

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](http://www.hopkintonschools.org).

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## **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 &amp; Language</i>
Wanda Hebert	<i>Speech &amp; 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 &amp; 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 &amp; 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 Christie Menard, Vice-President Stephanie Lesko, Treasurer Laura McGlashun, and Secretary Beth Munroe. 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 Christie Menard, President at 746-5646 or email her at [jcmenard25@hotmail.com](mailto:jcmenard25@hotmail.com).

## 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](mailto: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](http://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 5, 2007. 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, 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 of 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 Cancellations**

On inclement weather days or when hazardous driving conditions interfere with regular school opening, school cancellations will be broadcast on the stations /web site 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

WMUR Closings: <http://www.wmur.com/closings/index.html>

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.

August 17, 2008

Dear Parents,

Welcome to the Hopkinton Elementary Schools. This handbook will provide you with information about Harold Martin and Maple Street Schools. This handbook contains rules, procedures and services provided to students and parents.

Our elementary schools strive to maintain a positive and motivating environment through caring, patience, and respect for students, parents, and one another. We recognize that learning is a shared activity and we strive to strengthen community and parent connections.

In the Hopkinton Elementary Schools we strive to:

1. Nurture the personal growth of all students,
2. Help students develop skills that will help them to become productive, responsible contributors to society and life-long learners.

We welcome parents and community members to take an active role in the elementary schools. Working together as a team, we will be able to provide a strong foundation for our children. Together, we can make it a great year!

Sincerely,

Bill Carozza, Principal, Harold Martin School  
Michael Bessette, Principal, Maple Street School

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

HAROLD MARTIN SCHOOL  
271 Main Street  
Hopkinton, NH 03229

(603) 746-3473 (phone)  
(603) 746-6803 (fax)

MAPLE STREET SCHOOL  
194 Maple Street  
Contoocook, NH 03229

(603) 746-4195 (phone)  
(603) 746-6863 (fax)

### Notifications

#### **USDA and the National School Lunch Program**

The United States Department of Agriculture prohibits discrimination in the administration of its programs. To file a complaint, write to the Secretary of Agriculture, Washington, D.C. 20250

#### **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable

information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-4605.

### **Hopkinton School District Notice of Nondiscrimination**

The Hopkinton School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment, or employment in, its educational programs or activities. Inquiries concerning Title VI and Title IX may be referred to the Superintendent of Schools located in the School Administration Unit Building at 204 Maple Street, or phone 746-5186. Inquiries concerning Section 504 may be referred to the Director of Student Services also located in the School Administration Unit Building at 204 Maple Street, or phone 746-5186.

### **School Attendance**

#### **New Students**

All new students must have up-to-date immunizations. Parents must provide proof of residency to ensure assignment to the schools and will

be required to sign a form for records release from the school previously attended. Documentation of the proof of residency should be a current rent receipt, utility bill, phone bill, credit card or bank statement in the parent's/guardian's name.

### **Returning Students**

All students who are current residents of the Hopkinton School District are welcome to attend the Hopkinton Elementary Schools. Non-resident students attending Hopkinton School District may petition for tuition admittance at the discretion of the Board and Superintendent. The District reserves the right to seek restitution for non-resident students attending Hopkinton Schools without approval of the Board.

### **Classroom Placement**

Classroom placement is at the discretion of the principal. It is the goal of the Hopkinton School District to provide the best educational setting for all students. To accomplish this task, Hopkinton School District administrators and staff will access areas including but not limited to the student's academic performance; the appropriate balance and composition of each class in each grade; the placement of students with special learning needs within classes; and knowledge of student-to-student interactions.

The school administration will consider relevant written input submitted by parents *on or before May 1st* which shall not include requests for specific teachers.

### **Kindergarten Orientation**

Each spring, Harold Martin School holds Kindergarten Orientation events for next year's kindergarten students and their parents. At a session in the spring, parents hear from the kindergarten teachers, nurse, Guidance Counselor, Principal, Volunteer Coordinator, and PTA officers and have an opportunity to have questions answered. There is also a school day for the incoming kindergarten students themselves to visit their classroom not long after the parent night. You will be contacted by mail regarding the dates and times.

Students entering kindergarten must be 5 years old by Sept. 15 of the current year. Parents should bring the following documentation when registering their child for kindergarten:

- an up-to-date immunization record

- proof of residency
- a copy of the child's birth certificate
- the child's social security card

### **Change of Address or Phone Number**

It is important to let the school office know as soon as possible if the family has moved or is planning a move. Please immediately notify the building principal or office manager about a change of address or telephone number. Up-to-date information is vital in the event of illness or emergency. Notification several days in advance of transferring students from the school they are attending allows for the easiest transfer for the child. This also gives the teacher time to prepare grades and other documentation for the student's permanent records.

### **Absences & Excuses**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Simply doing the written work that is missed cannot make up a missed school day. Absences create a genuine hardship for a student. (See Make-up Assignments under Academic Expectations)

### **Excused & Unexcused Absence**

According to state law, all school-age children are to be in attendance except for the following reasons: illness, medical care, injury or other emergencies, activities or events beyond parental control. Final administrative determination of whether an absence is excused or unexcused is made by the school principal.

Excessive absences are reported to the guidance counselor and school principal. Students who are absent, whether excused or unexcused, more than 10% of a trimester (approximately 6-8 absences) will receive communication from the Principal or Guidance Counselor informing the parent of the accumulation of absence and providing assistance to improve attendance as required. Family vacations are not an excused absence. For special circumstances prior arrangements must be made with and approved by the building principal.

### **Tardiness**

The student day begins at 8:00 for Harold Martin School and 8:10 for Maple Street School. If a student is going to be late, we ask that a parent

call the office. If a student is tardy more than five times per trimester, the principal will contact the parents. If tardiness persists, a conference will be held with the parent, student, guidance counselor and principal to discuss possible solutions to the problem.

