

August 2008

Dear Hopkinton Students, Parents and Guardians;

Welcome to the 2008-2009 school year. I look forward to working with each of you this year to make this academic year a success. In the following pages of this Student/Parent Handbook, you will find valuable information on the goals and expectations for the year. You will also find information regarding the policies and regulations aimed at maintaining a safe, healthy learning environment for everyone. Please familiarize yourself with this document, as it will lead to a greater understanding of the Hopkinton School District and its mission.

The District continues to rely on the active participation of students, parents and guardians in the life of our schools. Our mission to meet the needs of each student can only be met through your input and collaboration.

The District is prepared once again to provide the opportunity for each student to excel this academic year. I look forward to the continued support of the students, parents/guardians, and the community-at-large in advancing the level of excellence that has become the “trademark” of Hopkinton schools.

Best wishes for a successful school year.

For the kids,

Dr. Brian J. Blake
Superintendent of Schools
SAU #66

NOTE: This 2008-2009 handbook may be accessed online at www.hopkintonschools.org.

TABLE OF CONTENTS

	Page
Hopkinton School District Mission	3
Statement/Educational Philosophy	
Hopkinton School District Goals	4
Staff, Administration and School Board	5
Parent/Teachers Association	11
General Information for the School District	12

HOPKINTON MIDDLE/HIGH SCHOOL

Statement of Purpose	27
Expectations for Performance	27
General Information for the Middle/High School	29
Daily Timetables	33-35
Academic Information	43
Co-Curricular Activities	54
Student Conduct Guidelines	58
Disciplinary Actions	59
Student's Guide to a Harassment-Free School	66
School Climate Issues	70
Guidelines for Student Use of the Internet	74

SCHOOL BOARD POLICIES

Zero Tolerance Declaration	77
Federal Family Education Rights/Privacy Act of 1974	77
Directory Information	78
Programs for Students with Disabilities	78
Sexual Harassment and Sexual Violence Policy	80
Weapons/Dangerous Implements on School Property	87
Expulsion Policy (Case-by-Case Modification)	89
Parental Notification Policy (Simple Assault)	89
Notice of Nondiscrimination	90
Abuse and Neglect	91
Drug and Alcohol Policy	92
Pupil Safety and Violence Prevention Policy (Bullying/Harassment)	96
Hazing	99
Technology Use Policy	99
Appendix of Forms	103
Confidential Sexual Harassment Complaint Form	103
Parental Request for Dispensing Medications	104

THE MISSION OF THE HOPKINTON SCHOOL DISTRICT

The Hopkinton School District's mission, in cooperation with family and community, is to ensure each student gains a love of learning with the knowledge, skills, sensitivity, self-reliance and character to be a contributing member of our global society by educating all students in a joyful, supportive and challenging environment.

EDUCATIONAL PHILOSOPHY

The District believes that an exceptional academic program must be the essential foundation for our schools and that all students should have an equal access to the best instructional program designed to continuously challenge each student.

We believe our schools will thrive by focusing on intellectual growth in an environment of true respect and excitement about learning. Through this focus, in partnership with family and community, students will be guided in growth of character, social responsibility, and emotional stability.

Our goal is to produce outstanding students who have developed the knowledge and skills needed to achieve their personal goals and to be responsible members of society.

HOPKINTON SCHOOL DISTRICT GOALS FOR THE 2008- 2009 SCHOOL YEAR

Your school district is a goal driven organization. The Board goals for curriculum and instruction and management are established through collaborative discussion between the District Leadership Team and the Board. The broad goals and objectives established are followed by the refinement of building level goals, which, in turn, fashion individual grade level or department goals. These, finally relate to the goal setting process for individual teachers and program directors.

In this regard, the Hopkinton School District continues to focus upon the following priority areas:

- 1) *To ensure a relevant curriculum is provided for each student's learning.* This means instruction in each classroom will follow the established District scope and sequence which is consistent with District Curriculum Standards and New Hampshire grade level standards. The District also will ensure there is an effective model for meaningfully assessing the progress of each student in meeting the District and State standards.
- 2) *To ensure the best practices in classroom instruction are employed in each classroom.* This means the District recognizes "each moment counts" in the classroom and that decisions on instructional practice are premised on our responsibility to meet the needs of all students. This goal implies that instructional time is used effectively and incorporates relevant research on effective classroom instruction and student learning.
- 3) *To ensure District policy, procedures and support are appropriately in place to support student learning and development.* This means the District will extend every effort to communicate effectively with students, parents and the greater community. It also means the District will effectively administer programs and the District budget to sustain the District's commitment to "Excellence" in learning while mindful of the impact of school funding upon the citizens of this community.

STAFF/ADMINISTRATION / SCHOOL BOARD

Hopkinton School Board Members

David Luneau	<i>School Board - Chair</i>
Kim Fuller	<i>School Board – Vice Chair</i>
Larry Donahue	<i>School Board</i>
Elizabeth Durant	<i>School Board</i>
Peter Yunich	<i>School Board</i>
Quinn Blue	<i>Student Representative</i>
Emily Sinclair	<i>Student Representative</i>

School District Administrative Personnel

Dr. Brian J. Blake	<i>Superintendent</i>
Dr. Valerie Aubry	<i>Director of Student Services</i>
Michelle Clark	<i>Business Administrator</i>
Matthew Stone	<i>Director of Technology</i>
Tara Graham	<i>Admin. Asst. to Superintendent</i>
TBA	<i>Admin. Asst. to Student Services</i>
Laurie Nadeau	<i>HR/Accounting Assistant</i>
Nancy Tanner	<i>AP/Payroll Clerk</i>

District-wide Personnel

Richard Schaefer	<i>Director of Facilities</i>
Tracy Barker	<i>Director of Food Service</i>
TBA	<i>Network Administrator</i>
Larry Chiappetta	<i>Computer Technician</i>
Doris Cayer	<i>Custodial Supervisor - Day</i>
Charlie Webb	<i>Custodial Supervisor – Night</i>
Christin Doneski	<i>Occupational Therapist</i>
Robin Palmer	<i>Occupational Therapist Assistant</i>

Harold Martin School

William Carozza	<i>Principal</i>
Betsy Wilder	<i>Office Manager</i>
Laura Wuellenweber	<i>School Counselor 08-09</i>
Sheila Conley	<i>Nurse</i>
Dott Blanchard	<i>Kindergarten</i>

Sandy Boyko	<i>Kindergarten</i>
Kathy Pepper	<i>Grade 1</i>
Kathy Forgiel	<i>Grade 1</i>
Maddy Kaplan	<i>Grade 1</i>
Linda Nichols	<i>Grade 1</i>
Dorothy Helm	<i>Grade 3</i>
April LaKevicius	<i>Grade 2</i>
Linda Walsh	<i>Grade 2</i>
Isobel Yonemura	<i>Grade 2</i>
Deb Jones	<i>Grade 3</i>
Teresa Grady	<i>Grade 3</i>
Dave Tilley	<i>Grade 3</i>
Barbara Houldsworth	<i>Preschool Coordinator/Teacher</i>
Edward Girzone	<i>Physical Education</i>
Kim Emerson	<i>Art</i>
Edna Marie Griffin	<i>Chorus</i>
Karen Ezen	<i>Computer Lab Man./Data Technician</i>
Nancy Alibrandi	<i>Librarian</i>
Lois Scammon	<i>Library Assistant</i>
Robin Palmer	<i>Occupational Therapist Assistant</i>
Chris Dinan	<i>Speech/Language Pathologist</i>
Wanda Hebert	<i>Speech and Language Assistant</i>
Sally Codd	<i>Special Education Teacher</i>
Holly Patterson	<i>Special Education Teacher</i>
Bonnie McAuliffe	<i>Special Education Teacher</i>
Karen May	<i>Reading Specialist</i>
Deidre Smith	<i>Reading Specialist</i>
Deb McNally	<i>Literacy Teacher</i>
Sally Turcotte	<i>Literacy Teacher</i>
Joyce Kilens	<i>Learning Center Specialist</i>
Carolyn Clark	<i>Elem. Permanent Substitute</i>
Peggy Baron	<i>Instructional Assistant</i>
Susie Brown	<i>Instructional Assistant</i>
Robin Crouch	<i>Instructional Assistant</i>
Kelli Cyr	<i>Instructional Assistant</i>
Denise Damour	<i>Instructional Asst.5, Clerical Aide.5</i>
Meaghan Ezen	<i>Instructional Assistant</i>
Lori Feller	<i>Instructional Assistant</i>
Renee Fowler	<i>Instructional Assistant</i>
Patty Guay	<i>Instructional Assistant</i>
Lisa Jones	<i>Instructional Assistant</i>

Santina LaCava	<i>Instructional Assistant</i>
Jackie Mellen	<i>Instructional Assistant</i>
Barbara Rohnstock	<i>Instructional Assistant</i>
Richard Dyer	<i>Custodian</i>
Carl Wood	<i>Custodian</i>
Debra Boutwell	<i>Custodian</i>
Bonnie Harlow	<i>Food Service – Kitchen Manager</i>
Peggy Hill	<i>Food Service</i>
Pat Raymond	<i>Food Service</i>

Maple Street School

Michael Bessette	<i>Principal</i>
Tracy Martin	<i>Office Manager</i>
Kim Sink	<i>Clerical Assistant</i>
Mary-Christina Duncan	<i>Guidance</i>
TBA	<i>Psychologist</i>
Jeanne Gearing	<i>Nurse/Health Services</i>
Patricia Heinz	<i>Grade 4</i>
Becky Perkins	<i>Grade 4</i>
Patricia Roberts	<i>Grade 4</i>
Lori Aubertin	<i>Grade 5</i>
Kristin Jacques	<i>Grade 5</i>
Tina Blinn	<i>Grade 5</i>
Sandy Barton	<i>Grade 5</i>
Bridget Christie	<i>Grade 6</i>
Joan Follansbee	<i>Grade 6</i>
Barbara Jenkins	<i>Grade 6</i>
Tim Stokes	<i>Grade 6</i>
Curtis Martin	<i>Physical Education/Health</i>
Kim Najem	<i>Art</i>
Michael Alberici	<i>Music / Band</i>
Nancy Alibrandi	<i>Library Media Specialist</i>
Nancy Raymond	<i>Library Assistant</i>
TBD	<i>Technology Integration</i>
TBD	<i>Network Administrator</i>
Francoise Burdette	<i>Behavior Specialist</i>
Susan Nadeau	<i>Special Education</i>
Bette House-Myers	<i>Special Education</i>
Betsy Smith	<i>Special Education</i>
Stacy Serzans	<i>Special Education</i>

Christine Dinan	<i>Speech & Language</i>
Wanda Hebert	<i>Speech & Language</i>
Deidre Smith	<i>Reading Specialist</i>
Jody Bewersdorf	<i>Literacy Teacher</i>
Mary King	<i>Behavior Specialist Asst.</i>
Bonnie Wilson	<i>Instructional Assistant</i>
Tracy Hughes	<i>Instructional Assistant</i>
Lynn Bennett	<i>Instructional Assistant</i>
Peggy DiPastina	<i>Instructional Assistant</i>
Susan Garlow	<i>Instructional Assistant</i>
Carole Reddish	<i>Instructional Assistant</i>
Rosheen Secor	<i>Instructional Assistant</i>
Jake Richards	<i>Instructional Assistant</i>
Carolyn Clark	<i>Permanent Substitute Teacher</i>
Doris Cayer	<i>Custodian – Day Supervisor</i>
David Duffy	<i>Custodian</i>
Fred Case	<i>Custodian</i>
Darlene Cummings	<i>Food Services – Kitchen Manager</i>
Lyn Porter	<i>Food Services</i>

Hopkinton Middle/High School

Steven Chamberlin	<i>Principal</i>
Christopher Kelley	<i>Assistant Principal</i>
Jean Eaton	<i>Office Manager</i>
Linda Gallaher	<i>Secretary to Assistant Principal</i>
Mary Ellen Ramsdell	<i>Office/Special Education Asst.</i>
Richard Brandt	<i>English</i>
Alicia Cross	<i>English</i>
*Kathleen LaClair	<i>English</i>
Susan McClellan	<i>English</i>
Diana Morin	<i>English</i>
Trish Underwood	<i>English</i>
Larry Bickford	<i>Mathematics/English/Computer Science</i>
*James Brizard	<i>Mathematics/Engineering</i>
Tracy-Anne Bricchi	<i>Mathematics 08-09</i>
Richard Senatore	<i>Mathematics</i>
Melanie Thornley	<i>Mathematics</i>
Scott Zipke	<i>Mathematics/Engineering</i>
Kathryn Backman	<i>Business Education</i>
Jennifer Bourgelais	<i>Science</i>

*Mark Dickson	<i>Science</i>
Stijn Brand	<i>Science</i>
Lary Hodgdon	<i>Science</i>
Scott Semmens	<i>Science</i>
Richard Welch, Jr.	<i>Science</i>
Kate Sintros	<i>Social Studies</i>
*Matt Krogman	<i>Social Studies</i>
Dan Meserve	<i>Social Studies/Athletic Director</i>
Pamela Moskal	<i>Social Studies</i>
Rob Nadeau	<i>Social Studies</i>
Robert Woolner	<i>Social Studies</i>
*Michelle Cotnoir	<i>French</i>
Mary Harb	<i>French</i>
Carl Olson	<i>German</i>
Ann Morea-Duana	<i>Spanish</i>
Leanne Hassett	<i>Spanish</i>
Timothy Carson	<i>Special Education</i>
Holly Charron	<i>Special Education</i>
Lori Foster	<i>Special Education</i>
Debra Clark	<i>Special Education</i>
Martha Kruse	<i>Special Education</i>
Lindsay Morin	<i>Special Education</i>
Eileen Reinacher	<i>Special Education</i>
Anne Smith	<i>Special Education</i>
Ann Calder	<i>Instructional Assistant</i>
Mark Dingman	<i>Instructional Assistant</i>
Richard Fortier	<i>Instructional Assistant</i>
Glenn Kay	<i>Instructional Assistant</i>
Daniel Haggerty	<i>Instructional Assistant</i>
Danielle Howse	<i>Instructional Assistant</i>
Amy Gelineau	<i>Instructional Assistant</i>
Lori Wood	<i>Speech & Language Pathologist</i>
Karen May	<i>Reading Specialist</i>
Tana Montore	<i>Learning Center Specialist</i>
Denise Putnam	<i>Learning Center Specialist</i>
Will Renauld	<i>Engineering/Project Lead the Way</i>
Michael Pheffer	<i>Wood Technology</i>
David Chase	<i>Physical Education</i>
Patricia Connolly	<i>Physical Education</i>
Susan Batchelder	<i>Art/Technology</i>
Jim Kociuba	<i>Art</i>

Amy Gelineau	<i>Theatre Arts</i>
Paul Silverman	<i>Music</i>
Barbara Jenkins	<i>Chorus</i>
Gene Fox	<i>Guidance Counselor</i>
Corrine Lajoie	<i>Guidance Counselor</i>
Anne Whiting	<i>Guidance Office Manager</i>
Nancy Carrigg	<i>School & Work Program</i>
TBA	<i>SAP Coordinator</i>
Susan Sokul	<i>Family and Consumer Science</i>
Donna Zecha	<i>Librarian</i>
Janet Plummer	<i>Library Assistant</i>
Kathy Schaefer	<i>Nurse</i>
Mary Anne Mann	<i>Permanent Substitute Teacher</i>
Bev Hurd	<i>Food Service</i>
Peg Penberg	<i>Food Service</i>
Tom Dwyer	<i>Food Service</i>
Diane Bullock	<i>Food Service</i>
Vera Turner	<i>Food Service - Kitchen Manager</i>
Charlie Webb	<i>Custodian – Night Supervisor</i>
Joe Case	<i>Custodian</i>
Joanne Irving	<i>Custodian</i>
Gordon Hedderig	<i>Custodian</i>
Brian Hall	<i>Custodian</i>

*Denotes Department Chair

Parent Teachers Association

The Hopkinton PTA has adopted and pursues the following mission: to support and speak on behalf of children and youth in schools, to assist parents in developing the skills they need to raise and protect their children, and to encourage parent and public involvement in schools. Unlike many PTAs in many other districts, the Hopkinton PTA addresses all grades in its district, K through 12.

