

Henry W. Moore School

Parent / Student Handbook

2013-2014

LANCERS



**STUDENT/PARENT HANDBOOK
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Candia School District

Henry W. Moore School

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Administrators' Message to Parents and Students

On behalf of the entire staff of the Henry W. Moore School, we would like to extend a warm welcome to both new and returning students. We look forward to seeing you each day, and hope you are as excited and enthused about the new school year as we are.

The purpose of this handbook is to provide information to both parents and students regarding procedures, programs, and policies at your school this year. Several areas addressed in the handbook will also be discussed in your child's classroom. We encourage you and your child to review the handbook together as well.

We believe parents, guardians, teachers, administrators and students working together create a positive learning environment and a successful educational experience. We insist that you think of Moore School as your school! Your participation, input, and concerns are important in helping us decide which programs will provide your child with the best education. We encourage you to work closely and cooperatively with your child's teacher and take the opportunity to become involved in our school in a variety of ways.

We hope that you will find this handbook informative and helpful. Should you have any questions or concerns about your child's progress during the year, please do not hesitate to contact your child's teacher. We strive for effective communication with parents and our goal is to work together to achieve our mission at Moore School - the highest possible quality education for your child!

Sincerely,

Robert St.Cyr
Principal

Michelle Lavallee
Assistant Principal

I. EDUCATIONAL PHILOSOPHY

MISSION STATEMENT OF THE CANDIA SCHOOL DISTRICT

The Candia community is committed to providing the highest quality of education possible. By respecting individuality, valuing cooperation, and inspiring a love of learning, the Candia School District, as an integral part of this community, will help children build a solid foundation that will carry them through their life experiences. The educational programs are designed to enable every child to acquire and demonstrate the skills necessary for success in our society.

BELIEF STATEMENTS OF THE CANDIA SCHOOL DISTRICT

WE BELIEVE THAT:

- All children will learn
- Programs are designed to encourage success
- There is a variety of valid learning and teaching styles
- Individuality is accepted
- Cooperative learning fosters citizenship
- Creativity will be encouraged
- Every person will be treated with dignity and respect
- A positive climate for learning will exist
- Children will share responsibility for their learning
- Children will share responsibility for their behaviors
- Children will demonstrate knowledge
- Children will recognize and value their own accomplishments

CSD File: ADA

SCHOOL DISTRICT GOALS AND OBJECTIVES

In order to achieve the District's mission, the Candia School Board will strive to:

- a. Provide appropriate financial support to achieve District goals.
- b. Provide high quality comprehensive programs to meet the individual needs of each student.
- c. Maximize the skills of a quality faculty and staff.
- d. Provide high quality equipment and facilities to meet the needs of all students.
- e. Provide opportunities for the maximum involvement of all citizens as teachers and learners.

In addition to these long-term goals, the Board shall meet annually to establish yearly goals.

Adopted: June 1979
Revised: February 14, 1989
Adopted: October 7, 1999

SAU #15: Auburn, Candia, Hooksett Core Values

Our Schools, Our Students, Our Charge

Core Value # 1

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

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

Core Value # 2

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

Core Value # 3

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

Core Value # 4

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

Core Value #5

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

II. SCHOOL OPERATING PROCEDURES

SCHOOL HOURS

Grades K – 8	First Bell: 8:05 AM	Start of School Day: 8:15 AM
	Dismissal: 2:45 PM	
	Late: Bell 8:15	
Drop-off Time	Parent morning drop-off: 7:50 AM to 8:15 AM	
Pick-up Time	Parent pick-up: 2:45 PM	

SCHOOL CALENDAR

Please refer to our school calendar showing the days school will be in session as well as those days devoted to vacations, workshops, holidays, etc.

Any emergency changes will be posted to our website and announced by the TV/radio stations listed below. If the change occurs during a school day, we make every effort to contact parents or emergency contacts listed on the student card.

The calendar is posted on the school's website: <http://www.cms.k12.nh.us/>

CANCELLATIONS / DELAYED OPENINGS / EMERGENCY DISMISSALS

1. **No School or Delayed Opening** announcements will be made by radio on WGIR (610AM), WZID (95.7FM), WKXL (1450AM), WFEA (1370AM), WOKQ (97.5FM), WEVO (89.1FM), WJYY (105.5FM), WNNH (99.1FM) and by television on WMUR channel 9.

The school does use an 'automatic dialer' as a courtesy telephone call to the home phone number listed for the student. Please ensure that main office has correct numbers for both home and emergency purposes.

2. All school delayed openings are for **2 hours**. When this occurs, students should be picked up at their bus stops **2 hours** later than normally scheduled.

For example: A regularly scheduled pick up of 7:40 would occur at 9:40.

School would begin at 10:20 rather than 8:20.

There will be **no morning kindergarten on delayed opening days**.

3. In the very rare case that students should be sent home early due to inclement weather or other school emergency, announcements will be made on the same radio and television stations. Students will be afforded the opportunity to call home. And the school will initiate the automatic dialer.

Parents are advised to make arrangements in advance with their children in case of early dismissal.

It is imperative that the Emergency Information card/sheet be completed accurately at the beginning of the school year. If there are any changes during the school year, please communicate immediately with the main office.

Candia Students Attending Manchester High Schools

1. Should school be cancelled in Candia but not in Manchester, there will be no **high school transportation**.
2. Should the delayed opening procedure be in effect in Candia, but not in Manchester, school transportation will be **90 minutes** later than normal to Manchester.
3. Should the delayed opening procedure be in effect in Manchester but not in Candia, high school transportation will begin at 8:30AM (at the conclusion of the elementary runs).
4. Should students in Candia be sent home early, but not in Manchester, arrangements will be made to provide high school students with transportation by school bus from Manchester prior to the Candia closing. Students in high schools will be notified through the high school intercom system.

EARLY RELEASE DAY BUS SCHEDULE

The following schedule will apply for all Early Release Days:

11:30	End of School Day
11:30	Grades K-8 First Bus Dismissal, which includes all five buses. Parent pick-up will be dismissed to the cafetorium
11:45	Students riding the second bus run (buses 1, 2, & 3) will be dismissed to the playground.
12:00	Second bus run begins (approximate).

Lunch will be provided to students on early release days.