#### **Student Absence Calling Program**

All parents are asked to call the school no later than 9 a.m. on any day their child will be absent. Please call each day your child is absent. This program is designed to keep children safe by making sure that absent students are safe at home and not lost or otherwise missing. Office managers or their designee will contact the parents of any students absent whom we have not received notification from. The student absence line at the Harold Martin School is 746-4030. At the Maple Street School, please call 746-4195. Give the child's name, classroom teacher and date(s) of absence.

#### **Student Release During School Hours**

Students are not permitted to leave during the school day without written authorization from a parent. When the student is picked up during the school day, the parent or designee must come into the school office to sign out the student. Students may not be excused to walk home alone during the school day.

#### **Student Release to Other than a Parent**

Students are not released to the custody of anyone other than a parent, a court appointed guardian, or their designee (designation must be in writing). Students of estranged parents shall be released only at the request of the parent who has custody of the student pursuant to court order and who is designated as parent or guardian of the student on school records.

#### **Change in Regularly Scheduled Transportation**

At the onset of the school year, parents are asked to provide information as to their child's primary means of arriving at and leaving school. If a student is requested to go home in a different way than the predetermined method with the school, a permission note must be signed by the parent and sent to the teacher.

### **Inclement Weather / School Cancellations**

In the event of dangerous or inclement weather conditions in the Hopkinton area, the Hopkinton school District will cancel school for the day. Watching or listening to the following media stations will allow you to obtain information as to school closure: WMUR – TV, WZID – radio. Harold Martin School tries to call every parent, but this is difficult and not always possible.

Although each building will send a confirmation email to its designated email lists upon notice of cancellation, please do not use this as a primary method of determining school cancellation. Email often takes several minutes to arrive at its destination, and may be delayed indefinitely during times of server difficulty.

### **Crisis Management Procedures**

All schools are prepared for a variety of emergency situations including violence and bomb threats. Fire drills and lockdowns are conducted on a regular basis during the school year.

### **Lockdown**

In the event total security within a building is necessary, all classroom and exterior doors are locked with no entry or exit, or release of students, from the building until the crisis is past.

### **Evacuation**

In the event the school must be evacuated, all students and staff will be transported by buses to an emergency relocation site. Once everyone is accounted for, students will be released to a parent or guardian. Parents will be contacted via their designated emergency contact numbers with information regarding the location of the relocation site. Please do not call the school.

### **Health and Medical Information**

#### **Nursing Services**

Both Harold Martin and Maple Street School have a Registered Nurse (RN) who is assigned to each building. Office managers and principals assist the school nurses in their absence.

### **Health Records**

Upon entering the Hopkinton School District, a health record is established by the nurses for each student. The health record contains information regarding the students' individual health needs, immunizations and allergies. Records indicating the need for accommodations for the student are also maintained. *Please make sure the school nurse is aware of any conditions/situations, which may prohibit your child from participating in normal school activities.* Also included in the health record are the results of routine screenings done by the nursing staff. This includes hearing, vision, scoliosis, height, weight and, in some cases, blood pressure screenings. Any abnormal screenings are reported to parents/guardians so follow-up can be planned with the student's health care provider.

The health record is maintained until the student graduates, is projected to graduate or leaves the district. If the student leaves the district, upon request, health records can be forwarded to the new school.

### **Confidentiality**

The information contained in each student's health record is considered confidential and is treated as such. However, if your child needs accommodations for conditions such as asthma (inhaler use), diabetes, (frequent trips to the nurse) certain chronic illnesses, or severe allergies your child will benefit if the teachers and selected staff know of the student's condition. In such cases, the School nurse will use her judgment to provide the essential information to appropriate staff "as needed". It is important that parents communicate any specific wishes regarding this to the School nurse. Accordingly, it is up to the parent to complete the medical information portion of the "Field Trip Permission" form, as this is the only means by which a teacher may know non-essential information about our child's medical needs while under the teacher's care away from school.

Contrary to common perception, there is no automatic link in medical information or records between healthcare providers and schools. The School nurse is not allowed to exchange information with any other healthcare professional, including the child's personal physician, without written release from the parent. Any required medication orders, immunization records, or treatment plans must be obtained by the parent and released to the School nurse.

### **Students with Special Health Care Needs**

Every year students come to school after being in the hospital, having surgery, or with casts and crutches. Notify your school nurse if this happens with your child. The school nurse will work with you and your student to make the necessary accommodations such as wheelchair use, excuses from P.E., transportation plan, etc.

### **School Attendance and Illness**

When an illness prevents a student from going to school, notify the school when the student is absent. Keep in mind your student could cause entire classrooms and school staff to become sick. Students with fever, vomiting, nausea, chills, repeated diarrhea, severe cough, earache or severe sore throat, need to stay home until 24 hours after the symptoms go away. If you have questions, call your school nurse for guidance. If these symptoms remain longer than a day, contact your health care provider to see if your child needs to be evaluated. In cases of certain communicable diseases (example: strep throat, pink eye) students can be readmitted to school after the school nurse reviews a note from the doctor and/or sees the student. It is extremely important that all medicines prescribed are completed.

### **Illnesses and Accidents at School**

Parents will be notified if a student becomes too sick to remain at school. First Aid treatment is available for minor accidents or injuries. Staff or school nurses will notify parents if they need to follow up on an injury or illness. If your student is hurt at school, encourage your child to tell an adult immediately. In the case of serious injuries or illnesses, parents will be immediately notified. If parents cannot be reached, the emergency numbers listed by parents will be contacted. Staff may call 911 if the nurse or administrator determines that it is needed for potentially life-threatening conditions. *Please make sure all phone numbers are current and the school knows your back-up plans if you are out of town or work out of town.*

### **School Attendance and Head Lice**

Hopkinton School District has a “No Nit” Policy for head lice and/or nits. If a student has lice and/or nits, parents will be notified to take their child home for treatment. The school nurse monitors each case and carefully follows contacts of the student. The school nurse is available to work with the family and provide any necessary information or teaching.