In order to meet the differing needs of so many families, the PTA has embraced the Parent Advisory Committee (PAC) meetings at each school to help provide the parent education piece of our mission. At PAC meetings, parents determine the agenda and specialists are frequently invited to speak on topics of particular interest. The meetings are serving to enhance the lines of communication between parents and school staff.

Each year the PTA raises and distributes funds to support programs that enrich the school experience for children in our community. Last year, over \$4000 was distributed to support a variety of programs including Destination Imagination, book fairs, enrichment programs, Candidate Night, Project Graduation, honors and awards nights, scholarships, Teacher Appreciation Day, and the Artist-in-Residence and Author-in-Residence programs. In addition, the PTA organized events such as the annual Fun Fair, the Halloween Parade and Social, promoting safety with bike and ski helmet sales with significantly reduced prices, the Clay-Works workshop, family night events, movie nights, and class parties for Harold Martin School students to kick-off the school year. The PTA also donated approximately \$2,000 that helped defray the cost of field trips in all three schools.

The PTA officers serving for the 2007-2008 school year include President Kathy Donohoe, Vice-President Jean Tewksbury, Treasurer Laura McGlashun, and Secretary Nancy Skarmeeas. We welcome your suggestions and ideas. All members of the community are invited to join our organization and to attend the PTA meetings that are scheduled at 6:30 p.m. on the first Thursday of each month at Harold Martin School. For more information, please call Kathy Donohoe, President at 746-3502 or email her at teamdonohoe@comcast.net.

GENERAL INFORMATION

Equitable Access to Educational Programs

Consistent with Section 427 of the General Education Provisions Act, the Hopkinton School District ensures that all students will have equal access to all educational programs and will address any equity concerns including gender, race, national origin, color, disability, or age. Any person having inquiries concerning the school district's compliance with the Section 427 of GEPA is directed to contact the Superintendent of Schools at 746-5186.

School Entry

When a parent or guardian enrolls their child in school, the following will be required: a birth certificate, a completed medical form, a copy of his/her immunization records, and a completed survey of proficiency in the English language. A child entering kindergarten must be 5 years old prior to September 30th.

Building Hours

The elementary schools are open from 7:30 AM to 3:30 PM. The middle and high schools are open from 7:30 AM to 4:00 PM. The SAU office is open from 8:00 AM – 4:00 PM

Insurance

Accident and dental insurance is available through the school to all families and students. Student insurance forms are included with the first day of school packet of materials or are available during the school year at each school's office.

Parent Guardianship

In the case of guardianship, the school must have notification in writing with specific instructions for communication. If restrictions exist, the school must receive a copy of the applicable court order. Please keep emergency information up to date by contacting the school directly with changes in address, phone numbers, etc.

Emergency Information

When a change is made involving any of your emergency contact information, please notify the school office so that office files are up to date.

Absences and Tardiness

Regular attendance and punctuality are essential for your child's success in school. We expect students to attend school unless he/she is ill or there is a family emergency. We expect students to be prompt in arrival to school and ask that students not arrive at school prior to 7:30 am unless arrangements have been made. Students are asked to leave the school grounds soon after dismissal except to remain for extra help, sports, extracurricular activities, etc. Parents are asked to **call in absences on the morning of the absence.** (The student absence line numbers are listed in the school directory).

Dismissals

Students will not be dismissed from school without a note from the parent/guardian requesting release. Students will only be released to parent or legal guardian, unless otherwise instructed. When weather conditions or emergencies make early dismissal necessary, the school will make an effort to notify all parents of elementary age children. If the parent/guardian plans to be away on inclement weather days, their child should know where to go in case of early dismissal.

Pre-Arranged Absence for Extended Leave or Vacation

The district recognizes that there are times when it is necessary due to family schedules, etc. that students take extended leave from school. Extended leave arrangements are applicable when students will miss school for three (3) days or more. In such cases, the following procedures will apply.

For Grades 7-12

For extended leave for students in the middle or high school, parents are asked to complete the Pre-Arranged Absence Form at least three (3) days prior to the anticipated absence. This Pre-Arranged Absence Form will be approved by the Hopkinton High School administration and shared with individual teachers who will note the assignments and work to be made up. For all extended leaves, students will have one week to make up the work as noted on the Pre-Arranged Absence Form. The Pre-

Arranged Absence Form is available from the Hopkinton High School Office.

Voice Mail System

Each of the Hopkinton Schools is equipped with an automated voice mail messaging system. This system enables parents and students to contact teachers, staff members and administrators directly, as well as to access important information about athletic events, homework assignments and other pertinent school questions, without going through the school receptionist or interrupting teachers. The district encourages the use of the voice mail system as it greatly facilitates the communication process between parents, students and the school.

Email

Email is an excellent way to communicate with teachers and administrators. E-mail addresses follow the first initial, last name pattern: mhawk@hopkintonschools.org (for staff member Mike Hawk). Voicemail is another excellent way to communicate with teachers. Up-to-the-minute changes in the calendar as well as other important information can be found at the school's website: www.hopkintonschools.org. If a parent is unable to connect with a staff member, please contact the school administration.

Parent Conferences

Parents may request a conference with a teacher or administrator at any time to discuss student progress. Teachers and administrators may also request a conference with a parent if the need arises. Parent/teacher conferences will be held on November 10, 2008. Students are expected to attend this conference with parents and will take an active role in discussing their performance and progress to date. Parent/Guardian concerns may also be addressed at this time as well as during the school year. When a parent/guardian has a concern, they are asked to first address their concern with the teacher. If the concern is not resolved with the teacher, please speak with the building Principal, and the Superintendent of Schools if not resolved at the building level.

Notices

Harold Martin School and Maple Street School will distribute a weekly newsletter that is given to students to bring home. The newsletter contains information on school events, PTA meetings and programs, and community news. Hopkinton Middle High School emails the Hawk News weekly.

Withdrawals

Parents are requested to notify the school a week prior to withdrawing their child. This will give the school time to forward permanent records to the receiving school and to prepare teacher summaries on student progress. All school records are required to be mailed directly to the student's new school.

Process for Voicing Concerns

As noted above, parent(s)/guardian(s) who have a concern should make contact with district personnel at the appropriate level. If satisfaction is not reached at that level, an appeal can be made through the following channels: Teacher, Principal, Superintendent and School Board. This insures that a parent with a concern first consults with the teacher or staff member to see if the problem can be resolved informally. If satisfaction is not reached, the parent may present their concern to the Principal followed by the superintendent, etc. Similarly, if the concern relates to a matter relevant to the building administrator, the parent should make contact at that level and continue through the process if satisfaction is not achieved.

Telephone Use

The school office telephones are available for student use in emergency situations. Messages for students will be delivered in a timely manner. Students may use phones available in each school to make calls during recess/breaks or lunch.

Lost and Found

All clothing should be marked with the student's name. Please check frequently for lost articles in the Lost and Found areas of each school. Unclaimed articles will periodically be donated to local charities.

Articles to Leave at Home

The district recommends students not bring toys, pets, antiques or valuable items to school. When personal items are brought to school,

there is a possibility that they can be lost, broken, or traded. New Hampshire law strictly prohibits knives, guns, or any other dangerous weapons.

Visitors

We welcome parents and community members to visit schools at any time. All visitors are asked to report to the main offices, sign in and obtain a visitor pass. Educators from other school districts and educational associations are also welcome to visit. Our schools, however, would appreciate a call the day before a visit.

Children from other schools are welcome as day visitors. The Elementary Schools require at least twenty-four hours advance notice of a student planning to visit.

At the Middle/High School, passes for student visitors must be requested at least one day before the visitor will be attending school. Students must obtain written permission in advance from the administration and each classroom teacher. Student and guest are to check in at the main office and obtain a visitor pass. Hopkinton students are responsible for making the visitor aware of the school rules for conduct. Students who are on suspension or expulsion from any school will not be allowed as visitors in our schools. Students from other schools that are in session at the time of visit will not be permitted as visitors. No visitors are allowed during Mid-Term and Final Exams.

Volunteers

The district's volunteer programs offer a variety of options for parent/community involvement. School volunteers must fill out a "Volunteer Approval Form," which automatically includes the volunteer in the district liability policy. Forms are available in each school office.

If you are interested in assisting in our schools, please complete the form and return it to the school office. If you wish to volunteer in an elementary classroom on a regular schedule, please contact your child's teacher. When volunteering at school, please sign in before beginning your volunteer efforts.

Helmets

Any student riding a bicycle or driving or riding on a motorcycle to school is required to wear an approved bicycle or motorcycle helmet.

School Health Policy

(See additional information in the school portion of the handbook.)

Our schools are staffed with registered nurses who provide medication administration, nursing assessment and care, physician referral, community resource information, and health counseling services to all students and staff in our school community. In order to provide safe and therapeutic care for those students requiring medications during the school day, the following protocols must be followed:

1. The parent or guardian must deliver all medications to the school. Medications are to be hand-delivered to the school nurse, principal, or principal's designee. Students are not to carry any medications to or from school at any time.
2. All medications are to be delivered in the original pharmacist or manufacturer labeled container. Any medication not delivered in these appropriate containers cannot be administered and will be returned to the parent/guardian.
3. All medication brought to school will be held in the nurse's office. Self-administration of medication shall not be allowed in school. The only exception to this is an inhaler for the asthmatic student in grades 6-12. (See "Administration of Prescription Medications" for details.)
4. No medication shall be administered during school hours if it is possible to achieve the desired effects by administration at home during non-school hours.
5. Unused medication must be picked up by the parent/guardian at the end of the school year or it will be discarded.
6. If at anytime it is the professional opinion of the registered nurse that administration of a medication will be harmful to a student, the nurse may refuse to administer said medication and will notify the parent/guardian.

Administration of Prescription Medications

Prescription medication will be administered only after the following three items have been provided to the school nurse:

1. A written doctor's order.

2. Signed parent or guardian consent.
3. Medication in appropriate container as above.

These must be provided at the beginning of each school year and anytime there is a prescription change. A "FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION IN SCHOOL" is provided in the appendix of this handbook. This must be completed for all prescription medications, including short-term medications such as antibiotics. Students grades 6 and above will be allowed to carry their own asthma "rescue" inhalers after parent consultation with the school nurse, signed parent authorization, and indication on the "FORM FOR ADMINISTRATION OF PRESCRIPTION MEDICATION IN SCHOOL" bearing physician signature.

Administration of Non-Prescription Medication

After thorough assessment of the student, the school nurse will administer over the counter (OTC) medications with written parent/guardian permission. The medications that can be administered are listed on the "Emergency Contact Sheet" completed by the parent/guardian at the beginning of the school year. Permission for administration may be given on this sheet. This list is limited to those medications which can be administered reasonably safely in a school setting and is determined by current medical knowledge in collaboration between the school nurses and school physician. Parents will need to provide certain medications for administration to their child. If the nurse feels that a student is requiring too frequent OTC medication administration, the parent will be consulted.

If a student feels ill, they should ask their teacher for permission to go to the nurse's office. If the nurse is not there, they are to go directly to the main office. If the student is too ill to remain in school, the parent or guardian will be notified. Students must be dismissed and transportation home provided by the parent if the student has: head lice, possible bacterial conjunctivitis, possible strep throat, signs of chicken pox, a fever >100.5 F, or vomiting.

The school nurse will provide basic first aid in case of injury. Parents are always contacted if the injury is considered serious. In case of emergency, the school must be able to contact parents or their designee.

Therefore, please keep the school informed of any phone number or address changes throughout the school year.

Lastly, it is our wish to offer each child a supportive learning environment. Please keep us informed of any health information which may affect your child while he or she is in school. Please be assured that all information provided to the school nurse is held in strict confidence.

Accidents

When students are involved in an accident in any school building, school grounds, or at a school-related event, the following protocol is encouraged:

1. Safety and comfort should be the first concern.
2. Seek assistance from a staff member or student (staff members will not leave the injured student alone, but will assist in notifying proper authorities).
3. Contact the school office to receive an accident report which must be completed; a copy of the completed report will be sent to the parent/guardian.

School Cancellation

On inclement weather days or when hazardous driving conditions interfere with regular school opening, school cancellations will be broadcast on the stations noted below. The district attempts to make decisions on school closing or delays no later than 6:00 am.

WZID	95.7 FM
WJYY	105.5 FM
WNNH	99.1 FM
WFEA	1370 AM
WMUR	CHANNEL 9

If the opening of school is delayed, buses will follow the normal routes, usually two hours later than usual, as announced. There is no early supervision at the school (i.e. on a one hour delay, children may not be brought to school before 8:30 AM.) When it is necessary to dismiss school early, parents or the designated emergency contact person will always be contacted by telephone for all elementary school children.

Snow

Safety does not permit throwing snowballs at any time. Students who throw snow in any form or bring it into the building will be referred for disciplinary action.