EVACUATION DRILLS

Evacuation drills will be scheduled by the Principal or Assistant Principal during the school year. The purpose of an evacuation drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

Adopted: April 6, 2000

Emergency drills are introduced to students by teachers in classroom settings before they are actually carried out. Teachers explain the circumstances in which an exercise will be needed, the safety procedures of the drill, and address questions the students may have about the drill. Traditional (fire drill, evacuation) and non-traditional (lockdown, reverse evacuation, shelter-in-place, offsite evacuation) drills will be practiced throughout the year.

Evacuation plans are posted in each classroom and in the hallways, displaying the route of evacuation from any particular room.

Please refer to the 'Local Field Trip' form in the appendix.

SCHOOL SECURITY

To ensure the safety of our students and the security of our building, the doors are locked at all times. The main doors in the front of the school remain locked all day and visitors must be “buzzed in” by school personnel. The doors remain locked throughout the evening unless there is a scheduled school or community event scheduled.

All parents, visitors, vendors, and contractors **must** report to the office. A ‘Visitor’s Pass’ will be provided when a person has reason to go beyond the office.

Individuals in the hallway or on the playground, without a pass in clear view, will be approached by any staff member and redirected to the office.

You will be requested to sign in, receive a pass, and return the pass when you sign out.

We are also requesting that parents not visit the classroom teachers between 8:10 AM and 3:00 PM due to the fact that the teachers are teaching, supervising student arrivals, and preparing students for dismissal.

III. ATTENDANCE PROCEDURES

ATTENDANCE

The importance of punctual and regular attendance for every student is imperative to a quality education. Proper attendance has a direct effect on the educational process. Attendance is required by NH State Statutes.

STATE LAW REGARDING ATTENDANCE AND TRUANCY

State laws regarding attendance and truancy have changed. There are three individual RSA's relative to attendance, appointment and truancy. They are as follows: NH RSA 193.1 Duty of Parent; Compulsory Attendance by Pupil and the NH law relative to truancy: NH RSA 189 (189:34 Appointment, NH RSA 189:35 Truancy Defined and NH RSA 189:36 Duties). The Candia School Board revised the existing attendance policy in May of 2011 to address the current law. The Policy, JH, is below and can also be referenced on the school website at: www.cms.k12.nh.us

CSD File: JH

CANDIA SCHOOL DISTRICT ATTENDANCE, ABSENTEEISM AND TRUANCY

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

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

The Board considers the following to be excused absences:

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

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

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

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

Family Vacations/Educational Opportunities

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

allow the teacher enough time to work with parents and the student regarding homework completion.

Truancy

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

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

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

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

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

Intervention Process to Address Truancy

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

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

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

Parental Involvement in Truancy Intervention

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

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

Developing and Coordinating Strategies for Truancy Reduction

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

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.

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2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

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

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

Proposed: January 14, 1986

Legal References:

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

Adopted: Revised: Revised: Revised:
April 11, 1989 April 5, 2001 October 2, 2008 May 5, 2011

In order to attend the Candia school, students must be legal residents of the town of Candia.

ABSENCES

Regular attendance is essential for the continuous progress of your child in school.

Absences will be excused only for illness or sound, pressing, and/or unavoidable circumstances.

We request that appointments for outside activities and doctor's appointments be scheduled other than during school hours, if possible.

Parents/Guardians are required to call the school on those days when their child is going to be absent from school.

ATTENDANCE MONITORING

1. On day(s) that your child will be absent from school, please call 483-2251 (press 7) to inform us of the absence. A message may be left on the school's answering device.
2. At approximately 8:30 AM each morning, the school secretary will check the absence list with the calls received. At that time, every effort will be made to contact the parent/guardian of those students who are absent without parent/guardian notification.
3. Every reasonable effort will be made to establish telephone contact on a daily basis with parents/guardians of students who are not in attendance at school.

4. In circumstances where parental contact cannot be made, the school may contact the police department regarding a child's absence.
5. When phone contact has not been established, written absence notes from parents may be required upon the child's return to school.
6. In addition, written absence notes are required for all absences of more than three days.

EARLY DISMISSALS

The safety of our students is important to all of us. The Candia School Board, faculty, staff, and the Candia Police Department are particularly concerned about student safety before and after school, at arrival and dismissal times. The following procedures are designed to ensure a safe operation.

No child will be dismissed from school until the parent has sent a note, on or before the date of the dismissal, to the Main Office requesting that release.

CHILDREN WILL BE RELEASED ONLY TO THE PARENTS/LEGAL GUARDIANS OR A PERSON LISTED ON THE EMERGENCY CARD UNLESS OTHERWISE INSTRUCTED IN A NOTE OF RELEASE.

The person designated to pick up the child should be prepared to present identification.

End of Day Pickup/"Parent Pick-up"

Students being picked up will be dismissed at the 2:45 bell *to the cafetorium*. A staff member will be at the gym door to check-off/release students.

- Pull into the front loop and swing out into the playground, turn around and ***form a single line*** from that point - down the side of the side of the building, then across the front of the gym.

Please do not cause the line to back up into the street.

Be aware of oncoming traffic when turning into the school.

- If you are the first car to arrive, please pull forward to the end of the white lines designating 'pick-up' (this is just past the main entrance).

- To provide a safe environment for our students and avoid traffic congestion, please *remain in your car*.

We shall make every effort to dismiss your child promptly. Your cooperation expedites our efforts.

Please remind your child/children – daily – what their dismissal plans are.

Kindergarten parents should pick up their children at 11:00 AM (morning session) on the bus access road or 2:45 PM (afternoon session) utilizing the Parent Pick up loop (cafetorium). One-way bus transportation is available to kindergarten students (*to* school for the AM session and *from* school for the PM session).

A child may not ride home with anyone except his/her parents unless a note accompanies the child stating the name of the person and the relationship. This note must be sent to the office in the morning of the day the child is being picked up.

If you are picking up your child three or more days per week, please write a formal letter stating that your child will be picked up and by whom. This letter will be kept on file for the school year. From these letters, we build an 'end of day' dismissal list.

Children leaving school at other than assigned times or by assigned transportation must be picked up in the office. Under no conditions will a child be allowed to wait outside of the school building for someone to pick him/her up.

EMERGENCY INFORMATION

Students will be given an Emergency Information Card at the beginning of the school year to be completed by parent/guardian. It is ***imperative*** that this card and form be filled out in detail. Should emergencies arise, it is necessary that we have contact information at hand, immediately, for each child.