### **Medications at School**

For student safety and compliance with the school's drug and alcohol policy, all medications must be kept in the nurse's office. Parents must provide written permission before any medicines are given at school. Medicine must be received in the original container and have a current expiration date. Prescription medicines must be delivered to the school by the parent or guardian and received in the original container from the pharmacy with a current expiration date. For your student's safety, medicines received in plastic bags or other non-pharmacy containers will not be given to students. Send only the amount of medicine that is to be taken at school. Prescription medications, whether long or short term, require a written physician's order in addition to parent permission.

Over the counter medications may be provided to students by the school nurse on an occasional basis for student comfort during school hours. Parents can sign a form at the beginning of the school year allowing for this. If, at any time, the school nurse has a concern regarding a student's use of over the counter medication, the parent will be contacted.

Students may carry their inhalers if a written statement is submitted. (See Self-Administration of Asthma Medication on this page.) Students are responsible for coming to the nurse's office at the designated times for medications.

### **Self-Administration of Asthma Medication**

New Hampshire Law provides that districts permit a student to possess and self-administer asthma medication within any school of the district if a written statement is submitted to the district containing: Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication; Health care provider identification of the prescribed or authorized asthma medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication. Contact your school nurse for the form that needs to be completed by the student's health care provider. Return the completed form to the school nurse.

### **Immunizations**

New Hampshire State Law requires each student to be immunized against certain diseases prior to school attendance. Each school nurse communicates with parents/guardians regarding missing immunizations. It is very important that parents follow up on letters and messages from the school. Students must be fully immunized within 30 days of the first day of school. By state law, students who are not fully immunized by the deadline may be excluded from school by the district administrators.

*Note:* Because Hepatitis B is given in a series, students will not be initially excluded if the series has been started. Parents are required to complete the series as scheduled. The only exception to this law is for parents who have received a medical or religious exemption from the State Department of Health. See your school nurse for the forms. Start this process before the deadline occurs.

### **Reporting Child Abuse or Neglect**

By New Hampshire State Law, any school employee who has reasonable cause to witness the results of or suspect that a student has been subject to abuse or neglect, is required to immediately inform the building administrator. The administrator or designee will make a report to the New Hampshire Department of Children, Youth, and Family Services (DCYF) or to the appropriate law enforcement agency, if necessary. Once the report has been made, these agencies assume the responsibility for the investigation.

### **Physical Examinations and School Sports (Grade 6 students only)**

Any student who participates in middle school interscholastic sports must have a physical for that school year. Physicals must be dated after June 1 prior to the new school year. Physical forms are available in the office.

### **Student Internet Access (Acceptable Use Policy)**

#### **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.

### **Daily Schedules for the Elementary Schools**

#### **Harold Martin School**

Children should not arrive before 7:30 AM each day. If parents transport, students may be dropped off at the area indicated in the large parking lot between 7:30 and 8:00 AM. It is imperative that parents follow the traffic patterns established by the school when dropping students off. It is preferred that parents not park their cars and walk their child to the playground as this takes up parking space which is at a premium. Instead, students should walk directly to the playground. If recess is inside, students go directly to the Multi-Purpose Room. Students may not go to the classrooms before 8:00 AM.

Dismissal for morning kindergarten is at 11:20 AM and the afternoon session begins at 11:20 AM. Parents who transport their children to PM kindergarten should bring them to the office and sign in. PM kindergarten students may not arrive before 11:20 AM. School dismissal for all other students is at 2:35 PM. If you are picking your child up after school, please do so by 2:40 in the Preschool Room (former Music Room), where an HMS staff member will sign your child out. Vehicles are not permitted in the bus unloading/loading circle area near the main office before 8:15 AM or after 2:25 PM. Please follow the signs and painted arrows on the pavement.

Preschool parents will drop off and pick up their children at the entrance by the preschool room in the large parking lot. Parents will need to park and head into the building. This year there will be some new spaces to the left of the entrance that should help provide parking.

### **Maple Street School**

Children should not arrive before 7:30 AM each day. Parents who drive their children to school should drop them off in the rear of the school. Children who ride the bus are to enter through the front door and proceed through the building to the playground or the cafeteria if breakfast is being purchased. The first bell is at 7:55 AM. Students line up to enter the building from the playground or report to class from the cafeteria. Teachers will be in their classrooms at this time. The second bell is at 8:05 AM. The 8:05 AM bell indicates the beginning of homeroom. The official start of the day is at 8:10 AM. Any student entering the school after 8:10 AM is tardy and must report to the office for an admit slip.

School dismissal is at 2:45 PM. Walkers and bus students exit through the front door of the school. Children being picked up by parents exit through the back doors.

Vehicles are not permitted in the bus unloading/loading circle area near the main office during the following times: 7:00 a.m. to 8:15 a.m. and 2:30 p.m. to 3:30 p.m.

In the elementary schools, parents and other authorized adults who come to pick up students during school are asked to come to the office and sign out the student.

### **Recess**

There will be recess outside every day, unless it is raining, or if the temperature is below 10 degrees to include wind chill. Students need to have seasonal clothing to enjoy outside recess. Please help your child wear or bring the proper clothes to school. During the winter months, students should wear jackets, boots, mittens, hats, etc. No students will be allowed to play in non-tarred areas without proper clothing.

### Hot Lunch Program

Hot lunch is served every day that school is in session. The cost of a hot lunch is \$2.25. For convenience, students are encouraged to purchase a weekly ticket. Checks may be made out to "Hopkinton Hot Lunch". Hot lunch menus are sent home with students at the first of each month.

Breakfast is provided at a cost of \$1.00. It is paid on a daily basis. Milk is sold at recess and lunch at a cost of \$.40 per carton (\$.05 for kindergarten). At the Maple Street School nutritional snacks are sold during the morning recess.

Information on free and reduced lunch is sent home at the beginning of the school year. Forms are available throughout the year in the school office.