Fire Drills

Fire drills are held periodically throughout the school year. When the fire alarm sounds, students must stop all work immediately and follow the directions of the classroom teacher. Each student should:

1. Follow the fire drill route from the classroom to the outside of the building.
2. Be prompt and orderly when leaving the building.
3. Leave the building in an orderly manner by walking quickly and quietly to the place the teacher indicates. At the Middle/High School, students will meet their Period 1, Day 1 teacher in the assigned area. (Seniors who do not have a Period 1, Day 1 class are to report to their designated area).
4. Upon hearing the "All clear," return to class in an orderly fashion.
5. Students who do not follow these rules will be disciplined.

Lock Down

At least one "Lock Down" drill will be held during the year. During this drill, students are instructed to stay in their locked classrooms unseen in the event of an unwelcome intruder.

TRANSPORTATION**School Bus Safety**

1. Each bus driver is responsible for maintaining discipline on his or her bus.
2. The driver shall make certain that all the pupils inside the bus are seated and all the pupils outside the bus are a safe distance away from the bus before moving it.
3. The driver shall report all accidents, injuries, or possible injuries immediately to the Administration.
4. The driver shall report all incidents of improper behavior immediately to the principal.
5. No school bus driver will permit any student to board or leave a school bus except at authorized stopping stations. A note or other request from parents for an exception to this rule cannot be honored.

School Bus Safety Rules

1. Be courteous
2. Cooperate with the driver at all times
3. Stay in your seat
4. Keep bus clean
5. The following are NOT permitted on the bus:
 - profane language or gestures
 - eating or drinking
 - smoking
 - damage to bus or equipment
 - fighting, pushing or shoving
 - pets
 - weapons
 - flammable materials

The driver or school official may assign students to a seat.

PLEASE REMEMBER, RIDING ON THE BUS IS A PRIVILEGE.

Your cooperation is appreciated.

Guidelines

Bus transportation will be provided for all students who live one mile or more from the school. Information about bus routes and schedules can be obtained from the SAU, 746-5186. Each student is expected to act properly on the school bus and stay in his seat at all times.

A student may be denied the school privilege of riding a bus for inappropriate conduct. The individual will be warned and parents will be notified in writing by the principal for a first offense. A second offense may result in a two-week suspension, during which the student's parents will be responsible for his/her transportation. A third offense may be cause for suspension of the privilege for the duration of the school year.

Elementary students will need written permission from their parent/guardian to ride a different bus, to get off at a different stop, or to go home with someone other than their parents. Without a note, children must ride their regularly assigned bus or follow their normal routine. Your note will help us tremendously and assure that your child safely reaches his or her destination. Bus transportation may not be used for groups of children going to parties, etc.

It must be clearly pointed out that the school district is responsible for the students only from the time they enter the school bus in the morning until the time they get off in the afternoon. The parents are responsible at all other times, including the period during which students wait for the bus in the morning.

Field Trips

Various field trips will be taken during the year. Permission slips will be sent home and must be signed by a parent/guardian and returned prior to the field trip. The cost of field trips will vary depending on busing costs and admission fees. If financial assistance is needed, please contact the school nurse.

Expectations for student behavior on field trips are the same as when the student is in school. Occasionally, parents are asked to serve as chaperones for field trips, where their role is to help with the supervision of the students. Chaperone help is needed to remind students to listen, keep to their groups, and to address inappropriate behavior. New Hampshire state law prohibits smoking in public schools or on public school grounds. It is school policy that smoking on field trips is prohibited as well. Students are never allowed to drive themselves to or from field trip locations. Parents driving students for any school sponsored activity must show proof of insurance coverage at a minimal level of \$250,000 liability, \$500,000 bodily and \$50,000 property damage and a copy of their valid driver's license.

It is the district's expectation that all students who participate in field trips ride on district supplied transportation **to the activity or field trip location.** Parents may submit a written request to transport their son/daughter from the field trip or activity location at its conclusion. Such written request must be approved by a building administrator prior to the field trip date. Parents are the only persons authorized to transport students from field trip activities.

Substitute Teachers

Substitute teachers are present to assist in the absence of the regular teacher. Assignments given to the substitute have been prepared by the regular teacher and will be given to the regular teacher for grading and credit. Students are asked to cooperate with substitute teachers as they would with regular classroom teachers.

Care of School Property

School facilities and equipment belong to our community and we must demonstrate pride and care in their use. Students who damage school property can expect that their parent/guardian will be notified of their actions and that they will be responsible for cleaning, repairing or replacing the damaged item(s). This applies to textbooks and library books that are loaned to students as well. We expect that these books will receive proper care and be returned in good condition. Students will be expected to pay the cost in cases of loss, willful damage, or destruction. We encourage all textbooks which are to be taken home to be covered.

Donations

Donations may be made to our school district at any time. Donations of books and materials are an excellent way to recognize individuals or to contribute to the educational program. Donations of equipment, books and materials will be acknowledged by the Hopkinton School Board. Monetary donations may be made to the school district or exclusively to the individual schools under the New Hampshire Learn Foundation. Please make checks payable to the Hopkinton School District.

Notice to students and school employees concerning asbestos containing materials

The Environmental Protection Agency requires on an annual basis for schools to notify students and staff members whether asbestos containing materials are present in their school facilities. In an effort to ensure that all asbestos materials within our schools are both identified and safe, the district conducts required three-year AHERA asbestos re-inspections, as well as six month interim inspections on an ongoing basis.

Two of our schools, the Maple Street School and the Hopkinton High School, do contain safely encapsulated asbestos containing materials. There are no materials containing asbestos at the Harold Martin School. The district has been able to confirm in all cases that existing asbestos containing materials are safely encapsulated. A copy of the Three Year AHERA Re-inspection Report for Maple Street School and Hopkinton High School are available in the MSS and HHS main offices.

ACADEMIC INFORMATION

Homework Policy

The Hopkinton School District recognizes the need for homework as an integral part of the learning process. Homework supports and complements classroom instruction. Homework provides students with an opportunity to review and prepare for each class primarily in the quiet of their own home. Homework reflects the objectives of each course's curriculum. With this in mind, the following guidelines are provided for parents, teachers, and students to insure that homework continues to provide the desired effect.

The term "homework" refers to an assignment to be prepared during a period of study in class or outside of the class, which requires individual work in the study hall or home.

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences.

The emphasis shall be placed on the value of the assignment to the child. Homework will not be assigned for the purpose of providing busy work for the children. When homework is assigned, there will be timely and meaningful follow-up and feedback by the teacher.

Specific written expectations for homework will be communicated to students and parents as part of the middle/high school course expectations sheets or as grade level expectations for elementary students. However, homework policies may vary between grade level or subject matter. Parents and students are encouraged to consult with their building administration if they have questions regarding homework expectations.

DISCIPLINE

The purpose of the school-wide discipline plan is to establish a positive school environment where the student is ultimately responsible for behavior. The school-wide plan is to provide consequences for positive and negative behavior. It is in effect both inside and outside the building and includes all authorized school activities.

School-wide discipline focuses on the following major themes for behavior that students should exhibit:

1. Respect, caring, and courtesy for others, both adults in authority and fellow students.
2. Pride in caring for school property, respect for the property of others.
3. Cooperation with teachers, aides, principal, secretaries, all school staff and fellow students.
4. Maintenance of a safe, orderly, clean learning environment.
5. Following of school procedures, which make the school, run smoothly so that our time and energy can be devoted to learning.

Should a student choose not to follow school rules, the staff member who observes the unacceptable behavior will fill out a discipline report. These reports will be kept in the principal's office. We expect that each student will take responsibility for their own conduct. Most students can determine when their behavior is or is not appropriate.

Please read the following specific rules:

Respect for others

Hopkinton students are expected to show respect towards teachers, adults and other students and comply with instructions from teachers or other adults. Sportsmanship is expected at all times. Profanity or physical abuse is not to be tolerated in the school environment.

Respect for property

Defacing or destroying of school property will result in disciplinary referral and responsibility for cost of the damage repair.

Cooperation

Students are requested to stay in assigned areas (e.g. do not leave designated areas without permission). Permission is required to enter the building during elementary school recesses. Students are expected to behave in a manner that does not disrupt classes.



Home of the Hawks"

**HANDBOOK
FOR
STUDENTS AND PARENTS
2008 - 2009**

**Hopkinton Middle School
Hopkinton High School**

**297 Park Avenue
Contoocook, NH 03229
(603) 746-4167 (phone)
(603) 746-5109 (fax)**

August 26, 2008

Dear Students, Parents, and Guardians:

Welcome to the 2008-2009 school year at Hopkinton Middle and High Schools! The Hopkinton Middle and High School Student Handbook is an important resource for our school community. The information, policies, and procedures contained in the handbook are established to foster a positive learning environment. It is our hope that the handbook answers any questions you may have. We encourage you to provide feedback, as it is critical that parents, guardians, students, teachers, support staff, and administrators work closely together.

As you read the handbook you will notice several revisions. One substantive change is the development of competency based credit acquisition. Freshmen must pass competencies in the course to earn credits. A second change is a new, school wide academic dishonesty policy. We look forward to your input as these changes become interwoven into the fabric of our school.

The theme of the school year is simply LEARNING IS IT! Throughout the year, teachers and students will be reflecting on what should be learned, how it is taught, and what to do if students are not learning. In order for students to be prepared for the 21st century, learning must be the most important goal of our school.

As you read the 2008-2009 handbook, please take special note of the dress code, electronic device, and cell phone policies. Adherence to these policies will help ensure a positive, purposeful school climate.

Thank you for your support. Together, we will make the 2008-2009 school year enjoyable, exciting, and successful. Remember – LEARNING IS IT!

Sincerely,

Steven M. Chamberlin
Principal

Christopher M. Kelley
Assistant Principal

HOPKINTON MIDDLE AND HIGH SCHOOL

MISSION

We foster a learning environment that is safe, supportive, and respectful.

We promote personal integrity, intellectual curiosity, and civic responsibility.

We provide traditional and innovative opportunities for students to maximize their potential.

ACADEMIC EXPECTATIONS

Working independently and cooperatively, students at Hopkinton Middle/High School are expected to acquire the skills, knowledge, and behaviors necessary to:

- communicate ideas and information in written, spoken, and artistic modes;
- identify, analyze and solve problems;
- participate in activities that promote wellness;
- utilize instruments, tools, and technology.

SOCIAL EXPECTATIONS

Students will act with integrity, compassion, and respect.

CIVIC EXPECTATIONS

Students will contribute to the well-being of society and act with respect for the differing values of the global community.

Students will honor and fulfill the responsibilities of citizenship.

GENERAL INFORMATION

Accessibility

Accessibility of our facility is very important to our school community. People who have difficulty accessing public buildings should feel encouraged contacting the school administration for assistance (746-4167).

For the gymnasium – please park in the handicapped spaces behind the gym. Enter through the rear entrance.

For the auditorium – please park in the handicapped spaces near the teachers’ entrances (bordering the Hopkinton Fairgrounds) Enter through the teachers’ entrance. Please follow the signs to the elevator.

Communication

Please feel encouraged to contact any staff member
The middle and high school’s weekly email/blog newsletter “the hawk news” is another excellent way to learn about what is happening in the schools.

One can sign up to receive the hawk news by going to the following web site.

http://www.hopkintonschools.org/mailman/listinfo/hmhsnews_hopkintonschools.org

Attendance

It is essential that students attend school every day in order to grow as learners. Any absence will have an adverse effect on their learning. Since students will, from time to time, be ill or have other unavoidable commitments, we ask that these limited number of absences be minimized as much as possible (see below for specifics related to absences and loss of class credit). If it is necessary for a student to be absent, parents should notify the main office by 8:30 am on the day of the

absence. Student absences may be reported before school hours by calling 746-NEWS ext. 421 (general mailbox). Students who miss a class for any reason must make arrangements for completing missed work within forty-eight (48) hours of their return to school.

Unexcused Absences

At the high school level, unexcused absences may result in loss of credit. Ten unexcused absences are allowed in a yearlong course; five unexcused absences will be allowed in a half yearlong course; two unexcused absences will be allowed in a quarter-long course. In order not to be marked absent, the student must be present for 60 minutes or more of the class.

Exceeding these attendance limits will result in loss of credit for the course. (Please see "Tardy to School" for related information.)

Letters will be sent home when a student reaches half of the allowable number of absences and again when the student is one absence away from losing credit for a course. "99" (identified in the key code as "no credit") will appear in the "absences" column of the report card to indicate no credit for those students who have lost credit due to absences. Students may appeal a loss of credit decision to an administrator.

In the middle school, an administrator will confer with parents after 10 absences. After 20 absences, the superintendent will be notified and the absences will be documented.

Excused Absences

Excused absences include officially documented medical appointments (notes from a parent/guardian are not sufficient), legal obligations that can be documented, family loss, school related absences, pre-arranged absences for extended leave or vacation, and pre-approved college visits. Students returning to school must bring a note from the appropriate party (for example, the doctor's office) in order for that absence to be excused. All other absences are considered unexcused.

Dismissal from School

If a student is to be dismissed during the day for any reason, s/he must bring a note to the main office on the morning of the dismissal. The note should explain the reason for the dismissal and the time of dismissal, along with the approximate time of return to school if applicable.

If, for any reason, it becomes necessary for a student to be excused from school during the day, the student must get permission from the office. In case of illness, the student must see the nurse for permission to leave school. It is imperative that students who are dismissed sign out in the sign-out book provided for students in the main office.

Tardy to School

Students who are late to school must sign in at the office and receive an admit slip and/or their attendance card. Students who are late to school three times will receive one unexcused absence. Students who are habitually late (5 or more times) will receive office detentions, Saturday Education and or will lose parking privileges (progressively). Once the Saturday Detention is served, three "tardies" are "bought back" and one unexcused absence will be officially removed from the student's record. Multiple Saturday Educations can be served to "buy back" more than one unexcused absence.

Tardy to Class

Students who are late to class three times will be assigned a detention by the teacher. The teacher will also notify the parent of the detention, which must be served within 48 hours of the third tardy or at a time agreed upon with the teacher. In addition, three "tardies" to class in one quarter will equal one class cut. If a student is 30 minutes late for a class, that student will be assessed one cut.

Building Hours

Hopkinton High School/Hopkinton Middle School is open for general use, Monday - Friday between the hours of 7:30 AM and 4:00 PM. Students who arrive on early busses must report to the Student Center. Students who walk or drive should plan to arrive between 7:45 AM and 8:00 AM.

Prior to 7:45 AM, students (other than seniors with privileges) are not allowed in areas other than the Student Center unless they are involved in a supervised activity and have a pass from the supervising adult. When this is the case, students must check-in with the teacher on duty at the top of the stairs and must show their pass before continuing on into the school.

During the school day, all areas outside the school building except the assigned outdoor area behind the performing arts wing are out-of-bounds. This includes automobiles and the parking area. If a student needs to go to his/her car, permission must be obtained from the office.