Please contact the school as soon as possible if any of this information should change during the course of the school year (i.e. address, telephone number, parents work/cell numbers, or emergency contacts).

ENTRANCE AGE

CSD FILE: JEB

A student may enter kindergarten if his/her chronological age will be five before September 30 of the year of entering school.

A student may enter grade one if his/her chronological age will be six before September 30th of the year entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

Adopted: January 22, 1974
Revised: May 8, 1990
Adopted: April 5, 2001

To the extent practical, and is required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrolment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, the parent or guardian of homeless students may request enrolment in the school where the student is actually living, or other schools according to the McKinney-Vento Act.

MCKINNEY-VENTO SCHOOL ENROLLMENT REQUIREMENTS AND NEW HAMPSHIRE DEPARTMENT OF EDUCATION HOMELESS DISPUTE RESOLUTION PROCESS

The New Hampshire Homeless Children and Youth Program is responsible for ensuring that homeless children and youth are enrolled and attending school and have a full and equal opportunity to each the same high academic standards expected of all children. The McKinney-Vento Act, Section 722(g)(1)(C) requires each state agency establish procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youth. The New Hampshire State Coordinator of the Education of Homeless Children and Youth Program is available to provide technical assistance, guidance, and mediation in the enrollment and dispute processes.

The New Hampshire General Court has enacted a statute that requires the education commissioner to determine which school a homeless student or youth will attend when that decision is not or cannot be made at the local level. The New Hampshire Department of Education has adopted the following policy to provide guidance to local school districts in implementing the dispute resolution process for homeless children and youth.

STEP ONE: School Enrollment

School enrollment of a homeless child or youth shall be determined by the parent, guardian, student of lawful age, or unaccompanied youth. To the extent feasible the student will be enrolled in the school of origin. The school of origin is defined as:

- The school last attended by the child or youth when permanently housed, or;
- The last school in which the child or youth was enrolled.

If the placement in the school of origin is not feasible, or against the wishes of the parent, guardian, student of lawful age, or unaccompanied youth, the student will be enrolled in the school serving the community where the child or youth temporarily resides.

- In the case of an unaccompanied youth, the Local Homeless Education Liaison shall assist the youth in the school enrollment process.

STEP TWO: Enrollment Dispute

Each school district shall have a policy for the resolution of disputes involving homeless children and youth. If an enrolment dispute develops regarding the enrollment options available under the McKinney-Vento Act, the child or youth shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute.

- Resolution of the dispute shall be facilitated by the superintendent of designee as expeditiously as possible in accordance with McKinney-Vento requirements and the local education agency (school district) dispute policy.

- If more than one school district is involved in a residency dispute, the respective superintendents shall jointly make such a decision.
- In the case of an unaccompanied youth, the Local Homeless Liaison shall assist the youth in the dispute process.
- A written explanation of the superintendent's decision regarding a school enrollment shall be provided to the parent, guardian, student of lawful age, or unaccompanied youth including a statement regarding the right to appeal the decision to the commissioner of NH Dept. of Education.

STEP THREE: Appeal Process

When an agreement cannot be reached, the Commission of the Department of Education, or designee, shall make a determination within 14 days of notice of the residency dispute and such determination shall be final. In the case of an unaccompanied youth, the Local Homeless Education Liaison shall assist the youth in the appeal process. A written explanation shall be provided to the parties of record and a copy of such explanation shall be kept on file by the Department of Education. Any person aggrieved by the decision of the Commissioner may appeal the determination by a court of competent jurisdiction.

PARENT / GUARDIANSHIP

The school administration should be notified, in writing, with specific instructions concerning parent/ guardian issues. Appropriate court/custody papers will be required for the file to enforce the situation.

TARDINESS

Tardiness is a very serious concern at Moore School. We appreciate your cooperation in trying to make arrangements that will allow your child to arrive before classes start and to remain in class until school is dismissed.

Students will be marked tardy if they are not in their homerooms by 8:20 AM.

According to RSA 193:2, children are to attend school “*during all the time public schools are in session.*” The issue of excessive tardiness and absences has also become a concern of the court, local law enforcement, and community service agencies.

Any student arriving at school after 8:20 AM must **report to** the main office.

IV. ACADEMIC INFORMATION

CURRICULUM

Copies of district curricula are available in the school Media Center and on the School District website, <http://www.sau15.net>.

HOMEWORK GUIDELINES

Current educational research indicates that homework adds the greatest value to the educational process when it relates directly to work at school, enlists the support of families as part of the valuable home-school connection, and can support students in acquiring or enhancing essential learning skills and in developing effective work habits.

Homework is never to learn material the first time around. Homework is seen as practice not busy work.

Research also indicates that many children complete homework most successfully with clear time frames and guidelines for completion. At home, this may mean having a designated homework time and area.

As an extension of the classroom, homework must be completed in a timely manner, organized and accurate. (CSD File: IKB).

We discourage sending work home while the child is ill. Opportunities to complete missing assignments due to illness or absence will be provided as necessary.

To assist with homework completion, please:

- set aside a daily time when homework is to be done. If no homework assigned that evening, the student should read during that designated time.
- allot adequate time, with follow ups on progress
- confirm the assignment which is due by checking the assignment book or the web page reference.
- provide tools – paper, pencils, etc.
- set appropriate time limits, i.e. approximately ten minutes per grade level.
- prohibit distractions, e. g. listening to TV or radio during the study time
- assist by explaining, and verifying assignment has been completed

Please refer to the middle school section in this handbook regarding additional homework responsibilities for middle school students.

PARENT / TEACHER CONFERENCES

An annual Parent/Teacher Conference Day is scheduled within the first marking period. Teachers are also available throughout the school year for individual conferences. Please feel free to arrange an appointment that is mutually convenient anytime during the school year.

PROGRESS REPORTS AND ACADEMIC ACHIEVEMENT

Multiple forms of assessments are employed by the Candia School District. They include but are not limited to

- Mid-quarter Progress Reports
- End of quarter Report Cards
- Math Benchmark Assessment
- NorthWestern Education Assessment (*NWEA*),
- DIBELS* (Dynamic Indicators of basic Early Literacy Skills) in grades K-2
- Mandatory state-wide assessments (*NECAP*) in grades 3-8

Primary grade levels may replace the first progress report with a parent conference.

Parents are strongly encouraged to contact teachers should they have concerns about student grades.