### Bicycles

At Maple Street School, riding a bicycle to school is considered both a privilege and a wholesome form of exercise. Students may ride their bicycles to school once their parents have determined they are sufficiently knowledgeable, skilled, and safe to do so. Participation in a bicycle safety course is recommended. In our mission to keep all students safe, it is required that students wear an approved bicycle helmet when riding their bicycle to or from school. If a child arrives at school on a bicycle and no helmet, the parent will be notified and the student will not be allowed to ride the bicycle home until a helmet is obtained. If you would like to purchase a low cost helmet, or are unable to afford one, please inquire at your school's main office or nurse's office. Students may ride to school only when there are no snow banks to impair visibility. There is a bicycle rack at Maple Street School where students may park and lock their bicycles.

Students are not allowed to ride their bikes to school at Harold Martin School.

### **Beverages in School**

It is our goal to both teach and model good nutritional habits at school. To that end, students should not bring soda to school as a snack or lunch beverage as it can have detrimental health effects. Students are encouraged to purchase milk, bring juice, or fill water bottles at a fountain for drinking while at school.

### **Parties at School**

All school parties are planned in advance under the direction of PTA Room Parents and the classroom teachers. Some holidays are recognized through classroom activities and other parties are related to classroom instructional themes.

If you wish to send in a recess snack for your child's birthday, please check with the classroom teacher first. If you are having a party at home, we request that you do not distribute invitations in school. School buses may not be used for transportation to parties.

### **Behavior Expectations**

#### **Introduction**

The school discipline committee has developed our school code of behavior with input from students, parents and staff. It is designed to teach students responsibility and how to resolve conflicts peacefully. It is written for all audiences in our school community including students, parents, and faculty.

The expectations expressed in our school code of behavior are in place to give our students the best opportunity to learn in a caring and safe environment. If questions arise when reading this document, please do not hesitate to contact the school.

#### **To the Students**

At Harold Martin and Maple Street School, students are expected to exhibit a commitment to learning and to achieving success. We have guidelines for appropriate student behavior, which reflect the school's philosophy of openness and mutual respect. The guidelines show that you are expected to take personal responsibility for your behavior. This responsibility applies not only to your academic duties, but also to your use and care of school facilities, equipment, textbooks and supplies. Each student contributes to the well being and success of everyone at Harold Martin and Maple Street School. Your actions should always reflect the pride you have in yourself and your school.

### **To the Parents**

We want students to be fully informed of their responsibilities at Harold Martin and Maple Street School. We try to ensure that all students are treated in a fair manner. We have a consistent approach to school discipline. Rules are applied as the situation and behavior warrants.

Parental support is seen as an integral part of our program, so we hope that you will become familiar with the guide in an effort to help us develop the safe, caring and supportive environment that our children need. After reading the document, please share and discuss the contents with your children.

### **School Vision**

Both Harold Martin and Maple Street School are a peaceful school. Academic excellence, respect for self and others, as well as an appreciation for diversity and individual differences are emphasized. We work to develop an inviting atmosphere where good humor prevails and an excitement for learning is fostered. A commitment to lifelong learning begins here.

### **Statement of Beliefs**

1. Every child has the right to receive a quality education.
2. All children are special, talented and important and should be challenged to achieve to their maximum potential.
3. Children need to be treated with patience, consistency and fairness.
4. It is the parents' responsibility to send children to school clean, rested, well fed and mentally ready to participate in the learning process.
5. The quality of education is improved if students, parents and staff respect each other.
6. Regular parental support and involvement are essential to the success of our school.
7. Building self-esteem is essential for students, parents and staff.
8. Everyone should have the opportunity to work and learn together in a positive environment.

9. Behavior and learning are everyone's personal responsibility.
10. Active learning promotes creative thinking skills.
11. High expectations produce high achievement.
12. Education is a lifelong process attained through a variety of experiences.

### **Peer Mediation Program**

Maple Street School currently has a peer mediation program in place for its students. Mediation is available, as an option, to all students who would like help in resolving a conflict.

Conflict is a natural part of life and an almost daily occurrence in schools. Mediation offers a new way of addressing this old problem. Mediation is a process of resolving disputes/conflicts with the help of a neutral third party, a mediator, who facilitates the process. Mediation allows the students in dispute to bring their problem to the mediation table in order to cooperatively work out their differences.

Basically, the mediation process is fairly simple. Peer Mediators meet with a guidance counselor and the students in conflict in the same room. Each student tells her/his story and how she/he feels about the problem. The mediators help the students' search for solutions.

Peer Mediators are not judges or counselors, but are trained to listen without taking sides. The mediation process usually brings about a "win-win" solution.

After being nominated by teacher recommendation, students are trained as mediators in a day-long training session. Referrals for mediation can come from teachers, administrators and duty personnel who determine if the solution is suitable for mediation. If so, the students in conflict meet with the mediators in a quiet, private area where they can carry out the process of resolving the conflict.

The use of mediation to resolve school-based disputes can result in improved communication between and among students, teachers,

administrators and parents and can, in general, improve the school climate. Recognizing that young people are competent to participate in the resolution of their own disputes encourages student growth and gives students skills such as listening, critical thinking and problem solving that are basic to all learning.

### **Code of Behavior**

#### **SECTION A: Respect for Self and Others**

##### ***1. No Put Downs***

###### **Expected Behavior**

Everyone is entitled to be treated with consideration and respect. Treat others as you would like to be treated. Do not laugh at others or hurt their feelings.

The following are examples of behaviors that are unacceptable because they show lack of consideration and respect for others: name calling, teasing, mocking or demeaning remarks; swearing, crude, rude or obscene language whether spoken, written, implied or gestured, will not be tolerated; racial slurs, sexist remarks or threatening or intimidating language is strictly forbidden. Laughing at others or comments that may hurt the feelings of others are not appropriate. (Example, comments about someone wearing glasses or someone's personal weight, etc.)

Put downs include, but are not limited to all of the above.

Reason for Expected Behavior:

Language that is offensive to others shows a lack of respect for the person. It may lead to further conflict, hurt the person's feelings and even damage the person's self-image. The ability to communicate with others in a positive and acceptable manner is a valuable life skill.