Daily Timetables

HIGH SCHOOL

Block 1	8:00 AM - 9:30 AM
<i>1st HS Break</i>	9: 05 AM - 9:15 AM
<i>2nd HS Break</i>	9: 32 AM - 9:42 AM
Block 2	9:45 AM - 11:15 AM
Block 3	11:20 AM - 1:15 PM
<i>1st HS Lunch</i>	11: 15 AM - 11:40 AM
<i>2nd HS Lunch</i>	12: 50 PM - 1:15 PM
Block 4	1:20 PM - 2:50 PM

Daily Timetables

MIDDLE SCHOOL

Time	Monday, Tuesday, Friday	
8:00 – 8:43	WL (grade 7)/ UA (grade 8)	
8:45 – 9:30	UA (grade 7)/ WL (grade 8)	
9:32 – 10: 17	C1	
10:20 – 10:30	Break	
10:33 – 11:18	C2	
11: 21 – 12:06	C3	
12: 08 – 12:33	Lunch	
12: 35 - 1:20	C4	
1:22 – 2: 06	PLUS TIME PE LC SH JAZZ BAND	
2: 09 - 2: 50	PLUS TIME PE LC SH BAND CHORUS	
Time	Wednesday	Thursday
8:00 – 8:43	WL (7)/ UA (8)	WL (7)/ UA (8)
8:45 – 9:30	UA (7)/ WL (8)	UA (7)/ WL (8)
9:32 – 10: 17	C1	C3
10: 20 – 10:30	Break	Break
10:33 – 11:18	C1	C3
11: 21 – 12:06	C2	C4
12: 08 – 12:33	Lunch	Lunch
12: 35 - 1:20	C2	C4
1:22 – 2: 06	PT PE LC SH JAZZ BAND	PT PE LC SH JAZZ BAND
2: 09 - 2: 50	PT PE LC SH BAND CHORUS	PT PE LC SH BAND CHORUS

Delay Schedule -- 2 hours

(Inclement weather)

First Occurrence

9:45 Bell

9:55 Bell

	MS		HS
10:00	Period 1	10:00- 10:35	Block 1
10:33	Regularly scheduled CORE	10:40- 11:15	Block 2
		11:15: regular schedule	

Early Release Schedule

MS Part 1		HS Part 1		
8:00am - 8:45am	Period 1		8:00am - 9:30am	Block 1
8:50am - 9:30am	Period 2		9:32am - 9:42am	Break
9:35 - 10:20am	Core 1		9:45 - 11:15am	Block 2
10:22am- 10:32am	Break		11:15am - 11:45am	Assembly/class meeting
10:35am - 11:20am	Core 2			
11:20am - 11:45am	School Meeting			

Early Release Schedule

MS Part 2		HS Part 2		
8:00am - 8:45am	Core 3		8:00am - 9:30am	Block 3
8:50am - 9:30am	Core 4		9:32am - 9:42am	Break
9:35 - 10:20am	Period 7		9:45 - 11:15am	Block 4
10:22am- 10:32am	Break		11:15am - 11:45am	Assembly/class meeting
10:35am - 11:20am	Period 8			
11:20am - 11:45am	School Meeting			

Morning Routine

Each morning the Hopkinton High School/Hopkinton Middle School community begins each day by saluting the flag. Students are encouraged to stand, remove their hats and recite the pledge. (Please pause if the pledge is announced while walking in the hall.) Students who choose not to participate should abstain courteously. Morning announcements will follow the pledge and are used to convey important information to the school community. Students should give them their full attention.

Assemblies and Special Programs

Assemblies and special programs represent an important part of the curriculum and are designed to both educate and

entertain. Attendance for ALL students is mandatory. Assemblies, special programs, and other performances also provide the opportunity for students to learn and practice appropriate formal audience behavior.

Regardless of the type of program, common courtesy expects a respectful and appreciative audience. Students should give their full attention to the program and exhibit positive behaviors: applauding appropriately in keeping with the occasion.

When reporting to the gymnasium or auditorium, students should proceed quickly and quietly. Students should leave their belongings in the classroom (to be locked by the teacher), will be accompanied by a designated teacher, will sit with their group, and will remain seated until formally dismissed.

Lockers

At the start of the school year, students will be assigned a locker. Sadly, each year, unlocked lockers are opened and items are taken from the owner. To thwart this behavior, *students are encouraged to keep their lockers secured at all times with a school lock*. For the safety and security of all involved, school locks must be used on school lockers (any foreign locks will be removed). **These school locks can be obtained from the Main Office.**

The cost of a new lock is \$5.00 per lock. If available, recycled locks can be purchased at a cost of \$2.00 per lock. Once purchased, the lock can be used for one's entire middle and high school career. These locks are "master keyed" in case of emergency.

Students should not attach anything to the front of their locker. **Students will be financially responsible for any loss or damage to their locker if it is left unlocked.** The replacement cost of each individual locker is \$230.00. Students should consider themselves as occupants of school-owned lockers. In the case of an emergency or threat to school security, the school district reserves the right to open lockers.

Passes

Students are not expected to be in the halls other than during passing times. If a student does need to leave class for a destination such as the office or nurse, a pass is required. Students who have arranged with a teacher to get extra help during a study hall should obtain a pass from that teacher which should then be presented to the study hall monitor. Students who are chronically leaving class will be monitored by the administration.

Rest Rooms

Students are not to loiter in the Boys' or Girls' rooms. Everyone is expected to help keep our rest rooms clean. Students should use the rest room facilities closest to their classroom.

Messages to Students

Each student in grades 9-12 has an assigned mailbox. It is imperative that students check their mailbox for messages. The messages will be placed in these boxes as soon as they are received. Failing to check may result in the student missing an important meeting or failing to learn important information.

Student Center

The Student Center (cafeteria) offers breakfast, snacks and drinks at break, and a full lunch. The cost of the snack and a la carte items varies, breakfast is \$1.25, and a full lunch is \$3.00 for students and \$3.50 for adults.

Recycling

Students are encouraged to dispose of paper and other recyclables in the appropriate container.

Biking and Skateboarding

Biking and skateboarding are not allowed on school property.

Bike helmets are required for those under 16 years of age according to RSA 265:144.

Parent/Guardian After School Pick Up.

In order to improve parking lot safety, parents and guardians are required to pick up their youngsters at the 'Teachers' Entrance, fairground side of the school. Please move your car forward as to not block the bus through way.

Hopkinton High School Parking Policy

The opportunity to park on school grounds is a privilege not a right. In order to park on school property, students must have a parking permit that is displayed on the driver's side rear bumper. In order to receive a permit, students must register their vehicles in the main office and sign the parking agreement before the first week of school.

Only one vehicle can be registered to a student. Any new vehicle must be re-registered. Hopkinton High School administration has the right to revoke the privilege to park on school grounds at any time.

Parking lots are considered public ways. The Hopkinton Police will ticket unauthorized or illegally parked vehicles. All areas not specifically designed as parking spaces are considered FIRE LANES. Students who are ticketed for parking in a fire lane will also receive a two-hour Saturday detention. All state and local driving standards apply to those using the lots. Parking spaces are allocated as follows:

- White Lined: Staff members and visitors
- Green Lined: Seniors
- Yellow Lined: Juniors
- The back, unpaved portion is for freshmen, sophomores and any overflow from other areas.

Students are not permitted in cars or to congregate in the parking lot before school, during school hours or after school. Loitering in the parking lot will lead to consequences similar to reckless driving and parking in unlined or unauthorized spaces (see consequences listed below).

Once students arrive to school in the morning, they are expected to leave vehicles in their assigned area for the entire school day. Students are prohibited from parking on any public street adjacent to the school, or on private property without specific permission.

Students who gain and maintain the privilege of parking at school are expected to drive in a way that is safe for themselves, others, and respectful of property. Failing to abide by these expectations may result in the revocation of parking privileges and the filing of a report with the Hopkinton Police Department. Repeated offenses of reckless driving or parking in unlined or unauthorized spaces will result in the following escalation of consequences:

First offense: Warning

Second offense: Suspension for parking privilege for 15 school days

Third offense: Suspension for parking privilege for 30 school days

Electronic Devices (CD players, MP3 players, IPOD, video games, etc.)

Students will not be permitted to operate or to use any device, that causes disruption to the educational environment. If an electronic device disrupts the educational environment, the faculty will confiscate it.

High School:

Students are allowed to use personal music players with permission from their teacher. Students may use a personal electronic device before school in the student center only. Students are not allowed to use electronic devices during lunch, break or in the school hallways. Failure to follow this guideline will require the student to forfeit the electronic device to a staff member. The staff member will turn the electronic device over to the administration.

Middle School:

Students in the middle school are not permitted to use electronic devices during the school day. A faculty member can approve educational related use of iPod's or other electronic devices.

Violations:

For the *first offense*, the student may pick up their electronic device from the office at the end of the school day. A *second offense* will require that a parent or guardian pick up the electronic device from the main office. For a *third offense*, a parent or guardian will pick up the electronic device from the

main office and the student will attend Saturday Education. On the *fourth offense*, a parent or guardian will pick up the electronic device from the main office and the student will serve an out of school suspension.

Communication Devices (cell phones, pagers, etc.)

In order to ensure uninterrupted educational opportunities, students are not permitted to use cell phones during school day unless they receive permission from a faculty member to use their phone in the office.

Failure to follow this policy will require the student to forfeit the cell phone to a staff member. The staff member will turn the cell phone over to the administration.

Violations:

For the *first offense*, the student may pick up their cell phone from the office at the end of the school day. A *second offense* will require that a parent or guardian pick up the cell phone from the main office. For a *third offense*, a parent or guardian will pick up the cell phone from the main office and the student will attend Saturday Education. On the *fourth offense*, a parent or guardian will pick up the cell phone from the main office and the student will serve an out of school suspension.

Videotaping

Videotaping of students and staff is only permitted if permission is granted. Publishing a video to a web site is only allowed with written permission from a teacher and administrator.

Senior Privilege Contracts

Privileges and requirements for privileges are distributed to each senior. All seniors start the year eligible for privileges. (Seniors are students in their fourth year of high school with at least 15 credits.) *Eligibility for the Senior Privilege program is determined by grades at the issuance of progress report and report card grades.* Each senior and a parent/guardian must sign a "Senior Privilege Contract" in the main office that will be kept on file for the entirety of the school year. Blank copies of this contract are available in the main office.

Use of Facility

Students or community groups wishing to use the facility for activities must complete the "Notification of Maintenance Facility Use Form" available in the main office. Completing the form at least two weeks prior to the event would be appreciated.

Contact Information/Emergency Form

All students are required to have current emergency information on file in the main office. Parents are asked to verify current information at the beginning of the school year when a form will be mailed home for that purpose.

Work Release

Juniors and seniors in *good academic standing* may take advantage of the Work Release program. This program allows students to leave school to go to work during unscheduled time, usually after lunch. To take advantage of this program, your employer must fill out a form that you can get from the Guidance Counselor. You do not earn academic credit for participating in this program.

ACADEMIC INFORMATION

Registration

Registration for classes takes place in the spring of the preceding academic year. Course of study booklets and registration information will be mailed home to parents. In addition, there is a meeting with parents, guidance personnel and administration to review the registration process and to answer any questions regarding appropriate course choice. Parents should also feel free to call the Guidance Counselors at any time in this process, to discuss their child's course selection.

Class Load

Students are expected to carry a full load of classes. Freshmen, sophomores and juniors must have six (6) classes each semester, while seniors will be enrolled in a minimum of five (5) classes each semester. If your class load drops below these levels, see your Guidance Counselor immediately.

Competency Based Learning

The state of NH has required that school districts develop policies implementing competency-based learning. The 2008-2009 school year is the first year of this state requirement.

For the 2008-2009 school year, freshmen must pass both specific course competencies (passing grade is 70) and the over all course (passing grade is 60) in order to earn credit. If a student does not pass all course competencies and the overall course, a student will not earn credit for the course. Competency remediation or course credit recovery will have to occur to earn the credit. Teachers will be articulating the competencies in their course descriptions.

Graduation Requirements

A student needs twenty (20) credits, with a specific distribution, in order to graduate. These requirements are outlined in the *Program of Studies* booklet. See your Guidance Counselor to be sure you are following the correct curriculum.

Request for Early Graduation

Request for early graduation must be made by June 1 of the student's sophomore year. The appropriate policies and procedures may be obtained from the guidance office.

Course Changes/Withdrawal from Class

In order to make course changes and/or withdraw from a class, a student must meet with the Guidance Counselor, complete the appropriate form, and collect the appropriate signatures (including that of their parent/guardian). Students are allowed to meet with guidance staff to adjust their schedules during the designated drop/add period usually the first full week of a semester). In order to make these changes, the student must obtain proper documentation as delineated by the drop/add form located in Guidance.

A student may not drop a course after the designated drop/add period. Under compelling circumstances, a student may appeal to the administration to be allowed to drop a course. This will only be allowed when the student is carrying courses in excess of the number required.

Established procedures will be followed, including the completion of a preliminary request form (available in Guidance) and a meeting of the student, parent(s), guidance counselor and administrator. Should the decision be made to allow the student to withdraw from the course, the student's transcript will reflect that decision by zero credit being awarded. "WP" on the student's record will indicate that the

student was passing at the time of withdrawal. "WF" will indicate that the student was failing at the time of withdrawal.

College Visitation

If a student is planning to visit a college or technical school during school time, s/he must obtain a Visitation Request and Report Form from a Guidance Counselor at least 24 hours prior to the visitation. This form must be completed, signed, and returned to the Main Office prior to the visit. Failure to comply with this process could result in an unexcused absence being assigned.

Homework

Homework is a necessary part of an educational program. In addition to scheduled class instruction, students are expected to spend the time needed to learn and achieve. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the need to spend many hours on an assignment the night before it is due. Students should strive to complete each assignment within the time allotted by your teachers. Teachers may deduct points for lateness or incomplete work.

Audit

The opportunity to audit a course is provided for students who wish to learn a body of material in a regular classroom without the pressure of grades (and without the benefit of credit). The student attends the meetings of the class, does the work, takes the tests and quizzes, writes the papers, and participates in all of the learning activities. The course is listed on the report card and transcript of the student, but no grades are shown; instead, an indication of Audit is shown. The decision to audit a course must be made by the end of the drop/add period with permission of the instructor, guidance

counselor, and administrator. The complete list of regulations regarding auditing a course is available in the guidance office.

Grading and Reporting Procedures

There will be four report cards sent home each year for students at Hopkinton Middle/High School. These reports recognize that all children are individual and progress at varying speeds. Progress reports are also sent home at mid-quarter. The dates below are tentative. Should a school day be canceled, the canceled day will be omitted and be made up at the end of the quarter. The standard odd/even day rotation will remain intact.

