory information,” which is information not generally considered harmful or an invasion of privacy if disclosed. Directory information includes:

Name and address of the student	Date and place of birth
Most recent previous school attended	Field of study
Weight and height of athletes	Dates of attendance, degrees, and awards
Participation in officially recognized activities and sports	

Parents may request that the School District refrain from making all or some of this directory information on their child available to the public. (Eligible students may make analogous requests.) Such requests must be filed with the building Principal in writing, dated and signed by the parent or eligible student, by the third Monday of September. Each such request shall expire on the third Monday of September of the following year.

Upon request, the School District discloses education records without consent to officials of a School District in which a student seeks or intends to enroll.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independent Avenue SW  
Washington, DC 20202-4605

**Appendix K: Video And Audio Surveillance On School Property** *(School Board Policy EEAA)*

The Board authorizes the use of video and/or audio surveillance on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District buildings, ground and equipment. The Superintendent will approve appropriate locations for surveillance devices.

Video tapes/DVD discs will be installed and removed on a rotating basis by District personnel appointed by the Superintendent. The video tape/DVD disc may be reviewed by the District personnel for disciplinary purposes. If disciplinary action is taken as a result of video/audio tape, the parent/guardian or staff member may request, in writing within 5 days, to review the tape with the appropriate school personnel.

In the event a video tape/DVD disc from a video or audio surveillance device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original video tape/DVD disc will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the video tape/DVD disc be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.

The Superintendent will notify staff, students and parents through handbooks or by other means that video and/or audio surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings and on all buses indicating the use of video and/or audio surveillance.

The District may choose to make surveillance recordings part of a student’s educational record or a staff member’s personnel record subject to the language of the Board approved employment contract. The District will comply with all applicable state and federal laws related to record maintenance and retention.

#### **Appendix L: Drug and Alcohol Use by Students** *(School Board Policy JICH)*

The Hampton School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. §812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The School Principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to the Hampton Police Department.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP).

#### **Appendix M: Procedural Safeguards** *(School Board Policy ACE)*

The District provides the following Notice of Procedural Safeguards to parents/guardians and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4) (f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973.

The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Superintendent of Schools is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

##### **Grievance Procedure**

Parents/guardians of a student and any individual with a disability have the right to notify the above-designated employee with their complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint.

The designated employee will provide an initial response within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the complaint resolution should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

#### Procedural Safeguards

As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal.

The school district of residence of a student is defined by RSA 193:12

#### **Appendix N: Admission of Resident Students** *(School Board Policy JFAA)*

All new resident students, accompanied by parent/guardian, should register at school before opening day and as early as possible.

Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Superintendent or his/her designee. Principals or their designees will meet with new children and parents to explain school programs.

#### **Appendix O: Non-Discrimination** *(School Board Policy AC & AC-R)*

It is the policy of the School Board that there will be no discrimination on the basis of sex, age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity, national or ethnic origin, familial status, pregnancy, genetic information, veteran, economic status, or disability for employment in, participation in, admission/access to or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints of 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 Americans with Disabilities Act, Title VI and VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Pregnancy Discrimination Act, the Genetic Information Nondiscrimination Act, and the laws of New Hampshire pertaining to non-discrimination.

**Appendix P: Suicide Prevention Education** *(School Board Policy JLDDB)*

I. Each school district and chartered public school shall develop a policy that guides the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide. The policy shall include, but shall not be limited to, the following provisions:

- (a) Training school faculty and staff, including contracted personnel and designated school volunteers, in youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community consistent with the provisions of paragraph II.
- (b) Educating students in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.
- (c) Identifying within the school the person or persons who serve as the point of contact when a student is believed to be at an elevated risk for suicide.
- (d) Making referral, crisis intervention, and other related information, both within the school and the community, available for students, parents, faculty, staff, and school volunteers.
- (e) Promoting cooperative efforts between school districts, chartered public schools, and community suicide prevention program personnel.

II. Each school district and chartered public school shall, within 9 months of the effective date of this chapter, require all school faculty and staff, including contracted personnel, to receive at least 2 hours of training in suicide awareness and prevention annually. Such training may include, but not be limited to, youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community. The training may be accomplished within the framework of existing in-service training programs or offered as part of ongoing professional development activities. School districts and chartered public schools shall allow the use of self-training materials in fulfilling the annual training requirements of this paragraph and each school district and chartered public school may determine how to both administer the annual training requirements and ensure that such training requirements are met. This paragraph may apply to all or some school volunteers in accordance with school district policy.

III. School suicide prevention policies required under paragraph I and the training required under paragraph II shall be evidence-informed.

IV. Nothing in this chapter shall require the inclusion of any specific curriculum, textbook, or other material designed to address the topic of suicide in any program or activity conducted by a school district or chartered public school.