PROMOTION AND RETENTION

All students will be provided with a wide range of resources to meet their individual needs, and as such promotion to the next grade is our expectation.

Students who may be failing two or more subject areas in grades six through eight will be considered to be at academic risk and may not be promoted to the next grade level. Please be sure to check PowerSchool for the latest information regarding your child's grades and contact the classroom teacher(s) or teams for a parent/teacher conference as soon as possible.

REPORT CARDS

Report cards are issued three (3) times per year for kindergarten students, four (4) times per year for grades one through eight.

Report cards should be signed and returned to your child's teacher promptly.

Grades will close one week prior to the issuance of report cards.

The school's on-line calendar will provide the exact dates for the closing of each term.

Grading Scale

	<u>Grade K</u>	<u>Grades 1, 2</u>
Key:	1 – E – Exceeding Expectations 2 – M - Meeting Expectations 3 – S – Meeting Some Expectations 4 – N – Needs Support n/a – Not Currently Addressed	District Expectations Are Emerging Meeting Some District Expectations Meeting District Expectations Exceeding District Expectations

Grades 3 - 8

Academic Scholarship

A+ = 97 - 100	B+ = 87 - 89	C+ = 77 - 79
A = 93 - 96	B = 83 - 86	C = 73 - 76
A- = 90 - 92	B- = 80 - 82	C- = 70 - 72
	D = 65 - 69	F = 0 - 64

Unified Arts (Grades K-4)

O = Outstanding	U - Unsatisfactory
S = Satisfactory	N/A - Not Applicable

TRANSFERS

If you are moving out of the Candia School District, please inform the school secretary. Transfer papers and copies of immunization records will be prepared for you, if needed. All records will be forwarded to the school to which the student is transferring upon their request.

V. Non-Instructional Procedures

ANIMALS/PETS IN SCHOOL

Unauthorized animals are not allowed in the school building or on the school grounds.
(CSD File: IMG)

BICYCLES / SCOOTERS/ SKATEBOARDS/ ROLLERBLADES

At parental discretion, students in grades 5 through 8 may ride bicycles to school. A written parental permission must be on file prior.

Please note bike helmets are required for bicycle riders under 16 years of age (NH RSA265:144x). This is a violation subject to fine. Students arriving at school without helmets will not be permitted to ride their bikes home and parents will be notified.

Skateboards, scooters, and roller blades are not to be used on school grounds, and it is highly recommended that they **not** be brought to school.

Skateboards are not permitted on school buses.

The school cannot be responsible for any lost or damaged skateboards, scooters, roller blades, or bicycles.

Bullying

Henry W. Moore School continues to develop procedures in accordance with the revised Pupil Safety and Violence Prevention Policy (CSD File: **JICK**) adopted by the School Board on December 2, 2010. This policy was developed based on House Bill 1523. The House Bill revises the statute on Pupil Safety and Violence Prevention Policy to include harassment, intimidation, bullying, and cyberbullying.

Please refer to the Appendix to review the Candia School District Policy (CSD File: JICK) in its entirety.

BUSING / BUS STOPS / ROUTING

Bus transportation is provided for those students living one mile or more from school or where an unusual, obvious danger to a student walking to school exists.

The SAU Administration and the bussing contractor establish bus stops. Students may be required to walk up to 6/10 of a mile to their bus stop.

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

Students must take their assigned bus. Students, who wish to get off the bus for any reason or wish to go somewhere other than home, **must have a written note, signed by the parents, to this effect.** This note must be presented to the office at the beginning of the school day. *Thus telephone calls to change bus plans are not permitted.*

In view of the fact that riding a school bus is an extension of the classroom, the District shall require students to conduct themselves on the bus in a manner consistent with established school and statutory standards, including, but not limited to RSA 155, Smoking on School Property, RSA 126-I, Tobacco Products Ban, RSA 193:B, Drug Free School Zones, and CSD File: JICI, Weapons in School.

In cases where a student does not conduct him/herself properly on the bus, the bus driver will implement bus discipline procedures.

Busses are now equipped with monitoring equipment (cameras).

We offer one-way bus transportation for Kindergarten students (to school for the AM class; from school for the PM class).

Please remember not to pass busses when their lights are flashing.

BUS CONTACTS

The Candia School District has contracted with Student Transportation of America (STA – formerly Goffstown Trucking Co) to provide bus transportation for its students. Below are the contacts and phone numbers we would like parents to follow in the event an issue occurs:

- Step 1 Call STA at 222-2248, or via fax at 222-9019 to report the issue.
- Step 2 If a resolution cannot be reached, contact the Assistant Principal at Moore School. Please have necessary information ready to communicate (i.e. who/what was involved; who was spoken with)
- Step 3 All other questions/concerns should be directed to the SAU 15 Business Administrator, at 622-3731 ext. 11.

BUS DISCIPLINE PROCEDURES

- First Wrongdoing: Managed by the bus driver. Incident noted in bus driver log.
- First Write-Up: Consequences will range from a verbal and written notification to parents/guardians up to a three(3) day suspension of school bus privileges.
- Second Write-Up: Parental meeting with the bus driver and school administration. Consequences may include up to a three (3) day suspension of school bus privileges.
- Third Write-Up: Parental meeting with the bus driver and school administration. Consequences will range from a three (3) to five (5) day suspension of school bus privileges.
- Fourth Write-Up: Parental meeting with the bus driver and school administration. Consequences will range from a five (5) to ten (10) day suspension of school bus privileges.
- Fifth Write-Up: Parental meeting with the bus driver and school administration will occur immediately. Student will have school bus privileges suspended for the remainder of the school year. Within two school days, the student's parents may request to meet with the Superintendent or designee to appeal the decision. Should the principal's or designee's decision stand, the suspension will remain in effect. The parent may then request to appear before the Candia School Board to seek a restoration of bus privileges. Should privileges be restored and another write-up occur, bus privileges will be revoked for the remainder of the year.

In accordance with RSA 189:9-A, a bus suspension is not to be interpreted as dismissal from school. Should a bus suspension occur, transportation to and from school becomes the responsibility of the parents. Failure to be transported to school privately on bus suspension days will result in the administration contacting the Candia Police to file a truancy report.