Report Cards

	<i><u>Q1</u></i>	<i><u>Q2</u></i>	<i><u>Q3</u></i>	<i><u>Q4</u></i>
<i>Grades Close</i>	<i>Oct. 31</i>	<i>Jan. 21</i>	<i>April 3</i>	<i>June 10</i>
<i>Distributed</i>	<i>Nov. 14</i>	<i>Feb. 4</i>	<i>April 17</i>	<i>June 30</i>

Progress Reports

	<i><u>Q1</u></i>	<i><u>Q2</u></i>	<i><u>Q3</u></i>	<i><u>Q4</u></i>
<i>Grades Close</i>	<i>Sept. 29</i>	<i>Dec. 8</i>	<i>Mar. 6</i>	<i>May 11</i>
<i>Distributed</i>	<i>Oct. 3</i>	<i>Dec. 12</i>	<i>Mar. 13</i>	<i>May 15</i>

Middle school changing of Unified Arts

Session 1 Ends: Oct. 17

Session II Ends: Dec 19

Session III Ends: Feb. 20

Session IV Ends: April 17

Session V Ends: Last day of school

Grading scale

Grade	Range
A+	100 - 97
A	96 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
F	59 and below

Each teacher has the right to establish his/her own method of grading and to determine the weight of each assignment. The teachers grading system is included in the course expectations distributed the first week of school. A student needs to become familiar with each teacher's expectations with regard to the grading of assignments.

Academic Integrity:

Academic integrity is of the utmost importance in the Hopkinton educational school and community. Located below are definitions of terms, informational websites and school wide consequences for any violation committed. The faculty and staff are committed to teaching the principals of academic integrity and holding the educational community accountable.

Academic Dishonesty is defined as any of the following:

Cheating: Using unauthorized notes or information on an examination; altering a graded or previously graded assignment after it has been returned, then submitting the assignment for re-grading (*assignments/papers written for a particular class may not be submitted for a different class unless permission is granted by both instructors) allowing another person to do one's work and submitting that work under one's own name.

Plagiarism: Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Students who are unsure of how to avoid plagiarizing another's written work can go to <http://www.plagiarism.org> to further their understanding.

Fabrication: Falsifying or inventing any information, data or citation; generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Obtaining an Unfair Advantage:

- (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor;
- (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use;
- (c) unauthorized collaborating on an academic assignment;
- (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;
- (e) intentionally obstructing or interfering with another student's academic work;
- (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Aiding and Abetting Academic Dishonesty: Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

Falsification of Records and Official Documents: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.

Unauthorized Access to computerized academic or administrative records or systems: modifying computer programs or systems, releasing or dispensing information gained via unauthorized access.

Violations:

High School:

First Offense – Students will meet with administration.

Students will be allowed to receive 50% of made up material to replace a grade of a zero.

Second Offense – Students will meet with administration and will be suspended from school. Students will receive a zero for the assignment.

Middle School:

First Offense – Students will meet with administration and review the Academic Dishonesty Policy. Students will be allowed to receive 50% of made up material to replace a grade of a zero.

Second Offense – Students will meet with administration and will a Saturday Education. Students will receive a zero for the assignment.

Third Offense – Students will meet with administration and be suspended from school. Students will receive a zero on for the assignment.

Honors Courses

Honors sections establish and maintain high academic standards requiring a higher quality of work from students, as well as an increased workload. Students have the opportunity to be in an honors section in as many as three disciplines based on aptitude, interest, and commitment (they need not be tracked into a full slate of honors courses). Contracts for honors-level work are available in many standard college-preparatory courses as well.

For students in Grades 9 and 10, honors sections of English, Social Studies, and Science courses are offered. The following criteria must be met for admission into an honors section:

- 1) Students must achieve an average of 87% or above in the prerequisite course.
- 2) Students must apply to the appropriate teacher for admission into the honors section of a course.

The application process may include any or all of the following requirements: an interview, a writing sample, a project, or portfolio as determined by the instructor.

Honor Roll Gold/Honor Roll Silver – MS

The chart below describes the requirements for obtaining Honor Roll Gold or Honor Roll Silver in the middle school.

Category	Academic	Work Ethic	Honor
Honor Roll Gold	93+ average (No grade below an 85)	To be defined by each middle school teacher	Zero incidences of academic dishonesty Zero days of suspension
Honor Roll Silver	87 + average (No grade below an 80)	To be defined by each middle school teacher	Zero incidences of academic dishonesty Zero days of suspension

Recognition/Reward

- Each quarter, members of the “Honor Roll Gold” or “Honor Roll Silver” list will receive an identification card. The cardholder can use the card for a reduced entry fee into dances and athletic contests.
- At the beginning of the second, third and fourth quarters, members of the “Honor Roll Gold” or “Honor Roll Silver” list will have the opportunity to be served breakfast by faculty volunteers in the Family and Consumer Science room.
- Students achieving “Honor Roll Gold” or “Honor Roll Silver” status for the first, second and third quarters will

be recognized at the end of the year middle school assembly.

Honor Roll/High Honor Roll –HS

In order to be eligible for the honor roll, students must be enrolled in six classes. Seniors need to be enrolled in five classes. If a student's average, is 93% or above, with no grade below 85%, s/he is eligible for the "High Honor Roll." If a student's average is between 87% and 93%, with no grade below 80%, s/he is eligible for the "Honor Roll."

National Honor Society

The John L. Babson Chapter of the National Honor Society of Hopkinton High School annually recognizes outstanding students in grades eleven and twelve who demonstrate scholarship, character, leadership, and service. A list of selection procedures and description of guidelines for membership are available in the chapter by-laws in the main office.

World Language Honor Society

Students who have completed three years of a modern language and have earned an 87 average or better in their last five quarters of language study are eligible for membership in the appropriate language society.

Mid-year and Final Exams

Written cumulative exams or alternative assessments are given in all subjects at the high school at the conclusion of each semester (January, June). Students are expected to take exams as scheduled. All make-ups require the permission of the Principal.

Students are responsible for returning the texts loaned for each class. If they are damaged or lost, students must pay the

cost of repair or replacement. (Students and families are encouraged to search online for an affordable replacement).

All financial obligations need to be fulfilled before a student can take their final or mid term exams. Students who do not fulfill their financial obligation(s) before mid term exams will be required to serve Saturday Educations until their obligation(s) are met. Students who do not fulfill their financial obligation(s) by June 1st, 2009 need to participate in Saturday Ed's until the financial obligation(s) is (are) met. Students who have unmet financial obligations will need to take the exams on the make up exam day.

Students will be put on a financial obligation list for the following reasons:

- 1) Lost or misplaced textbooks.
- 2) Unpaid lunch charges.
- 3) Unreturned library books, magazines or materials.

Credit Recovery

Credit Recovery is a process by which a student can "recover" a credit in a failed class by successfully completing a summer school or correspondence course. The student's guidance counselor and/or teacher must determine a student's eligibility for credit recovery. Eligibility is determined by substituting a perspective summer school or correspondence course grade (75 if the course is pass/fail) for the lowest quarter grade. If the new average is above a 60, the student is eligible to take a summer school or correspondence course. Taking the course is not a guarantee for credit recovery. A credit is recovered only if the final average with the achieved grade is above a 60.

Independent Study

Students who wish to study a subject that is not offered by the school may ask a member of the faculty to offer the course as an independent study. This option requires an exceptional commitment on the part of the student and the teacher.

Together they develop a proposal that must be submitted to the Guidance Department and the Administration for approval. Only one independent study may be taken per semester.

Awards and Scholarships

There are a variety of awards and scholarships available to graduating seniors at Hopkinton High School. Information regarding these is available from the Guidance Office.

The Library

<http://www.hopkintonschools.org/hhs/library/>

The Hopkinton High School & Hopkinton Middle School Library offers students, staff, and community residents a wide range of carefully chosen and organized information resources, including books, audio books, magazines, videos, and internet subscriptions to encyclopedias, magazine & newspaper archives, and other useful web tools like *NoodleBib* (the interactive APA & MLA-style bibliography generator.)

It takes more than information to make a good project, and the library also loans production and presentation equipment, including projectors (data, video, slide, overhead), still cameras (35mm, digital), video cameras (digital, VHS-C, 8mm), tripods, analog audio equipment (tape players, tape recorders, CD/tape boom boxes), digital audio equipment (USB microphones, digital audio recorders, iPod

microphones, iPod Shuffles), and TV/DVD/VCR carts. In addition, 5 of the library's 12 computers are set up for video editing and DVD burning.

School life isn't *all* about studying and class projects, though. Reading for the fun of it is high on our list. Count on the library for a large, up-to-date collection of popular fiction and graphic novels, along with lots of books and magazines on recreational topics. (How do you know we've got what you want? Because the Librarian buys almost everything you ask for! Please recommend titles you'd like to read on the *Get This!* clipboard at the front desk, or use the web form at <http://www.hopkintonschools.org/hhs/library/getthis.html>. Also take a look at our *Isinglass Book talk Podcasts* and *Read This! The HHS Book Blog*, where you can subscribe to some of Ms. Plummer's famous book talks, or join a web conversation about the best books you have ever read.

The library is open every school day from 7:15AM to 3:30PM, and most Wednesdays until 5:30. There is no limit to the number of items you may borrow, as long as you make a habit of returning them on time. Most things loan for three weeks. Videos may be borrowed for 3 days. Current magazines, reference books, and reserve materials may be checked out a block at a time, or overnight. Unless someone else is waiting, all materials may be renewed until you are finished with them. And for those whose backpacks are already too heavy, we offer free photocopying from all of the library's print resources.

Most production equipment may be taken home overnight or on weekends for work on school projects. Equipment is always due by 8:00AM on the next school day. You are responsible for the proper use and treatment of this equipment, which includes being responsible for the cost of

replacement or repair of items that are lost or damaged while in your care.

Don't miss the library, where you'll find a welcoming, businesslike, and comfortable atmosphere, plus the tools and information you need to do well in school. It's where to go when you need to know.

Nurse's Office

If students feel ill, they should ask their teacher for permission to go to the Nurse's Office. The teacher will then call the nurse to ensure she is available. Students will only be allowed to see the nurse if they have a pass from their teacher or they are visiting for a regularly scheduled appointment. Students are not to go to the nurse's office between classes. Students must report to class first. If the nurse is not in, they are to go directly to the main office. Under no circumstances should they remain in the lavatory or Nurse's Office. If students are too ill to remain at school, parents/guardians will be notified and transportation home will be arranged. Students must sign out in the main office upon leaving.

Finally, the Nurse's Office is **NOT** a place to be used to avoid classes, nor is it a social gathering place. Students are **NOT** allowed to loiter in this location. Between 1:00 PM and 2:00 PM daily, the nurse's office will be closed except for emergencies.

Students receiving medications at school must have the medication brought to school by a parent, in a properly labeled container. The label must state the following: student's name, medication, dosage, method of administration, time to be given, and doctor's name with a phone number.

CO-CURRICULAR ACTIVITIES

General Guidelines

Students are encouraged to take advantage of the Hopkinton High School/Hopkinton Middle School sports and co-curricular activities. Students wishing to represent Hopkinton High School or Hopkinton Middle School must sign the Co-Curricular/Athletic Agreement contract. (Students should refer to the Co-Curricular/Athletic Participation Agreement for rules and other specific information regarding athletics and co-curricular activities.)

Students must have a physical examination every two years and must pay an annual sports fee of \$50.00/year with a family cap of \$100. (The athletic fee enables student athletes to attend home basketball games free.) Athletes must pass all but one course to be eligible to participate. Eligibility is based on grades from the previous quarter. A more detailed contract of conditions for participating must be signed and adhered to.

Hopkinton's extra-curricular programs strive for the following: group success and individual excellence. All participants are expected to abide by rules instituted by individual coaches, advisors, the Co-curricular/Athletic Participation Agreement and the Hopkinton High School Student Handbook.

Fan Behavior

We encourage and appreciate support for our athletic and co-curricular activities. With strong school spirit goes a responsibility for everyone to maintain good sportsmanship and refrain from any action that is disrespectful to others.

Student Government

Student government provides students with the opportunity to serve, lead, and collaborate. Students may serve as class officers or representatives on the Student Council. Students who participate in student government must have a signed Athletic Co- curricular Agreement on file. The complete by laws including eligibility, election procedures, and meeting attendance regulations are available in the main office or from the advisors.

Student Organizations

Chorus	Destination Imagination	Steel Pan Band
Band	Student Council	Forensic Debate Club
Jazz Band	Drama Club	Modern Language Honor Society
US FIRST	Math Team	Yearbook
Federal Reserve Challenge	Interact Club	French Exchange
Peer Outreach	German Exchange	National Honor Society

Sports (girls and boys, an asterisks denotes available to middle school students as well)

Soccer	*Field Hockey	*Nordic Skiing	Baseball
*Cross Country	Golf	*Track	Basketball
Spirit	*Alpine Skiing	Softball	Lacrosse

Attendance at events (Including Dances)

School events are frequently held after school hours. Students must attend school for 3 of the 4 blocks on the day of the event (6 of the 8 periods for Middle School) in order to attend. Students who are suspended from school are restricted from participation. Athletic contests are school events and are governed by the same rules of attendance as other activities. The school rules are in effect at all school-sponsored events. Inappropriate behavior will result in disciplinary action.

Hawk Talk

Student organized assemblies “Hawk Talks” are coordinated by the School Board Student Representative.

Social Activities/Dances

At class meetings, which are held on an as needed basis, class officers and student organization leaders will be given the opportunity to choose tentative dates for activities to be held during the upcoming marking period.

The office manager, who is located in the front office, will place the request on the Master Calendar of School Events if there are no conflicts. Social Activity and Maintenance Notification forms must be completed at least three weeks before the event. The Administration will give final approval for any social event.

The following is a list of procedures that will safeguard a positive climate for everyone who attends a school-sponsored dance:

- (a) Any student who would like to bring a guest to the dance must obtain a guest registration form from the office and have it signed by both the advisor and an administrator. This “pass” must be obtained and signed by both parties by 3:00 PM on Friday afternoon.