##### ***2. Hands Off***

###### **Expected Behavior**

Fighting, pulling, tripping, spitting, biting, pushing, shaking, kicking furniture, kicking people or things, rough horseplay and shoving, (whether carried out 'in fun' or seriously) are not acceptable.

The taking of another's property is forbidden. Example, taking something from someone's desk or schoolbag without asking.

Throwing objects such as sticks, stones, food and drink, or snowballs is strictly forbidden; as well as schoolbags, articles of clothing, or books.

Weapons (knives, sticks, pens, guns) objects that could be considered weapons, whether real or toys, are forbidden.

### **Reason for Expected Behavior**

In our school everyone has the right to be happy and to feel secure, protected and safe from physical harm. Learning to deal with frustration and anger without resorting to physical outbursts is critical to becoming a productive member of society. Violence, if gone unchecked, quickly escalates to more serious acts.

### **Consequences for Misbehavior**

Minor incidents of misbehavior will result in one or more of the following consequences:

- a. A reminder that the behavior is inappropriate and unacceptable.
- b. An immediate time out.
- c. Lunch recess detention
- d. Peer mediation
- e. Phone call to parents

For incidents that are more serious, the student will be required to meet with a guidance counselor to receive counseling and to complete a written account of the incident on the form provided (see Appendix A). The form will be signed by the student and the appropriate staff member and will be taken home for parent/guardian signature. The form must be returned to the school the next day.

Once a student receives three (3) forms indicating a pattern, then a parent meeting will be arranged to discuss strategies for dealing with the problem.

### **Severely Disruptive Behavior**

Behavior that is frequent or serious enough to significantly disrupt the learning climate of the school, endanger the safety and security of self,

others, or damage property is classified as severely disruptive. THESE SEVERELY DISRUPTIVE BEHAVIORS WILL NOT BE TOLERATED AND WILL BE DEALT WITH IMMEDIATELY.

Consequences of this type of behavior could be immediate removal from school, suspension, and/or other disciplinary action as deemed necessary.

### **Chronic Disruptive Behavior**

When a student has committed repeated acts of disruptive behavior, which because of their repetitive nature could then be considered as becoming severely disruptive, the consequences could include, but are not limited to, the following:

- a. conference with parents
- b. recommend student participate in a counseling program
- c. suspension
- d. consider an alternate learning placement for the student

## **SECTION B: Academic Success**

*“Every child is capable of learning and succeeding in school.”*

### **Expected Behavior**

To ensure success in their school year, each student with parent support and guidance is expected to complete all class and homework assignments on time and to the best of their ability.

It is expected that students will respect the rights of others by not disturbing them when they are trying to get their schoolwork done.

It is the responsibility of the parents and students to provide the necessary school supplies as required to carry out the assigned schoolwork.

It is the responsibility of the parents to provide a regular homework routine and a suitable place for the student to work.

**Reason for Expected Behavior**

Attitude, hard work, effort and determination are the keys to success. Striving to do your best and taking pride in your work will help you achieve your full academic potential.

**Consequences for Misbehavior**

Work that is incomplete or below standard for the student's ability will have to be completed or done over. The student may be required to stay after school to do this, or they may be reassigned the work for completion at home.

If incomplete or below standard work becomes frequent, when it becomes difficult to evaluate, the parents of the student will be notified so that a cooperative plan of action can be implemented to make sure that the student is completing work according to their ability.

**SECTION C: Behavior in the Building**

*“An important factor in effective schools is a safe orderly environment.”*

**Expected Behavior**

While inside the school you are expected to behave, work and walk in a quiet, orderly manner. This applies to all areas in the building. There is to be no running in the halls or on the stairs.

Students are required to wear appropriate footwear in the building at all times. No roller blades, skateboards, etc. are permitted in the building.

**Reason for Expected Behavior**

Students have the right to a safe environment. These guidelines are necessary for security, safety and good order. Respectful care of school resources maximizes their usefulness, working order and general attractiveness.

**Consequences for Misbehavior**

You will be reminded of the expected behavior and directed to follow it. If the offense is serious or repeated, consequences will be applied using the same procedures as outlined in Section A.

## **SECTION D: Playground**

*“Playground behavior is a reflection of our school culture and should help to reinforce the behavioral and academic expectations of our students while maintaining a safe and caring environment.”*

### **Expected Behavior**

Students must stay within the designated school boundaries and in areas where they are in view of yard supervisors. In other words, students are permitted to play on the playground tarred area, the equipment area, the ball field and the soccer field. (Reminder – please take note that supervision does not begin in the morning until 7:35. For their own safety, children should not be on the school grounds before this time as there is no supervision.)

Students are not permitted to play behind the school, on either side of the school, near the garbage bin, the parking lot or in the wooded areas.

- Sliding on icy paths created by winter conditions is not allowed.
- Throwing balls against the windows is not allowed.
- Playing on snow banks is only allowed with proper attire and at the Principal’s discretion.
- Throwing snowballs, sticks, stones, or any other type of projectile is strictly forbidden.

Showing respect for the environment (i.e. cleaning up the school grounds and disposing trash in the trash cans) is part of everyone’s responsibility.

Skateboards, and roller blades are not permitted on the school grounds during the school day. Students are expected to walk their bikes, skateboards, and roller blades on and off the school grounds.

Respect for self and others as outlined in Section A apply to the playground as well.

Promoting a safe environment on school grounds is expected by all. School should be a fun place for all to enjoy.

**Reason for Expected Behavior**

These designated areas and rules will be enforced to ensure our students have a safe, orderly and pleasant area in which to play.

**Consequences for Misbehavior**

Consequences for misbehavior will be applied as outlined in Section A.

**SECTION E: Attendance, Absenteeism & Tardiness**

*“Attendance is an essential element in a child’s educational experience.”*

**Expected Behavior**

You shall report to class promptly each day, ready, willing and able to work. If for any reason you should arrive late for class, you shall report to the office before going to your classroom. Absenteeism requires a confirmation call to your parent or guardian. Cumulative absences in excess of 10% of total days in a school trimester, or tardiness more than 5 times per quarter will result in written parental contact from the Principal.