FOR THE SAFETY OF ALL, THE FOLLOWING RULES WILL BE OBSERVED WHILE RIDING THE BUS:

1. Observe classroom conduct.
2. Be polite, use acceptable language.
3. Do not eat, drink, or chew gum on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not bring smoking materials, alcohol or other drugs on the bus
7. Do not damage bus or equipment.
8. Stay in your seat, facing forward. Do not stand or jump around.
9. Keep head, hands, and feet inside the bus.

10. Do not fight, push, or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The driver is authorized to assign seats.
15. Do not throw anything out the window.
16. Do not bring any weapon or other dangerous item on the bus.
17. No radios or tape players allowed on the bus unless requested by a teacher
18. No act or item, which may be deemed disruptive or dangerous to the general welfare of all, will be permitted.
19. No skateboards, music instrument cases or the like are allowed on the bus.
20. Students must remain on the bus until arriving at school or home.
21. Students living on the main highway are ONLY allowed to board and depart the bus from the side on which they live. There can be no exceptions.

CARE OF BOOKS, SUPPLIES AND SCHOOL PROPERTY

Parents are expected to pay the replacement cost in cases involving loss, deliberate damage or destruction of books, or school equipment/ property.

DISCIPLINE PROCEDURES

All student behaviors must be based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. This includes treating all students and staff with courtesy, consideration, and respect. *Insults, force, and sarcasm* shall not be tolerated (CSD File: JIC).

Positive Behavior Interventions and Supports

Henry W. Moore School is a PBIS school. PBIS is an organized, data-driven system of interventions, strategies, and supports that enhances the capabilities of schools families and communities to create and sustain positive environments for living and learning.

PBIS is a systems approach utilized at Moore School focusing on improving behaviors of all students.

Our mission is to foster safety, respect, responsibility, and caring throughout the school. There are three teams that promote and oversee the four components of PBIS. The components are

- Be Responsible
- Be Safe
- Be Respectful
- Be There and Care

Student's expectations and consequences will be consistent with local, state, and federal policies, including, but not limited to, rights of due process, federal and state weapons and substance abuse policies, and state attendance statutes. The possession of alcohol, drugs, weapons, or dangerous articles on school premises before, during, or after school or at any school-sponsored activity is subject to administrative and/or legal action (See Appendix for CSD File: JICI). Gross misconduct, neglect or refusal to conform to the rules of the school will not be tolerated.

Minor Behaviors

Behaviors that would be considered a *minor* are behaviors that interfere with the daily operation of the classroom or school. These types of behaviors should be handled by the individual staff member.

<i>Examples of Minor Infractions</i>	<i>Consequences for Minor Infractions</i> (not limited or sequential)
Inappropriate Verbal Language	Verbal Reprimand Special Assignment Loss of Privileges Lunch/After-School/Recess Detention Parent Contact
Physical Contact	
Defiance/Disrespect	
Disruption	
Property Misuse	
Teasing	
Dress Code Violation	
Lying/Cheating	
Property Damage	
Tardy	
Not Completing Homework/Classwork	

Major Behaviors

Behaviors that would be considered a *Major* are behaviors that severely impact the learning environment. *Majors* also include physical actions against other persons, destruction of property, or anything that affects the health or safety of others in the school. These types of behaviors should be handled at the administrative level.

<i>Examples of Major Infractions</i>	<i>Consequences for Major Infractions</i> (not limited or sequential)
Abusive/Inappropriate Verbal Language	Office Detention
Alcohol/Other Drugs	In-School Suspension
Combustibles	
Defiance/Disrespect/Insubordination	Out-of-School Suspension
Disruption	Behavior Contract
Fighting/Physical Aggression	
Theft	Temporary Removal from Class
Forgery	
Harassment/Bullying	Counselling
Skip/Truancy	
Vandalism/Property Damage	Referral to PBIS Yellow Team
Tobacco	
Weapons	

Each student has the right to receive an education that is meaningful and useful, and which provides equal opportunity regardless of the student's race, religion, national origin, language, sex or ability. Students have the right to learn, teachers have the right to teach, and no student has the right to interfere with the learning process. All students have the right to a system of due process procedures in disciplinary matters.

PLAYGROUND RULES

Act safely, responsibly, and respectfully to all others sharing the playground with you. The, everyone will have fun!

- Follow the directions of the adults on duty.
- Respect each other's personal space
- Stay within the designated playground area.
- Do not eat or drink on the playground
- Do not play games that involve body contact, pulling of clothes, or roughness. Football may only be on-hand touch.
- Football and soccer games may only be played on the field.
- Tag and kickball games may only be played on the blacktop.
- Do not fight – real or imaginary.
- Hockey sticks, tennis rackets, hard balls (including footballs), batons, or baseball bats may not be brought out to recess.
- Safe equipment like Nerf balls, tennis balls, jump ropes, and kick balls are permitted.
- Use all playground equipment as intended. Do not try gymnastics or stunts on the equipment.
- Play fairly, follow the game rules, and take turns. Decide the rules before the game begins.
- Stay a safe distance from playground equipment and all games in progress.
- Stay out of "Off Limits" areas: behind the rocks by the swings, the shed near the playground area, the trailer, rear and front parking lot.
- No rough play or tag games on the rocks. You may ONLY sit on or climb the large boulders.

Above all, don't intentionally hurt another person. Be a friend to everyone on the playground!

OUT-OF- SCHOOL ACTIONS

Disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect on the school.

Such activities include, but are not limited to the following:

1. Damaging school property, e.g. a school bus.

2. Engaging in an activity which causes physical or emotional harm to other students, teachers or other school personnel.
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities. (CSD File: JICDD)

STUDENT DUE PROCESS: SUSPENSIONS AND EXPULSIONS

When infractions are of a severe nature, or when students fail to correct repeated offences, suspension from school participation, transportation, or co-curricular activities may result.

Due process shall be afforded to any student involved in a proceeding which may result in suspension, exclusion, or expulsion. Through the procedures of due process, all parties are ensured an equitable opportunity to tell their story. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. (CSD File: JICD)

DRESS CODE

Students are expected to dress in a reasonable and responsible manner. Clothing which may prove disruptive to the general student body or interferes with the educational process are the factors used in determining the suitability of student clothing.

For example:

- Clothing that depicts inappropriate sayings, acts of violence, or promotes smoking, drugs or alcohol will not be permitted in the school.
- Chains, leather straps, or items that could be distracting or used as a potential weapon/to intimidate students are not acceptable.