- (b) Once a student has entered the school to attend the dance, she/he must remain in the building until the dance is completely over. If a student needs to leave the dance for any reason, he/she must be accompanied by a chaperone. If a student leaves the dance without an adult chaperone, she/he will not be allowed to return. Failure to return to the dance without the accompaniment of a chaperone will prevent the student from re-entering the dance.
- (c) School dances are fundraising/social opportunities for the school community. Students must act appropriately at all times. Lewd and sexually explicit dancing (students must dance face to face) will not be allowed. After one warning, students will be asked to leave the dance.
- (d) Glow sticks or other items containing Cyalume are not allowed at school dances. Since these items frequently appear at events called raves, Hopkinton High School takes a firm stance that dances will not resemble raves and therefore will not allow these items.
- (e) A police officer trained in administering a Breathalyzer test will attend all Hopkinton High School dances. If a school official feels that there is a reasonable need to test a student, it is within the school's legal limits to ask an officer to administer the test
- (f) All middle school dances will be from 7 – 9:30 PM, high school dances will be from 7 – 10:30 PM, the high school Winter Ball will be from 7 – 11:00 PM and the high school prom will be from 8:00 – 12:00 AM

Signs and Posters

Signs and posters must be approved by the Administration and receive a green "Office of the Principal" stamp authorizing posting. Unauthorized signs and posters will be taken down.

Fundraising

Historically, each class has had a designated fundraising activity that is supervised by class advisors. Both those traditional fundraisers and new ideas are subject to the School Board Policy on Fundraising. The policy requires approval of the Principal and the Superintendent. Request forms, available in the Main Office, must be completed and approval secured before the activity can begin.

Transportation for School Activities

Students who are involved in club or team activities are expected to use the transportation provided by the school. Under no circumstances are students to drive themselves or each other.

STUDENT CONDUCT

Introduction

Hopkinton High School/Hopkinton Middle School is a learning community that functions most efficiently according to a set of expectations for student behavior. These expectations exist to cultivate two common ideals: respect for others and responsibility for oneself. If a student acts without respect or responsibility, the school will help the student modify behavior in accordance with expectations.

Teachers may assign detentions or use other disciplinary strategies when students fail to meet expectations. Detentions must be served within 24 hours of their assignment as designated by the teacher. Failure of the student to comply will result in the student being referred to the administration.

If a student is referred to the Administration for any reason the following interventions and strategies may be utilized: parent conferences, office detentions, acts of community

retribution, participation in the Saturday Education Program, participation in the Supervised Out of School Suspension Program, referral to the Superintendent and others, as needed.

Whenever a student is referred to the administration for alleged misconduct, the student will always be given the opportunity to express his/her opinions, ideas, and feelings about the situation. Should disciplinary action seem warranted, the guidelines described in the next section, “Disciplinary Actions,” will be administered. It should be emphasized that each situation will be dealt with on an individual basis and that the guidelines are flexible.

In all instances where the administration is involved in a disciplinary problem, written records will be kept. The student will have an opportunity to explain his/her behavior and to respond to the teacher’s account. Each case will be judged individually. A report of the incident will be given to the student, a copy will be given to the teacher, and one will be placed in the student’s file.

Students have the right to appeal decisions of the Assistant Principal on disciplinary matters to the Principal and then to the Superintendent.

Complying with Requests of Adults

Students are expected to comply with requests made of them by the adults in the building, and to do so without argument.

Guidelines for Disciplinary Action

LEVEL I

Misbehavior on the part of students which disrupt orderly classroom procedure or interferes with the operation of the school is a Level I offense. The classroom teacher will either

issue a teacher detention when appropriate, or refer the student's misbehavior to the office by writing a disciplinary notice and an administrator will meet with the student.

Examples, but not limited to:

- Cutting a class or study hall
- Failure to be in assigned areas
- Improper use of a pass
- Inappropriate classroom behavior
- Inappropriate displays of affection
- Inappropriate physical contact/roughhousing
- Loitering in halls
- Unauthorized use of a communication device (pager, cell phone, etc.)
- Skipping a teacher detention
- Three (3) unexcused "tardies" to school, class, or study hall

Disciplinary Options:

- Verbal or Written warning
- Teacher detention
- Office detention

LEVEL II

Misbehavior whose frequency and seriousness tend to disrupt the learning climate of the school is a Level II offense.

Examples, but not limited to:

Recurring or more serious than a Level I offense, plus:

- Academic Dishonesty (Refer to Academic Information section of the handbook, page 48)
- Cafeteria misconduct
- Classroom offense with a disciplinary notice
- Chronic Misbehavior
- Cutting an office detention
- Disruptive behavior in office detention

Forgery
Leaving school/school grounds without permission
Lying to Faculty/Staff
Profanity, obscenity, or vulgarity
Refusal of reasonable request
Six (6) "tardies" to school class or study
Skipping Saturday Education
Bullying* See page 69 of the student handbook
Harassment* See page 68 of the student handbook
Truancy
Use of tobacco (see District Drug and Alcohol Policy)
Verbal disrespect
Violation of Technology Acceptable Use Policy
Threatening communications

Disciplinary options include:

Office detention
Saturday Education
Supervised Out of School Suspension (1-3 days)
External Suspension (1-3 days)

LEVEL III

Behavior that is extremely disruptive and may threaten persons or property is a Level III offense. Although these acts may be considered criminal, most can be handled through the school discipline policy.

Examples, but not limited to:

Recurring or more serious Level I and Level II offenses, plus:

Arson
Assault on a student or staff member
Behavior that threatens the safety and well-being of students, staff and property
Fighting in school, or on school grounds*
Gross misconduct
Malicious damage or destruction of school property
Possession or use of fireworks

Possession or use of a weapon
Reporting a false fire alarm or bomb threat
Theft and/or Vandalism
Violation of Drug/Alcohol Policy (see District Drug and Alcohol Policy)
Vulgar, obscene or offensive language or gestures toward a staff member

Disciplinary options include one or a combination of the following:

Supervised Out of School Suspension
External suspension (3-5 days)
Referral to the Superintendent
Referral to the Hopkinton School Board
Referral to the Police

(* Suspension 1 to 5 days based on potential for injury.)

Teacher Detention

Teacher detention is defined as detention where the student stays with the classroom teacher. The teacher is required to give a student 24 hours notice to serve a detention.

Office Detention/Saturday Education Rules:

- Students are expected to report to detention promptly on time—7:25AM (morning detention) - 3:00PM (afternoon detention)—and remain for 30 minutes. Multiple detentions could be issued depending on the nature of the offense.

Consequences: Students who do not arrive on time will automatically have another detention assigned.

- Students are expected to report to Saturday Education promptly at 8:00 AM and will stay until 10:00 AM.

- Detention/Saturday Education should have a quiet, study-like atmosphere. Talking and unnecessary noise is prohibited.

Consequences: Students who talk or make unnecessary noise will be assigned an additional hour of detention the next school day.

- Except for emergencies, students are expected to remain in the detention room for the entire scheduled time. Therefore, students are expected to have their books and study materials with them when they report to detention. Students should also use the lavatory before reporting for detention.

- No food or beverage will be allowed in the detention room.

Consequences: Students who consume food or beverages in the detention room will be assigned another hour of detention on the next school day.

- Any student who requires special arrangements (i.e., arrive late, leave early, etc.,) should have a written request from a parent.

- Should a student be sent from the room because of an infraction of detention rules, additional disciplinary action will be taken. This will normally create a parent/guardian conference and one of the following: additional detention assignments, in school suspension, or out of school suspension depending on the reason for being sent out.

- Once a detention is assigned it must be served that afternoon, the following morning, or the following afternoon. Students must schedule their detention at the time of the initial meeting with the Assistant Principal.

(* A daily job after school is not considered a valid reason for missing detention.)

Suspension

The Administration reserves the right to suspend students when the issue warrants such action. In addition, the Hopkinton School District and its employees must comply with RSA 193-D, The Safe Schools Act. This legislation requires that certain violations, such as vandalism, be reported to the Hopkinton Police Department within 48 hours.

Further information regarding this law, is available at <http://www.ed.state.nh.us>.

A suspended student will be required to attend the Supervised Out of School Suspension Program (SOOSSP). This community based program requires a student to receive academic support and complete an act of community retribution. Failure to attend the SOOSSP will result in a three to five day suspension with a referral to the Superintendent.

Repeated suspensions may result in the student being referred to the Superintendent of Schools for additional disciplinary action, including additional days of suspension from school and/or referral to the Hopkinton School Board for expulsion. A student who accumulates ten (10) days of suspension in a school year will automatically be referred to the Superintendent.

A suspended student is not permitted on school grounds or in the building for the duration of the suspension, nor is s/he permitted to attend or participate in co-curricular or athletic activities. The student will be given the opportunity to complete any class work including, but not limited to, examinations that may have been missed during the period of suspension. The student must also participate in a procedure for reentry to school.

The Hopkinton School Board has adopted strict policies regarding the possession and/or use of controlled substances, the possession and/or use of dangerous objects, and harassment/bullying. These policies are included in the district portion of the handbook.

A Harassment and Bully Free School

The Hopkinton Middle/High School is committed to making sure that all students can learn in an environment that is free from all forms of harassment and bullying. Bullying and Harassment is against the law; it hurts people and has no place in our school. Therefore, **Hopkinton Middle/High School rules prohibit all forms of harassment and/or bullying.**

The following **Questions and Answers** help explain the school's policy concerning harassment of students.

Q. What is Harassment?

A. **Harassment** means behaviors that intimidate, interfere with a person's performance, or create a hostile or offensive atmosphere. These behaviors may be verbal, physical, or visual. They are based on another's disability, marital status, nationality, religion, gender or sexual orientation.

(* The school's policy ALSO prohibits retaliating against a student who complains about harassment or against students or others who cooperate in a school investigation of sexual harassment.)

Q: What is Bullying?

A: **Bullying** is an intentional, aggressive act, undertaken to cause a negative consequence for the target. Bullying occurs over time and repeatedly. Bullying may be a physical or verbal act that causes physical or emotional harm or distress. Bullying involves an imbalance of power between the target and the bully.

Q: What is Sexual Harassment?

A: **Sexual Harassment** is unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study,

work, achieve or participate in school activities. It includes a wide range of behavior, such as:

- (a) Insults and name-calling
- (b) Off-color jokes or displaying sexually suggestive objects or pictures
- (c) Intimidation by words or actions
- (d) Unwanted touching, such as pinching, patting, grabbing, poking or rubbing against a student's body
- (e) Pressure for sexual activity
- (f) Sexual assault and rape
- (g) Making a student's participation in sexual conduct a condition of taking part in school activities or getting an education

The above list only illustrates some of the misconduct that could be sexual harassment: other similar behaviors also may be prohibited under the school's policy and by the law, including criminal laws.

Q. Are these rules just for students?

A. No. The school policy applies to everyone: teachers, administrators, coaches, volunteers, cafeteria staff, and students, among other people all are prohibited from harassing students. The school policy protects male and female students equally from harassment even when boys harass boys or when girls harass girls.

Q. Where do the school's rules apply? Just in classes? What happens if I'm harassed or bullied off school grounds, like on the bus?

A. If harassment or bullying occurs either on or off school premises, the school will take action to stop it. That means the school policy applies to the many locations harassment or bullying can occur for example classroom, hallways, athletic

fields, school offices, school buses, and school-sponsored trips and activities,

Q. What should I do if I've been harassed or bullied?

A. You need to complain either in writing or orally to any teacher or administrator, or your building's Title IX

Coordinator. Forms are available in the principal's office, the guidance office, by asking a staff member or your handbook. It's okay to:

1. Tell the harasser or bully, "Your behavior is bothering me." "STOP IT!" Do this only if you feel comfortable talking directly to the harasser or bully.
2. Tell your parents, who can work with you and school officials to stop the harassment.

Q. I'm afraid to complain. What if everyone finds out what happened to me?

A. The school handles complaints confidentially as much as possible. That means only the school officials with a

need to know about your complaint and the information in it can get that material. But, the school can't guarantee complete confidentiality. It may be necessary to tell the person accused of harassment and bullying that a complaint has been filed against him or her.

Q. What happens in the complaint process?

A. The school investigates complaints, which includes meeting with the complaining student, the accused, and any witnesses to the incident.

The investigation will be conducted by school district officials or by impartial investigators selected by the school district. The investigation will determine if policy was violated, and if so, what type of disciplinary action the person who committed the harassment or bullying will receive. If the student complaining or the accused is dissatisfied with the

outcome of the school's investigation, they can refer to district policy for other alternatives.

Q. What kind of discipline will persons who harass or bully students get?

A. Possible disciplinary actions the principal can take against persons found to have harassed or bullied students will depend on the seriousness of the behavior. For example, if a student uses sexually harassing language once, the principal may warn the student that his/her behavior violates the school's rules. If the student continues to harass or bully others, he/she may receive even stiffer punishment, such as detention or suspension. For very serious harassment, such as sexual touching or sexual assault, the principal may expel a harassing student, or fire a school employee found to have sexually harassed students.

Q. How can I prevent harassment or bullying?

A. Take a stand against harassment and bullying to improve the school environment for everyone. Don't stand by if you see someone harassing another student; speak up! Work with teachers and other students to develop strategies to stop harassment. Write articles for the school paper about it to increase student awareness. These are just some ideas. Share other ideas with students, teachers, and administrators. Stopping harassment means a better school for everyone.

746 – 2020 (the "2020" line)

Hopkinton Middle School and Hopkinton High School have a phone line designated to help students. Any student who is mistreated/ harassed, feels threatened, or who would like to report unsafe behavior can call anonymously to inform a guidance counselor. It is the goal of the "2020" line to help students feel and be safe in school.

SCHOOL CLIMATE

In order to maintain a school climate that is safe, orderly, and conducive to learning, the following restrictions are necessary.

Dress Code

The decision for the dress of the students of Hopkinton High School and Hopkinton Middle School rests with the parents and students themselves. It is the responsibility of the faculty and staff to support a positive, purposeful, and respectful educational climate.

The following general guidelines should be followed:

1. Appearance and grooming should be neat, in good taste and add to the decorum of the individual and school. Student dress should follow basic health practices and must comply with the health code of the state of New Hampshire.
2. Appearance and dress should reflect standards of modesty appropriate for a school setting.
3. Appearance and dress may not interfere with the educational process and must not be distracting to other students or teachers.

Specifically:

- Students are not allowed to wear tank tops with spaghetti straps or halter-tops. All necklines must be appropriate (**no cleavage revealed**).
- All shoulder straps should be approximately two inches wide. No undergarments may be showing at any time (boxers, etc). All shirts must be of length that completely covers one's midriff and prevents undergarments or back revealed when seated.

- Students are not allowed to wear sagging pants. Clothing must cover skin and underwear at all times.
- Skirts and shorts length must be of an appropriate length. (With arms down to the side, skirts and shorts must be as long as the ends of the student's fingertips.)
- Camisole or lingerie type clothing is not allowed.
- Pajamas are not allowed. As a show of spirit and unity, the student council may sponsor a pajama day during spirit week.
- Health regulations dictate that students are not allowed to be in school with bare and stocking feet.
- Clothing that displays or advertises by written or visual statement: sex, alcohol, drugs, tobacco, violence or offensive material is prohibited.
- For safety reasons, spiked items such as collars, wristbands, hats or jackets are not permitted.