Parents/Guardians should call the office if they have concerns about absenteeism.

**Reason for Expected Behavior**

Punctuality is a form of courtesy towards your teacher and your classmates. Punctuality is a learned skill. It involves making good use of your time at home and at school. If you are late, you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up their school work. In order for you to achieve to your maximum potential, regular attendance is essential

**Consequences of Misbehavior**

On some occasions lateness and absences are unavoidable. However, if habitual lateness and absenteeism appear to be a problem, your parents will be consulted so that we can discuss strategies for dealing with the problem.

## **SECTION F: Phone Use**

### **Guidelines**

Students will be allowed access to the school class phone for emergency/special situations (Teacher discretion) only.

Using the school phone to make after-school social arrangements is not permitted during the school day. Use of cell phones is permitted only in the office during non-instructional times. Cell phones are not permitted to be carried on the student's person during the academic day. Cell phones must remain in backpacks and may not be used without permission. Use of cell phones without permission will result in confiscation.

### **Reason for These Guidelines**

Students need to develop responsibility in remembering to communicate with parents specifically about their daily schedule. Allowing students to call parents whenever they wish does not help to develop responsibility.

## **SECTION G: Personal Appearance**

*“Student dress is a reflection of community standards and respect for one's self and school community.”*

### **Expected Behavior**

You are expected to dress in a clean, appropriate manner. Clothing with offensive words, slogans or pictures are inappropriate.

Walking or dress shorts and full length T-shirts are acceptable. Halter tops, mid-drift shirts, spaghetti straps, and tank tops with shoulder straps of less than two inches are not permitted to be worn in school. All shirts should be able to be tucked into a waistband.

Pajamas are, as a rule, not allowed unless approved by the Principal for purposes of spirit days. Clothing can not be excessively tight or loose.

Any clothing that promotes alcohol, drugs or tobacco products is also inappropriate in the school. Coats, hats and outside footwear are not to be worn in the classroom.

All students are expected to have appropriate footwear on at all times. Flip-Flop style sandals are not permitted.

Spiked clothing is not permitted

Hats are not permitted to be worn in the building.

**Reason for Expected Behavior**

Your appearance reflects your good judgment and your respect for yourself and others.

**Consequences of Misbehavior**

If you wear inappropriate clothing, your parents will be contacted to help resolve the matter. Students will be held to the same disciplinary consequences as Section A.

**SECTION H: Care of School Property**

*“Respect for the school reflects community pride and demonstrates appreciation for the community’s commitment to our students’ educational environment.”*

**Expected Behavior**

You will respect all school property, inside and outside (classrooms, halls, stairways, bathrooms, playground, gym, library, all equipment, furniture, textbooks, and supplies).

Your desk and the floor area around it are to be kept neat and tidy. When sitting down in class you should make sure that all four legs of your chair are always on the floor. Tables and desks are for doing your work, not for sitting on.

You are expected to treat the school and equipment with the same care and respect. Keeping the school in good condition provides a safe, healthy environment.

**Reason for Expected Behavior**

A neat and orderly environment not only ensures safety, but also reflects school pride. In taking care of school property you help to maintain

attractive surroundings and useful facilities which are necessary for successful learning.

### **Consequences of Misbehavior**

If you deface school property, you will be expected to clean it.

If a textbook is destroyed, lost or stolen, you or your parents will be requested to pay the replacement cost.

If you damage school property on purpose, you are expected to pay for the repairs or the cost of replacement.

Intentional damage is a crime and will be dealt with accordingly.

## **SECTION I: Extracurricular Activities**

*“School trips are an educational extension of the classroom. Behavior on trips is a direct reflection of the school’s commitment to quality education and development of character.”*

### **Expected Behavior**

All school rules expected behaviors and consequences for misbehavior apply when students are involved in extra curricular activities and field trips.

Remember when you are participating in these activities you represent your school. Don’t let your misbehavior ruin the event for yourself or others. Always let others know that you are proud to be a student at Maple Street School.

### **Consequences of Misbehavior**

Misbehavior will result in the same consequences as Section A, however students may, at the discretion of the Principal, not be allowed to participate in future trips.

## Academic Expectations

### **Grade & Progress Reports**

The school year is divided into three, twelve-week (trimester) grading periods for permanent grade reports.

In addition, Maple Street students receive midterm informal progress reports during the sixth week of the trimester.

### **Parent Conferences**

On November 5<sup>th</sup>, near the end of the first trimester, each student's parent or guardian is scheduled for a conference with the student's teacher.

### **Joint Custody Guidelines**

At the request of either parent, separate conferences can be arranged with the child's teacher. Both parents can also request a copy of the report card, and midterm progress reports. Additional conferences may be scheduled throughout the year at the request of the teacher or parents. In addition, parents will receive a call or be requested to attend a conference when a student's performance drops significantly. We encourage parents to contact the school at any time. Good communication is essential for student success.

### **Homework**

Homework is an extension of learning that takes place in school. If a teacher assigns homework it is usually part of an assignment that receives a grade, for practice or enrichment, or it may be just a sampling for parent understanding of a student's skills. Classroom teachers notify parents of their individual homework policies. If your child consistently says he/she has no homework, visit or call the teacher.

Maple Street School utilizes two methods of documenting homework and classroom assignments. The primary method is the daily student homework log. This log is maintained by the student and may be initialed by the teacher at parent request. Maple Street school also utilizes Homeworkknow, a web-based site dedicated to teacher web pages. Teachers update their page daily by 4:00 PM. These pages serve as a back-up for the daily log. The teacher's websites may be viewed through the Maple Street School website at [www.hopkinton.schools.org/mss](http://www.hopkinton.schools.org/mss). Select "teacher Pages to view your child's teacher's page.

**Make-Up Work**

Parents and students must arrange with the teacher for make-up time and/or work missed within three days following an absence. Students usually have one attendance day for each day absent to make up missed work.