The following dress code requirements apply:

- For safety reasons, beach footwear, i.e. rubber “flip flops” may not be worn in the school by students in grade K-5. Sneakers are required when participating in physical education activities. Seasonally appropriate footwear should be worn in the school at all times.
- Hats are not appropriate when worn in the school.
- Students are expected to wear some type of outerwear to outdoor recess periods if the temperature is less than 40 degrees.
- Students in grades K -5 are expected to wear boots and snow pants if they are going to be on snow banks.

- Students should not wear “revealing” clothing such as tank tops, mid-drift tops, or halter-tops. Spaghetti straps are not permitted without a garment covering them (no “three-finger” rule), and shirts/blouses/tops must not be low cut in the front.
- **All** underwear should remain unseen.
- Shorts, skirts, or slacks, which lace up higher than the knee are not permitted.
- Shorts and skirts are permitted. Length must be equivalent to the tips of the fingertips with arms straight against the side of the body.

If a student is wearing inappropriate clothing, they may:

- a.) Change into appropriate clothing they have,
- b.) Change into clothing the school will provide,
- c.) Change into clothing parents will bring to the school.

Students may not return to class until they have changed into appropriate clothing, and they will be expected to make up work missed while out of the classroom.

We believe it is imperative to provide all students with the best possible environment for learning, and we feel this dress code helps promote that environment. The administration will make the final decision as to what is or is not appropriate. If you have any questions regarding the school’s dress code, please do not hesitate to contact administration at your earliest convenience.

EXTRACURRICULAR ACTIVITIES

After-school activities will begin at the 2:55 bell. Start times for athletic events will be noted on the schedule given to team members. All activities will be posted in the calendar on the school website (cms.k12.nh.us)

Students are encouraged to attend after-school activities providing they have attended school that day. Students must attend school for **at least half a day** to participate in an after school activity.

Students, who wish to stay, need a note signed by a parent or guardian giving permission to stay for the event. The note must indicate that transportation home will be provided. These notes must be turned in to homeroom teachers in the morning.

Students are not allowed to leave school grounds. Appropriate school behavior is expected at any extracurricular activity and all school rules remain in effect.

Extracurricular activities may include dances, PBIS activities, chess club, walking club, intramural activities, athletics, Student Council, Yearbook, Drama, PTO sponsored activities, etc. Dates, times and locations will be posted on the school website.

Students who are failing two or more academic subjects at the time of the activity will not be permitted to attend extracurricular activities. Any students who are suspended from school on the day of an extracurricular activity may not participate in, nor attend the activity.

FIELD TRIPS

The school encourages field trips as a means of helping students learn as much as possible about the world in which they live. Field trips represent part of the overall academic program, when available. Teacher and student preparation and follow-up are essential to each trip's success in order to translate experiences into learning.

Before each trip, a permission slip will be sent home. This needs to be filled in, signed, and returned to the school before a student can be allowed to go on a trip. Teachers and parent chaperones are assigned to each trip to provide adequate supervision. Parent participation is welcome.

Local Field Trips

Local field trips are defined as 'within walking distance of the school' (i.e. firehouse, Smyth Public Library and pond, CYAA Field House/off-site evacuation, etc).

A permission slip will be sent home at the beginning of every school year regarding local field trips. A copy of the permission may be found in the appendix.

HOLIDAY OBSERVANCES / SCHOOL PARTIES

Holiday parties are held in classrooms three times per year for Fall Harvest, Winter Holiday, and Valentine's Day.

INSURANCE

The Candia School District does not provide accident insurance for individual students.

Student insurance is made available to all students at a reasonable cost to the parent. This information is provided with the beginning of the year/forms packet. It is also available in the school office.

LOST AND FOUND / PERSONAL PROPERTY

Please mark your child's name in/on all belongings (i.e. jackets, sweaters, hats, boots, lunchboxes, etc.) If your child has lost any possessions, have him/her check the "Lost & Found" in the school's foyer.

Any money sent to school with your child should be place in an envelope with the child's name on it.

Items of value should *not* be brought to school. If any of these items are brought to school, it is at the risk of the student and his/her parent/guardian. Students are strongly cautioned to keep all valuables, billfolds and purses, money, jewelry, etc. on their person at all times. They should not leave anything of value in their desk or locker. The school cannot accept responsibility for lost or stolen articles. Unclaimed items are donated to charity.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the Candia PTO is to create a safe and nurturing environment, which provides each child the opportunity to develop to his or her fullest potential. This is done through partnerships with parents, staff, teachers and community members.

The Candia PTO plays a vital part in providing resources and programs that extend to opportunities for teachers, students and families. The programs supported each year by the Candia PTO include, Read Across America Week, Artist in Residence, Drama Guild, Popcorn Days, After School Crafts, Movie Nights, Spirit Day and the Holiday Gift Shop.

The Candia PTO encourages all parents and teachers to become members and get involved. The Candia PTO meets monthly on the first Wednesday of each month at 7pm in the Music Room at Moore School.

PRINT / VIDEO / MEDIA / WEB PAGE

Parents should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. Students may also be featured on the school's web site. A Release of Information Form is given as part of the initial registration package. This form indicates if parents **do/ do not** wish their child to be featured in any print, video, or web page media presentation.

This Release of Information Form will remain in effect throughout your child's enrolment or until the parent/guardian notifies the school, in writing, of a change. The Release of Information Form is available in the appendix.

RECESS

We feel that fresh air is very beneficial to growing children, but we will refrain from keeping them out for long periods during inclement or extreme cold weather.

All children will be expected to participate in outdoor activities unless excused for **medical** reasons. A letter from a physician is required.

Please see that your children come to school appropriately dressed for the prevailing weather condition including boots, mittens, etc.

Students do not partake in outside recess if the temperature or wind chill factor is 20 degrees or below.

SNACK TIME

Daily snack time is part of the routine of each student. We encourage nutritious snacks that are non-sweet, such as fruits, raw vegetables, crackers, cheese, etc. Milk is available for purchase.

TEACHING ABOUT RELIGION

CSD File: IMBB

The Candia School Board believes that the observance of religious holidays is not the responsibility of the public schools. Because a public school is not a place of worship, instructional materials, activities, decorations or assembly programs should not promote any religion. They should be seasonal, not religious.