It is the faculty's right and duty to determine if one's dress is appropriate for an activity. It is also the teacher's right to require that hats be removed in that teacher's classroom. If a student feels that a teacher has made an unjust request the student, shall comply with that request in class and confer with that teacher after class. If an agreement cannot be reached, a conference may be scheduled with an administrator.

Violations of the dress code policy will be handled on a case-by-case basis according to the following administrative policy:

- First offense: Corrective action, warning, and documentation.
- Second offense: Corrective action, parent notification, and an office detention being assigned.

- Third offense: Corrective action, parent notification, administrative action which could include but not be limited to holding a parent conference, assigning a Saturday Education, and/or assigning time in the Supervised Out of School Suspension Program.

Sunglasses

Sunglasses are to be removed upon entering the building.

Smoking

It is against the law for anyone under the age of 18 to possess or to use tobacco or tobacco products. In addition, Hopkinton High School/Hopkinton Middle School is a smoke-free environment and "Drug Free School Zone." Students who smoke or who are found to be in possession of tobacco or tobacco products will choose between either participating in a two-hour Saturday Education or a smoking cessation class for a first offense. Subsequent offenses will lead to automatic suspension. A student with multiple smoking offenses may also face legal action in addition to being required to attend a smoking cessation class.

Utility Tools (Leatherman, Gerber, etc.)

These tools contain a blade that is not permitted on campus, and therefore will be confiscated. The administration appreciates students volunteering tools that are brought to school by mistake.

Public Displays of Affection

School is not a proper time or place for acts of intimacy. Students should not make it necessary for staff members to embarrass them with a request to cease. The need for more than one reminder will result in disciplinary action.

Student Center Behavior

During lunch, high school students may go outside into a supervised area. Students may visit the library, the Guidance Office or a teacher with a pre-signed pass.

While in the cafeteria, students are expected to speak in normal tones, to be respectful of the space by picking up after themselves, and to remain seated while eating.

Food and Beverages

Food and beverages (with the exception of water) are to be confined to the Cafeteria/Student Center, and are **NOT** to be carried to other parts of the building. Students may expect that food or beverages outside of the designated area will be confiscated.

Corridors

All students, except seniors with privileges, are required to have a pass in order to travel the halls during the school day. Classes are in session; therefore, students need to pass quietly from area to area. Students are not allowed to loiter in the halls. Middle School students need to use the appropriate corridors to pass from class to class in order to minimize disruption to high school classes; high school students are expected to do the same.

Complying with Requests of Adults

Students are expected to comply with requests made of them by the adults in the building, and to do so without argument.

STUDENT USE OF THE INTERNET

Internet Resources

The Internet is a global computer network of schools, businesses, governments, organizations, and millions of

individuals--all exchanging or publishing ideas and information on every topic under the sun.

Its resources are constantly changing (and not always authoritative), and include outstanding government and scientific information, as well as not-to-be-beaten material on business, current events, the arts, and popular culture.

The net is largely unregulated, and not all of the information it carries is suitable for school children. Hopkinton Middle/High School subscribes to a filtering service that screens out most of this unsuitable material. Sadly, any filtering program cuts both ways: some useful information will be stopped simply because it is stored on a machine known to contain pornography or other highly objectionable material. *Additionally, it should be noted that while our filtering service blocks the majority of objectionable sites, no filtering solution is ever perfect. The responsibility for accessing appropriate materials via the Internet remains the responsibility of the user.*

In-School Access

Access to the Internet gives students an opportunity to use a wide range of electronic resources in their class work, to pursue many different avenues of independent study, and to explore their own interests. Students who are interested in bringing a personal laptop computer to school are encouraged to do so, but must first obtain and fill out a "Student Laptop Procedure Form" from the main office.

All students may use the World Wide Web to search for information. Computers in the Library, in the Computer, Business, Geography, Tech Ed, & Science Labs, and in most classrooms have been set up for Internet use.

With the support of a faculty sponsor, students may use the Internet to create and publish web pages related to their class work or school-sponsored activities.

In those classes that require it, students may also use web-based e-mail or chat, video-conferencing, MOOs, or other Internet communication tools.

Responsibilities of Internet Use

Every user of our Internet connection must accept the responsibility to respect the rights of all other network users, and to act in a responsible, ethical, and legal manner at all times. In-school access to the Internet is a privilege, and because each student is personally responsible for his or her own actions on the Internet, unacceptable behavior will result in the suspension or revocation of Internet access. Some examples of unacceptable behavior are:

- using the school's Internet connection in ways that violate school policies and standards of behavior
- using the school's Internet connection for any illegal activity, including copyright violation
- using the school's Internet connection for personal financial or commercial gain
- disrupting or interfering with network users, services, or equipment, including hacking, cracking, sending chain letters or broadcasting messages to multiple lists or individuals ("spamming"), etc.
- attempting to gain or gaining unauthorized access to restricted resources or organizations
- using the school's Internet connection to play games
- sending, downloading, storing, or printing files or messages that are profane, obscene, offensive, or harassing

- forwarding or otherwise publishing personal communications without the consent of the person who wrote them

-

Violations:

For the *first offense*, the student will meet with administration. A *second offense* will require the student to serve a after school detention. For a *third offense*, the student will attend Saturday Education and parents will be notified. On the *fourth offense*, the student will serve an out of school suspension.

SCHOOL BOARD POLICIES

(Please note that school board policies are continually revised. Please contact the SAU office for further information.)

It is the position of the Hopkinton School Board that there will be a “Zero Tolerance Policy” for behavior which constitutes any form of harassment, possession of weapons and dangerous implements on school property or violation of state, federal and local guidelines on the use of, possession of, or distribution of drugs, alcohol or other controlled substances as outlined in the following policies.

ANNUAL NOTICE TO STUDENTS AND PARENTS OF STUDENTS OF HOPKINTON, NEW HAMPSHIRE SCHOOL DISTRICT REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

THE FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (20 USCSL232g) and regulations adopted by the U.S. Department of Education (34CFE Part 99) grant parents of students, along with “eligible students” (a student or former student who has reached the ages of 3-5 or one who has reached age 18 or is attending a post secondary school) certain rights relative to educational records maintained by the Hopkinton School District.

These rights include the following:

- First, parents may inspect and review the educational records of their children, and eligible students may inspect and review their own educational records.
- Second, a parent of a student, or an eligible student, may request that the student’s records be amended and may request a hearing if the records are inaccurate, misleading, invade privacy or other rights of the student.

➤ Third, the statute and regulations forbid disclosure of personally identifiable educational records without prior written parental consent, or prior written consent by the eligible student, except in certain specified situations.

In order to implement the statute and regulations, the Hopkinton School Board has adopted a written policy titled: Confidentiality/Access to Student Records. A copy of the policy may be obtained at the Superintendent's Office or any of the three schools.

PUBLIC NOTICE: CONDITIONS FOR DISCLOSURE OF DIRECTORY INFORMATION FOR THE HOPKINTON SCHOOL DISTRICT

The Hopkinton School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information".

1. The student's name;
2. The names of the student's parents;
3. The student's town of residence;
4. The student's date of birth;
5. The student's class designation (e.g., 1st grade, 10th grade)
6. The student's extracurricular participation;
7. Achievement awards or honors;
8. Weight and height of members of athletic teams;
9. The student's photograph;
10. The school or school district the student attended before s/he enrolled in the Hopkinton School District.

Directory information is that which can be released without approval. Parents or eligible students must notify school officials in writing if they do not wish any of this information designated as directory information no later than October 1, 2006.

STUDENTS WITH DISABILITIES

It is the policy of the district to provide programs appropriate to individual educational needs. Programs for disabled students will meet the needs of those students as adequately as the needs of non-disabled students are met. A District Evaluation Placement Team shall evaluate all persons (birth through 21) who have been referred and may be disabled. If the team determines that the child is educationally disabled, the provisions of NHRSA 186-C, New Hampshire State Standards for the education of disabled students and the provisions of the Individuals with Disabilities Education Act of 1990 (IDEA) shall be followed. If the team determines that the child is disabled within the meaning of Section 504, but not educationally disabled as defined by the IDEA, the Principal shall designate a group of individuals including the child's parent/guardian and one or more other individuals knowledgeable about the child's specific needs to develop a plan of accommodation. If the student or parent/guardian disagree with the plan, or its implementation, they may grieve their concerns following the procedures established under the IDEA. The district shall (a) designate an ADA/Section 504 Coordinator and adopt a standard form providing notice of non-discrimination; (b) adopt a standard form providing notice of parental rights; (c) annually identify and locate all unserved disabled persons (birth through 21); (d) provide the same rights of review/appeal to all of them; (e) ensure that each individual with disabilities is educated with non-disabled students to the extent appropriate to the needs of the disabled person; (f) permit parent/guardian to review records and

participate meaningfully in decisions regarding the evaluation and placement of their children; (g) afford disabled students an equal opportunity to participate in non-academic and extracurricular services and activities.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE 7030

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq and Title IX of the Education Amendments of 1992 which prohibits sex discrimination in schools. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of the School District to maintain learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

II. SEXUAL HARASSMENT/ SEXUAL VIOLENCE

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;

7. Any sexually motivated unwelcome touching; or

8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

C. Any person who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available in the appendix of this handbook, from the Principal's Office, Guidance Office, or from the Superintendent's office.

III. MANDATORY REPORTING PROCEDURES

It is important for the school district to be aware of, and to evaluate, any occasion where sexual harassment or sexual violence may have occurred. Any individual performing services for the school district; or any third person who has observed or who has intervened after observing conduct that may constitute sexual harassment or sexual violence by any staff member, student or thirds party performing services for the school district must report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available in the appendix of this handbook, from the Principal's Office, Guidance Office, any staff member or available from the Superintendent's office. The reporting form will also be printed in the employee and student handbook.

A. School Buildings

The building's Title IX coordinator is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the coordinator must notify the District Human Rights Coordinator and the Principal who will then notify the Superintendent of Schools immediately without screening or investigating the report.

If the principal receives a report of sexual harassment or violence, he/she will immediately notify the building Title IX Coordinator and the superintendent. If the report was given verbally, the coordinator shall reduce it to written form within 24 hours and forward it to the Principal who, in turn, will forward to the Supt. If the complaint involves the building Principal, the complaint shall be filed directly with the District Human Rights Coordinator who will forward the written report to the Superintendent directly.

B. District-Wide.

The School Board requires that the Superintendent designates the District Human Rights Coordinator to receive reports or complaints of sexual harassment and violence from any individual, employee or victim of sexual harassment or violence and from the building Title IX Coordinators as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board chair or vice-chair. The School District shall conspicuously post the name of the building's Title IX Coordinators and the District Human Rights Coordinator, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the School District, the District Human Rights Coordinator, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. Whenever possible the investigation will be conducted by two school district officials. The investigating party shall provide a written report of the status of the investigation within 10 working days to the District Human Rights Coordinator. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board chair or vice-chair.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged

incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.

B. The Superintendent of his/her designee shall assure that the complainant is notified whether allegations of unlawful harassment were found to be correct, whether the violation of the policy was found, and whether action was taken as a result.

C. The School District shall take appropriate action against any student, teacher, administrator, or other school personnel who makes a false report of unlawful harassment knowing it to be false.

D. The Superintendent or his/her designee shall assure that a record of any complaint and the School District maintains investigation of unlawful harassment in a confidential file.

VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or

sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

A person may make a complaint of harassment to the New Hampshire Human Rights Commission or the federal Office of Civil Rights:

New Hampshire Human Rights Commission
2 Chenell Drive
Concord, NH 03301
(603) 271-2767
Office of Civil Rights
U.S. Department of Education, Region 1

John W. McCormack Post Office & Courthouse
Room 222
Post Office Square
Boston, Massachusetts 02109
(617) 223-9667

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the School District shall comply with said law. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

WEAPONS AND DANGEROUS IMPLEMENTS ON SCHOOL PROPERTY

Except as indicated below, no one may carry or possess on school property: knives, firearms; BB guns, antique guns, pellet guns; sharp instruments such as ice picks, sharpened screwdrivers and sharpened pieces of metal; flammable and dangerous (inflammable) fluids; mace; pepper gas; explosives and items specifically made for hitting or throwing such as brass knuckles, black jacks and martial arts items. For the purpose of this policy, a firearm is defined in Section 921 of Title 18 of the United States Code.

It is recognized that there are unique occasions when a weapon or potentially dangerous implement may be appropriate on school property.

1. In the possession of an on-duty law enforcement officer.
2. On an off-duty law enforcement officer who is performing security duty.
3. When a legally owned weapon is properly secured and out-of-sight in a vehicle driven on school property by a non-student adult.
4. When a principal approves firearms or other prohibited items to be brought into school for educational purposes. The attached district control form will be used in every case.
5. When professionals are using required tools and implements of their trade.

6. When provided by the school as part of a course of study.
 7. In the case of a non-student adult carrying a legal knife.
 8. When groups have authorization to use school facilities and weapons or other implements described in this policy are used in conjunction with the activity.
- Possession of small pocketknives (blade length of 2 inches or less) will result in confiscation and discipline at the discretion of the school principal.

The following sequence will be used when an unauthorized, dangerous implement is found on school grounds:

1. In the case of a student, the weapon or implement will be immediately confiscated.
2. Parents will be informed as soon as possible.
3. Non-students in possession of a firearm or dangerous implement will be asked to leave school grounds. Names and/or license numbers will be obtained if possible.
4. The police will be notified in all cases.

Possession of a firearm on school property by a student will result in an immediate 365-day expulsion as a minimum. The Hopkinton School Board does have the authority to modify the expulsion policy on a case-by-case basis. Unless granted an exception by the Superintendent, students who bring dangerous implements to school - other than those defined as firearms - will be immediately suspended awaiting further investigation and disposition of the case. The principals and Superintendent will administer punishment to students based upon the severity of the situation; administrators have the option to recommend expulsion to the board. The Superintendent will review each violation of this policy with the board, which then may either validate the punishment, or to direct the Superintendent to schedule an expulsion hearing.

Toy look a-likes are also prohibited on school property. Although such items usually do not pose a physical threat, their presence could be disruptive and, in some cases, could be used to threaten others. Punishment for bringing look-alike weapons to school could include suspension or expulsion, depending on the situation.

The prohibitions contained in this policy apply to individuals riding school transportation to and from school, and to or from school-sponsored trips and events. Bus drivers should make an attempt to confiscate firearms and dangerous implements they detect, and report the incident to the applicable school principal as soon as practical.