**Testing for Proficiency**

Third through sixth-grade students will take the New England Common Assessment (NECAP) to evaluate proficiency in reading, writing and math. This assessment data will be used to determine if your child's school or the district has met No Child Left Behind Adequate Yearly Progress (AYP) goals. In addition, the assessment provides schools with information allowing a focus on individual student growth and performance during the school year. Students will also take the Northwest Evaluation Association's Measures of Academic Progress (MAP) twice yearly to enhance the teachers' knowledge of student reading and mathematics growth.

**Grading Systems****Harold Martin School**

All students receive trimester progress reports in reading, mathematics, understanding the concepts of science and health, social studies, as well as behavior that support learning.

**Maple Street School**

Grades 4–6 receive trimester grades and progress reports in reading, mathematics, science, and social studies, art, music and physical education, as well as behaviors that support learning. Students also receive participation and effort grades for keyboarding and health / life skills. The evaluation of each student's progress and achievement in each course is the responsibility of the teacher of that course. Students working on standards and benchmarks below their grade level shall be graded according to their functioning in that subject area.

**Schedule of Report Card and Progress Report Dates**

First report card: Wednesday, December 3rd, 2008

Second report card: Wednesday, March 18, 2009

Third report card: Final day of school

There will also be three mid-term progress report cards sent home each

year for students at Maple Street School. The dates for these progress reports will be:

First mid-term progress report:	Wednesday, October 15 <sup>th</sup>
Second mid-term progress report:	Wednesday, January 28 <sup>th</sup>
Third mid-term progress report:	Wednesday, May 13 <sup>th</sup>

**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

**Elementary Curriculum Overview**

**Art**

Students receive art education once a week. The art curriculum consists of a developmentally appropriate foundation in basic art concepts. Students are given many opportunities for creative expression. A variety of art skills and techniques are explored and a broad variety of art materials are used. Art concepts and experiences are presented in a thematic context that integrates with the classroom curriculum.

**Music**

Students in grades P-5 receive music education once a week. Grade 6 students receive music one additional class every other week in addition to their weekly special. The music curriculum consists of a foundation of basic music, vocal skills, moving to music, music theory and reading, music appreciation, vocal and instrumental performance. Students in Grade 4 also receive the foundations of choral music embedded in their music curricula.

**Physical Education**

The physical education program focuses on age appropriate fitness. The components of cardiovascular endurance, muscular strength, flexibility, coordination, and agility are enhanced through a variety of experiences in movement, manipulative devices, rhythms and dance, perceptual motor activities, developmental gymnastics, and simple games. The students are introduced to motor skills that form the foundation for the enjoyment of lifetime leisure sports and activities. Kindergarten has physical education once a week and grades 1 through 6 have physical education twice a week.

Students are asked to wear loose fitting play clothes that can easily be washed or replaced if soiled or damaged. In the selection of proper footwear, please consider sneakers that will not make black marks on the gym floor. No platform sneakers are allowed. All students are expected to participate in physical education class unless a doctor's medical note is provided or upon recommendation of the school nurse.

**Health and Life / Skills**

Students in grades 4-6 receive instruction in health and life / skills. These courses assist the students in developing their knowledge of healthy living. Aspects of the course will cover CPR, first aid, exercise and nutritional management, mental health, and social health. Students will also receive instruction in conflict resolution, peer mediation, anger management, and impulse control.

**Keyboarding**

Students in grades 4-6 receive instruction in keyboarding. This course teaches the elements of touch-typing and knowledge of the keyboard. Students use web based and local software to support their instruction and learning.

**Literacy**

The instructional technique known as Guided Reading is the basis for reading practice and instruction in grades K - 6. The reading program K - 6 focuses on oral reading, comprehension skills, ability to analyze, learning to read in grades "K - 2" and reading to learn in grades "3 - 6".

Writing is an essential part of the reading program and vice versa. Students are required to write every day. They write for a variety of

purposes, for: to tell a personal story, to express an opinion, to convey a message or to develop a research paper.

Assessments in reading and writing are done on every student in K - 6 three times a year. We use the Write Traits technique for assessment in writing. Results are collected in a student portfolio.

Hopkinton Elementary Schools' utilize two spelling programs. In K-2, we will utilize Fountas and Pinnell's Phonics Lessons: Letters, Words, and How They Work program while grades 3-6 will use the Sitton Spelling program. Both approaches integrate well with our approach to literacy instruction.

### **Math**

Our elementary schools utilize the Growing with Mathematics program for grades K-5, published by McGraw-Hill. This program applies the "spiraling" concept of curriculum development in that topics and skills are revisited many times during the course of the year. This program is also consistent with the instructional approach being used in grades 6-12. Students in grade six utilize the Glencoe Mathematics series.

### **Second Step**

Students in grades P-3 receive the Second Step program which teaches and reinforces the skills that can help all children get along better and do better in school. This program is based on research in the field of violence prevention, has been evaluated and has proven to be effective.

### **Science**

Students in grades K-6 receive science instruction in three core areas: physical, earth/space and life science. Each grade has a specific core series of units for which it is responsible. Resources to support the courses include Delta DSM kits, Prentice Hall texts, and a variety of lab based resources.

### **Social Studies**

Social Studies is taught at all elementary grades. Topics gradually reflect an appreciation of self with the local community, region, state, country, and global society. Students in grades 4-6<sup>th</sup> grade intensify their study of State, country and world history and the major themes and events which have shaped our society and world at large.

**Pre-School**

The Harold Martin Preschool is primarily designed to meet the needs of our 3-5 year olds with special education needs. (See below). However, approximately 50% of our students are typically developing students who pay a tuition fee to be part of the program. The program usually has a waiting list so please call the school for more information.

**Elementary Student Resources****The Library Media Center**

The library has a flexible schedule to allow students to use the library as often as their class time allows. Students travel to the library individually or in small groups by using a library pass. Each class has student passes, which allow students from many classes to simultaneously visit the library. When the classroom teacher wants larger groups or the whole class to visit the library, arrangements are scheduled into the library's weekly calendar. Students are encouraged to visit the library frequently to either check out a book or, in the event the student has not yet returned borrowed materials, be a book browser. Library use helps students develop a life long love of reading and the skills to become independent seekers of information.