Adopted: May 3, 2001

TELEPHONE

We cannot permit students to make plans during the day and change their dismissal destination by phone. **All change of student plans must be in writing.**

Students are not to receive phone calls during school hours. A message will be taken and given to the student so that he/she can call back at a convenient time. If the call is an emergency, arrangements will be made for the student to call back immediately.

The telephone in the office is for school business and emergencies only.

A pay phone is located in the corridor and may be used by students, if necessary, when participating in an after school program/activity only.

Cellular/Recording Devices

According to school district policy (CSD File: JICJ), the use of beepers, recording devices, cellular phones and similar communication devices by any student while in the school building, while in transit under the authority of the school, or while attending any function authorized by the school, is prohibited unless specifically authorized by the principal or designee.

If it becomes necessary for a staff member to take such a device from a student, a parent must pick it up after school.

TOYS IN SCHOOL

Parents are strongly encouraged to dissuade their child from bringing toys to school. Toys, including playing cards such as Pokemon and Magic, can be misplaced or broken, and can be a distraction to students. Although Moore School does not prohibit students from bringing toys to school, if they are used inappropriately, or during an inappropriate time, they will be confiscated and returned directly to the parent.

TRAFFIC / PARKING / STUDENT DROP-OFF PROCEDURES

In order to provide safety for the children, our parking lot has been designed to route traffic entering and leaving the school area.

If you drive into the 'loop', please pull around as far as possible in order to allow additional vehicles space behind you.

If you need to exit your car, please park in a designated spot and **not** in the loop. Children are entering and exiting the lot with their parents, so please drive carefully!

Please follow the signs upon entering or leaving the parking lot area when dropping off and/or picking up students. Please pull up all the way in the student drop off lane. Also, please do not park in the traffic loop if you need to enter the school building. Instead, park your car in an available parking space.

Walkers and parent drop-offs should arrive at school by 8:10 AM and will be dismissed at 2:45PM. **Students must not arrive at school prior to 7:50 AM.**

*Please refer to **Early Dismissals** for more detailed information on Parent Pickup*

VISITORS TO SCHOOL

Anyone visiting the school must check in at the office when arriving, obtain a Visitor's Pass, and sign-out upon leaving.

Children are not allowed to bring friends to school to visit during the school day, unless they have permission from the administration. While most often our visitors are well behaved, visits can distract our students from their learning activities. Liability and health requirements may also restrict visits.

VOLUNTEER PROGRAM

The volunteer program welcomes volunteers of all ages for a variety of activities. There are many ways you can help. You may volunteer on a regular basis or just once a year. You may help in the classroom, run-off copies, or work at home. You may want to help at a school event, on a field trip, or in the media center. We appreciate any time you can give.

When you do volunteer, please remember to record your hours in the Volunteer Sign-In Book located in the office. Look for more information to be sent home at the beginning of the school year

VI. SCHOOL PROGRAMS

ACADEMIC SUPPORT PROGRAMS

A variety of academic support programs are offered at the Henry W. Moore School. Support services in English Language Arts and Math are provided through Title 1 and the Reading Specialist. English as a Second Language (ESOL) services are also provided when necessary. Referrals for such services are made by teachers, parents, or others who may have concerns regarding a child's academic progress. The Minds in Motion program provides students an opportunity to extend their learning and critical thinking skills. The Guidance Program is also available to students in grades K-8.

ART, MINDS IN MOTION, MUSIC, PHYSICAL EDUCATION AND HEALTH PROGRAMS

Homeroom classes are provided with sessions of art, music, physical education, and health instruction developed according to the Unified Arts and content area curriculum of the Candia School District. Our art, music, physical education, and health teachers strive to integrate their programs with classroom instruction as appropriate.

Each child is required to participate in the physical education program on a regular basis unless the school receives a written excuse from a doctor stating the reasons why the pupil should be excused. For safety reasons, it is the student's responsibility to wear sneakers for gym.

CO-CURRICULAR ACTIVITIES

Students in the various grades have the opportunity to participate in co-curricular activities such as Athletics, First Lego League, Intramurals, Student Council, Chorus, Drama, and Band & Orchestra, providing they are academically eligible.

Refer to Athletic Teams and Activities, item 3: Academic Eligibility

COMMUNITY OFFERINGS

The community of Candia also offers many other activities for students. These include Girl Scouts, Cub Scouts/Boy Scouts, as well as soccer, baseball, softball, and basketball programs through the CYAA.

EMERGENCY MANAGEMENT TEAM (EMT)/SAFETY TEAM

The Henry W. Moore School has established an Emergency Management Team to organize and coordinate an appropriate response to any crisis that may have emotional or physical consequences for the student and faculty population.

The EMT does not focus attention on personal/confidential matters and will not respond to these issues among students or faculty. Rather, the EMT is designed to manage public situations, which may have either a short or long-term impact on the entire student body or staff. These situations include, but are not limited to, the following: death or serious injury of a staff member or student; death or serious injury of a famous political individual; community, environmental or natural disaster emergencies; violent act in the school or community which may have an immediate impact upon the student body and school staff.

Schools are required to conduct various 'emergency drills' during the course of a school year (i.e. fire, intruder, lockdown, off-site, etc). Most 'drills' are contained on site. However, an 'off-site' drill is exactly that. We need to move students away from school premises either by bus or walking.

HOT LUNCH PROGRAM

Students are provided with lunch and recess time milk each school day (including half days). School breakfasts and hot lunches are available for purchase.

The lunch program uses the computerized WinSnap program. It is a program that uses your child's four-digit library ID number at the point of sale. We would greatly appreciate it if you could send in checks for multiple meals, i.e.: monthly/weekly. You can specify where you would like the monies applied (lunch, milk or snack, etc). You will be notified when the account has a low balance. Prices are listed below and are subject to change during the school year. If accounts have a balance due, an alternate lunch may be provided e.g. cheese sandwich.

Breakfast: 1.25/day

Lunch: \$2.25/day

Milk: .40/day

Applications for Free or Reduced price breakfast/lunch are available through the office or the Lunch Director at any time. This information is kept strictly confidential. If you have any questions about the program, please do not hesitate to contact the Lunch Director at Moore School.

LIBRARY/MEDIA CENTER

All students enrolled in the school are entitled to borrow materials from the library.

Overdue items must be returned, paid for, or accounted for prior to the issuance of additional library materials.

Library reference books are to be returned to the library no later than 2:15 PM of the same day that they are borrowed, unless other arrangements have been made with the Media Specialist.