Excerpt from Title 18, Section 921 of the U. S. Code:

The term "firearm" means (a) any weapon which will or is designated to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device...The term destructive device means - any explosive incendiary or poison gas to include a bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, or a missile having an explosive or incendiary device. Also, any weapon which can be made to expel a projectile by the actions or an explosive or propellant and which has a barrel of more than one-half inch in diameter.

MODIFICATION OF EXPULSION POLICY

Pursuant to RSA 193:13, IV, the Superintendent may, upon written application of an expelled pupil, recommend to the board modification to the expulsion. Prior to the Hopkinton School Board's consenting to such a modification, the pupil shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the pupil's best interest to allow a

modification. In making such a decision, due regard will be given to other pupils and staff whose safety and well being shall be of paramount importance.

SIMPLE ASSAULT PARENTAL NOTIFICATION

Simple assault shall be defined as one in that no serious physical injury results, is not aggressive or violent in nature, does not involve a strike to the head or groin or repeated punches or kicking.

Whenever an incident of simple assault or violence occurs, no report shall be made to the local law enforcement agency. Instead, the building principal shall notify the parents by telephone and confirm by a letter to the parents of all children directly involved if deemed necessary. The letter from the building principal shall describe the incident and the seriousness and harm done or potential harm and the school district's response to the incident.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act, or Section 504 is directed to contact:

The Director of Student Services
Hopkinton School District, SAU 66

204 Maple Street
Contoocook, NH 03229

This official of the district has been designated by the school district to coordinate the district's compliance with the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

GLOSSARY

TITLE VI: Civil Rights Act of 1964

TITLE IX: Amendment (1972) to Civil Rights Act of 1964

ADA: Americans with Disabilities Act

Section 504: Rehabilitation Act of 1973

ABUSE AND NEGLECT

All school personnel have a moral and legal obligation to report any suspicion of child abuse and neglect. Failure to comply with the New Hampshire law can result in legal action against the staff members involved. The Department of Children and Youth Services (DCYS) has trained professionals to investigate the reported suspicion (if warranted). School personnel are not trained to investigate and are not involved in the process. Their duty is to report, not to determine the validity of the suspicion.

The procedure for reporting suspicion of abuse and/or neglect is through the administration. If a staff member has a concern, he/she may discuss it with the school nurse, guidance counselor, and/or directly with the principal. If staff members feel that a suspicion exists, he/she must request that the principal report the suspicion to DCYS. The principal will make every effort to contact the parents to notify them that a report is being made. There will be circumstances when DCYS prefers that families are not informed of the report.

One example is when the child's safety would be gravely compromised. When notified, parents are encouraged to come to school to make the phone call to DCYS with the principal. The intake worker at DCYS can inform the parents what will happen next and answer any questions or concerns. All reports are addressed individually. Not all reports warrant investigation, but that decision rests with DCYS. Reporting a suspicion of abuse and/or neglect is a painful process for all involved. It is a decision that is taken very seriously. If there are problems and stresses in the family, both the school and DCYS are ready to help the family and provide support services. The top priority is to enable children to remain safely in their homes with their families.

DRUG/ALCOHOL POLICY

The use of alcohol or drugs constitutes a risk to their physical and mental health. Furthermore, the use of alcohol or drugs by Hopkinton's students is illegal. Accordingly, alcohol or drug, USE, POSSESSION, DISTRIBUTION AND/OR SALE at any time while on school property, or while participating in any interscholastic events or any activity sponsored by the school, or en route to or from any school sponsored event are **STRICTLY FORBIDDEN** and will not be tolerated. Furthermore, the Hopkinton School District participates in the provisions of the Drug Free School Act.

Alcohol and drug dependencies are illnesses, and they pose a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. The Hopkinton School District is cognizant of the complex origins and manifestations of alcohol and drug use and dependency, and accepts responsibility for providing a comprehensive program to deal with this illness. This program will include the identification of drug and alcohol dependency, drug and alcohol prevention education, referral assistance for parents

and students in cooperation with school counselors and other appropriate services.

1. POSSESSION/USE

Persons under 21 years of age are forbidden by State Statue to possess or consume alcoholic beverages. Possession of illegal drugs (i.e. controlled substances) is also forbidden.

Persons 21 years of age and over are forbidden by State Statue to provide alcoholic beverages and/or drugs to persons under 21.

a. No one shall possess or ingest alcohol or a controlled substance, not be under the influence of alcohol or a controlled substance as defined by the laws of New Hampshire, while in school property, while en route to or from any school sponsored event, or while participating in school activities.

b. No one shall possess a "look-alike" (any pill or substance manufactured to look like the real drug) controlled substance for any purpose during the school day or en route to or from any school-sponsored event.

c. No person shall sell, share, or give to another student alcohol or a controlled substance or any "look-alike" substance on school property, or while participating in interscholastic events or any school sponsored event.

2. CONSEQUENCES

Each case will be reviewed on an individual basis. The School District shall take the following action:

a. Each violation shall be reported to the Hopkinton Police for appropriate action and shall be reported to parents or guardians. Not only is it the parents' right to know what their children are involved in, but it is they who have primary responsibility for treatment.

b. Student(s) shall, upon reasonable request by the administration, take an accepted physical test to determine

whether s/he has ingested alcohol or a controlled substance. This test will be administered by a trained staff member, the police or at a health clinic or doctor's office. These include, but are not limited to, the Alcoscan Test and the Horizontal Gaze Nystagmus Test.

c. Student(s) may be required to participate in an approved drug and alcohol educational program and/or treatment.

Successful participation in such a program or treatment plan may be required before being admitted back to school.

d. Student(s) shall be suspended from school for 5 days by the school administration. Student(s) shall be referred to the Superintendent and may be suspended for an additional 20 days. Board. The School Board may suspend the student(s) for a period not to exceed one school semester, except in cases involving "dealers" in which expulsion may be considered by the School Board.

3. STUDENT ADMITS TO DRUG ABUSE

a. The first aim of the school will be to help the student. The teacher, or other staff member in whom the student confides, should inform the student of the counseling services, which will include discussions with parents and referral to an agency which can give help, without divulging the student's confidence.

b. The teacher will inform the counselor, and assist in scheduling a student counselor conference.

c. The counselor will meet with the parents and recommend an appropriate medical or social agency that can serve the student.

4. POSSESSION, DISTRIBUTION, OR SALE

A. Responsibilities of the Faculty

1) To act responsively in the course of normal school activities, and to report suspicions of drug and/or alcohol

abuse or violations immediately to the administration, either verbally or in written form.

2) To become informed about drug and alcohol abuse as an illness as well as other signs of alcohol use, possession, distribution or sale either through voluntary attendance at workshops or during private meetings with Drug and Alcohol Counselors.

B. Responsibilities of the Administration

1) To provide staff with adequate training in drug/alcohol abuse and prevention through attendance at workshops, etc.

2) To act on all reports, observations or suspicions.

3) To assess the student's physical state.

4) To document the student's behavior.

5) To determine whether or not a test should be administered.

6) To evaluate other students' thoughts, opinions, remarks.

7) To search lockers if there are "reasonable grounds" for suspicion.

8) To contact parents by phone, followed by a letter explaining the circumstances.

9) To contact police if the student is intoxicated, violent, verbally abusive, or out of control.

10) To contact the Superintendent. (The School Board will be informed by the Superintendent's Office.)

5. REFERRAL SERVICES

Students, faculty, or staff can make referrals to the Student Services Team (SST). The SST consists of administrators, counselors, and health care providers employed by the school. This group of professionals will assess the situation and provide referral to other agencies. The Hopkinton Schools developed drug / alcohol / self esteem programs for students in our community.

6. BASIS FOR RE-ENTRY AND CONTINUED ASSISTANCE

- a) Students must follow guidelines set by the rehabilitation center and/or courts.
- b) Students must remain current in their schoolwork.
- c) Students must meet with a counselor once a week or more often.

7. GUIDELINES OR PROCEDURES FOR IMPLEMENTING THESE POLICIES

- a) The school administration is responsible for including this policy in the student handbook and reviewing its contents with the faculty and student body.
- b) When a staff member receives information that a student is under the influence of drugs or alcohol, s/he will inform the administration and the nurse immediately.
- c) The nurse and the principal will confront the student in a non-judgmental way in order to determine whether or not the student needs immediate medical attention.
- d) When there appears to be a medical emergency regarding a student, the nurse and an ambulance will be called immediately.
- e) When the medical emergency is over, the principal will follow the "consequences" guidelines of this policy.
- f) When changes in student behavior over time suggest that a student has a problem that may be drug or alcohol related, and which is interfering with his or her work, this student will be referred to the drug and alcohol counselors.
- g) When a staff member sees a student use or has other evidence that a student has used alcohol or drugs in school s/he will bring this information and the student to the principal who will confront the student with the teacher who has the evidence.
- h) When a staff member has information about or sees the transfer of drugs or alcohol, s/he will bring this information and the student to the principal whom will confront the student with the teacher who has the evidence.

- i) The administration will keep a log of disciplinary responses to drug and alcohol abuse.

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY BULLYING / HARASSMENT

I. GENERAL STATEMENT OF POLICY

The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect.

This policy is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this Policy, in accordance with RSA 193-F.

II. BULLYING DEFINED

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

III. REPORTING PROCEDURES

Any school employee, or employee of a company under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to “bullying,” as defined in II. Above, shall report such incident to the principal, or his/her designee, who shall in turn report the incident to the Superintendent.

The Principal is initially responsible for receiving oral or written reports of violations of this Policy. The principal may designate, in writing, an additional person to receive such reports.

After receiving any such report, the Principal shall report the incident to the Superintendent. If the Principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within twenty-four hours of receipt.

The District will make available forms for reporting incidents of bullying, and shall encourage the use of these forms. Such forms shall be available in the Principal's office in each building, and from the Superintendent's Office.

IV. INVESTIGATION

The Superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in Policy 10,010.

V. TRAINING

The Superintendent will develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

VI. NOTICE OF POLICY

The Superintendent shall provide notice to students and staff of this Policy through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this Policy.

VII. DISCIPLINE

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this Policy and implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion.

Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements. Statutory & Regulatory Requirements -- RSA 193-F (Pupil Safety and Violence Prevention Act of 2000)

HAZING

It is the policy of this School District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this School District.

Technology Use Policy (Acceptable Use)

PREAMBLE

The purpose of this policy is to serve as a statement on the appropriate and acceptable use of the Hopkinton School District Computer Network, including the District's connection to the Internet.

EDUCATIONAL PURPOSES

The purpose of the Hopkinton School District Network is to enhance established school curriculum. Appropriate use of networking resources and computer equipment is consistent with the Hopkinton School District's commitment to avail district and computer networking resources for the purpose of improving, extending and enriching teaching and learning in the district. Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational standards.

Within reason and in a manner consistent with the Hopkinton School District's educational mission, freedom of speech will be honored. However, in accordance with federal law, the Hopkinton School District utilizes appropriate Internet filtering technology in order to protect minors from visual depictions of material on the Internet that is obscene or harmful to minors. In addition to Internet filtering, adult supervision of students on the Internet is required, and the system administrator monitors access to inappropriate sites on the World Wide Web.

PRIVILEGE

The use of the Hopkinton School District Network is a privilege and not a right. There are and will be varying degrees of access to the Hopkinton School District Network that are and will be allowed to different learners. Some of these levels will be determined by age or grade, and some by demonstration of acceptance of responsibility.

The use of electronic mail, chat rooms, and other forms of direct electronic communication by students is prohibited. An exception may be made if an adult directly supervises a student and the electronic communication is for educational purposes.

Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access, and any activity that violates the school building's discipline policy or code or state or federal law.

Inappropriate use will result in restriction or cancellation of access privileges and such other actions as the District's staff deems appropriate for violations of the school building's discipline policy or code.

RESPONSIBILITIES

All users assume full liability – legal, financial or otherwise – for their actions when using the Hopkinton School District Network. All users of the network will be held fully responsible for the use of their account. Any inappropriate activities performed through the account will be considered to be the actions of the account holder. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Hopkinton School District's Internet working policy.

All users of the network and/or related computer equipment will be responsible for the cost of repairs for any malicious tampering with equipment or a compromise of security of district computer systems.

PRIVACY

The Hopkinton School District Network is maintained and managed by the system administrator in such a way as to insure as much as possible its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with the Hopkinton School District Network.

APPENDIX OF FORMS

STUDENTS AND OR GUARDIANS MAY USE THE FORMS IN THIS APPENDIX, OR OBTAIN THE APPROPRIATE FORM IN THE MAIN OFFICE OF ANY SCHOOL.

HOPKINTON SCHOOL DISTRICT
SAU #66

CONFIDENTIAL SEXUAL HARASSMENT COMPLAINT FORM
School/Site: _____ Date: _____

Name of Complainant: _____

(Person making complaint)

Name of Individual/Situation: _____

The following information relates to the specific incident being reported:

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

DESCRIPTION OF THE EVENTS OR CONDUCT THAT ARE THE BASIS OF THIS COMPLAINT: (Use back or additional sheets if necessary.)

I acknowledge that I have read and understand the above statements. I certify that all statements made in the complaint are true and complete. Any misstatement of material facts will subject me to the appropriate discipline. I authorize the District to disclose the information I provide as it finds necessary in pursuing the investigation.

Signature of Complainant

HOPKINTON, NH SCHOOL DISTRICT HEALTH SERVICES FORM
FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION
IN SCHOOL

New Hampshire State Board of Education and Hopkinton School District Policy requires that the following must be completed before any prescription medication will be given during school hours:

1. A written doctor's order which includes the information below.
2. A written authorization from the parent or guardian indicating the desire that the school assist the student in the matters set forth in the doctor's order, accompanied by a hold harmless release, and signed by the parent/guardian.
3. The prescription must be in the original pharmacy container labeled by a pharmacist with the student's name, physician's name, the date of original prescription, name of prescription, strength of medication, and directions for use.

ALL PRESCRIPTION MEDICATIONS MUST BE BROUGHT TO THE NURSE'S OFFICE BY A PARENT OR GUARDIAN.

PHYSICIAN'S STATEMENT (Doctor's Order)

I hereby instruct the designated member of the school staff to assist _____

in taking _____ (amount, route)

of _____ (medication)

at _____ (time) for _____ (duration).

Medication should be taken before _____ after _____ or at meal _____.

Condition being treated: _____

Side effects / adverse reactions / contraindications:

Inhalers: The student may carry his/her own inhaler and use as directed: Yes ___ No ___

Date: _____ Physician: _____

.....
PARENT/ GUARDIAN AUTHORIZATION

I hereby request and give my permission for a designated member of the school staff to assist my child _____ in taking the above medication. I release said person from any responsibility for adverse effects of the medication.

Other medication(s) student receives:

Parent / Guardian Signature