In Kindergarten and at the beginning of Grade One, students demonstrate responsibility by returning or renewing materials regularly. As students become older, the number of borrowed materials increases, as does the length of check out time.

**Computer Lab**

The computer labs at both Harold Martin and Maple Street Schools serve as the technology resource hubs for the elementary schools. Students at both schools are provided opportunities to work with both Macintosh and PC computers to research projects, design digital slide shows and multi-media projects, word process, and utilize software. At Maple Street School, students also are provided keyboarding instruction in the lab.

## *Student Services Programs*

### **Special Education**

The elementary schools provide services for students with special learning needs. The speech and language program offers a continuum of services to children whose oral communication difficulties are impacting their academic progress. These services are based on the results of speech and language testing and team consultation with the child's teacher and parents. Support is available in the form of direct intervention, consultation with teachers and parents, and monitoring of performance in the classroom.

Occupational Therapy is a related service that is provided for students after there has been a determination of an educational need. The occupational therapist utilizes movement and various manipulative and play activities to facilitate developmental skills that serve as foundations for classroom learning.

Preschool Special Education provides services to children three to five years old, who have been referred to the Hopkinton Preschool Team. Referrals for services may be made by the parent/guardian or teachers by contacting Special Services, SAU #66, 746-5273. The Preschool Team meets to consider the referral. If the team decides that more information is needed, an evaluation is completed. If the evaluation demonstrates that the child needs special education services, an appropriate program is developed to meet the child's needs.

### **Guidance Counselors**

Maple Street and Harold Martin schools each have a full-time guidance counselor to support student emotional and social needs. Guidance staff provides individual and group counseling, peer mediation assistance, peer leadership advocacy, and instruction in Second Step and Life Skills.

## *Volunteerism in the Hopkinton Elementary Schools*

Harold Martin School and Maple Street School seek to enhance the learning experience of its students by involving parents and other community members within the life of our school as volunteers. We have won the Blue Ribbon Award for volunteerism from the New Hampshire Partners in Education for many years in a row.

The goal of our volunteer program is to match the needs of the teachers, staff, and students with the talents and energies of our volunteers and to improve communications between volunteers and the teachers and staff they serve.

### **What can volunteers do in our elementary schools?**

Volunteers are an essential part of our school community. Volunteers provide extra hands to teachers and they use their unique talents for classroom enrichment. Without the efforts of volunteers many special events and programs at Harold Martin and Maple Street schools would not be possible. Opportunities for volunteers include, but are not limited to, tutoring and enrichment work within classrooms, planning for special events, assisting with theatrical productions, baking for class parties, working with student writers in our publishing center, chaperoning field trips, helping out on the playground, providing extra help in the library and assisting in art, music, and gym classes. Volunteers can work in the school weekly, monthly, or give a few hours for a special event. Each volunteer offers a unique set of interests and experience as well as his or her own level of commitment; all contributions of time and effort make a difference to the school and are greatly appreciated.

### **Who can volunteer?**

We welcome parents, grandparents, caregivers, and other community members to share their time, commitment, and special skills with our students within the framework of our volunteer program. There are volunteer opportunities to fit into almost every schedule. Those unable to work within the school will find opportunities to complete tasks at home or after school hours; those unable to commit to any regularly scheduled time will find ample opportunity to help out with special events or programs. No special education or professional experience is necessary to volunteer. The volunteer program thrives because of the great variety of talents and interests within the Hopkinton community. The most important quality of a volunteer is a genuine desire to make a positive difference in the life of our students.

There is a Volunteer Orientation every September. Watch for the date in the *Parent Flash* and *Branching Out*.

Our volunteer coordinators are:

Harold Martin School: Julie Morris  
746-4137 / [hmsvolunteer@hopkintonschools.org](mailto:hmsvolunteer@hopkintonschools.org)

Maple Street School: Michelle Benson  
746-6607 / [eightbensons@comcast.net](mailto:eightbensons@comcast.net)

### **Things For Students To Know For Harassment Free Schools**

#### **Your Rights and Responsibilities**

All children have a right to learn and play in a school that is free from harassment. At Hopkinton Elementary Schools we believe that:

1. We should respect ourselves and the rights of others.
2. We all have a right to feel safe and to be treated with respect.
3. Harassment is wrong.

**Harassment is when someone, or a group, repeatedly does things or say things that make you feel:**

- afraid
- upset
- angry
- unsafe
- embarrassed
- uncomfortable

**Harassment is:**

- not wanted
- not asked for
- not welcome

**Some kinds of harassment are:**

- teasing and name calling
- bullying
- rude signs
- offensive pictures, drawings or language
- offensive writing, notes or messages
- inappropriate touching
- putting people down because of their:
  1. gender

- 2.family background
- 3.personal life
- 4.appearance
- 5.religion
- 6.disability
- 7.race

**A happy school is harassment free. You can be kind and thoughtful and respect others by:**

- Greeting people with a smile.
- Saying thoughtful things to others.
- Including people in games and activities.
- Being aware of how your behavior affects others.
- Changing your behavior when it is upsetting someone.

**If you are being harassed:**

- It is okay to ask the person harassing you to stop.

**But always:**

- Seek help
- Go to any teacher and tell them what is happening
- Go to a parent for help
- Tell them everything
- Remind that that a school rule is being broken
- Remind them that harassment is serious and must be reported.

**At our schools, the staff will:**

- Listen when you tell
- Let you know that telling is a sensible thing to do
- Work out the best way to handle the situation

**If harassment keeps on happening:**

- Keep on reporting
- Don't give up

### **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., 1<sup>st</sup> grade, 10<sup>th</sup> 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, 2007.**

**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, any staff member or available 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 third 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 Statute 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 Statute 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, Distributions, 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