Library books that are damaged, lost, or destroyed are to be paid for by the student who has signed them out. The price is determined by the Library's records and is to be paid to the "Henry W. Moore School." Students who owe a library book at the end of the school year are expected to return it or pay for it.

STUDENT SERVICES/SPECIAL EDUCATION

The Henry W. Moore School offers a broad continuum of services to support our students with specific learning needs. These include, but are not limited to, guidance services, special education services, related services (such as occupational therapy, physical therapy, and speech and language therapy), positive behavioral interventions and supports, and instructional accommodations, modifications and resource room programming.

In order to access services through the Student Services office, a referral to the school team can be made either by school staff, parents or other providers. Referral forms are available through the Student Services office, and should be filled out, in order to determine what types of supports a student may need in order to be successful. Referrals should be provided in writing, and sent to the Director of Student Services, Henry W. Moore School, 12 Deerfield Road, Candia, NH 03034. For further questions or concerns, please contact our office at (603) 483-5628. (See Appendix for Notice of Rights Pursuant to 186-C: 16-b.)

VII. MIDDLE SCHOOL PROGRAM GRADES 6-8

As students move through grades 6-8, there are predictable physical, intellectual, and social/emotional changes you can expect:

Physical

- Between the ages of 10 –15, expect student to grow anywhere from 10-20”, and gain 40-50 pounds. This may cause real physical pain for some adolescents.
- Rapid growth changes the nutrition and appetite demands requiring healthy food choices.
- Physical development and hormonal changes can result in varying comfort-levels for adolescents.

Intellectual

- Students in grades 6-8 are transitioning through the stage of “concrete thinking” to a more abstract/complex way of viewing the world. However, only about 10% of them are abstract thinkers by the end of 8th grade.
- At this age, students are insatiably curious about their world, and are especially concerned with how situations will affect them and their friends.
- Students in middle school are idealistic, becoming aware of and open to many new points of view.

Social/Emotional

- At this age there is an ongoing struggle between the need for parental support and affirmation and the need to assert independence. Clear and consistent guidance and boundaries are critical.
- To middle school students, peer influence and social acceptance is paramount. This may manifest itself in a preoccupation with popular music, TV, video games, fashion, and even behavior.

The ongoing challenge to find one’s own identity and to maintain self-esteem absorbs and affects every aspect adolescent life.

Please examine some of these resources for parents:

Forte, Imogene & Sandra Schurr (1993). *The Definitive Middle School Guide*. Incentive Pub.
Knowles, Trudy & Dave Brown. (2000). *What Every Middle School Teacher Should Know*. Heinemann.
Thompson, Randy & Dorothy Vander Jagt. (2001). *WOW! What a Team!* Incentive Pub.
Wormeli, Rick. (2001). *Meet Me in the Middle*. Stenhouse Pub.

ALGEBRA

A full year course in Algebra will be available to students in the seventh and eighth grade.

Student performance on an algebra aptitude test may be used in determining acceptance into the Algebra program. Students and parents will be notified of their participation in Algebra at the beginning of the school year.

ATHLETIC TEAMS AND ACTIVITIES

Student safety is among the highest of priorities at the Moore School. The Candia School Board has been concerned with the growing number of head injuries and concussions that occur in school sports. As a result the Board has adopted a comprehensive policy to help keep our children safe. A copy of the policy can be obtained through the school and SAU 15 offices. Please read the rules from the policy below:

Candia School District Concussions and Head Injuries Policy CSD File: JLCJ

A concussion is a traumatic brain injury that changes the way the brain normally works. Concussions and head injuries may affect student's abilities to learn and function in various settings. Young children and teens are more likely to get a concussion and take longer to recover than adults. The Candia School District Policy regarding head injury and concussions directs School Administrators, Athletic Directors and Coaches to follow the guidelines set forth by the American Medical Association and the American Academy of Paediatrics. Those guidelines are as follows:

One concussion	Out of the game until medically cleared
Two concussions	Out for the season
Three concussions	Out for school career

Protocol For Return To Play

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

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

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

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider
4. The student-athlete shall also present written permission from a parent or guardian to return to play.

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

Interscholastic sports are offered in the areas of Soccer, Basketball, Baseball, Softball, and Track& Field. The following is a copy of the Interscholastic Sports Regulations:

1. All athletes will receive a contract, outlining all rules and regulations pertaining to that sport. Students and parents/guardians must sign this contract.
2. All athletes will be required to have an appropriate physical exam within the last two years and been found to be in good health. Athletes will not be allowed to try-out or practice until the results of this examination are recorded with the school nurse. Parents are responsible to make the school authorities aware of any physical or other conditions which could/should limit a student's participation since the last examination.

Note: *Any injured student* excused from practice for three or more days while under a physician's care must provide written authorization from that physician and the parent or legal guardian in order to resume practice.

3. All athletes will be expected to be academically eligible to participate in any sports program.
 - No student will be permitted to try out for a sport at the beginning of the season if they are failing a class (including Unified Arts).
 - At the time of the progress report or report card (once the parent has acknowledged the report card with a signature**), if an athlete has a **failing grade in any class (including Unified Arts)**, the athlete will be placed on academic probation for two weeks. The athlete will be allowed to play and practice during that time.
 - If during the grace period, the athlete's grades improve, they will be removed from the probation.

- If, after the two week probation, the athlete does not improve the grade, they will be removed from the team.
- At the time of the progress report or report card (once the parent has acknowledged the report with a signature**), if the athlete has **two or more failing grades in any class (including Unified Arts)**, the athlete will be removed from the team.

**Once the teacher has received the signed progress report or report card from the parent, he/she will notify the Athletic Director via email. The Athletic Director will then issue a letter to the student of the probation and inform the coach.

4. Athletes shall attend all practices and games unless they have a valid written excuse.
 - Detention, non-attendance, and extreme tardiness will be considered as cuts from practice/games. ***Once an athlete has two or more cuts from practice/games, he/she may be suspended from the team for a period of time. If a student has a detention on the day of a game, he/she may not participate in the game.***
 - At the discretion of the administration and the athletic director, students who have accrued several detentions in a marking period may be suspended from the team.
 - Unless a student has a legitimate excuse, he/she must be in attendance at school on the day of a game. The latter will be determined by the administration.
5. Smoking, drinking of alcoholic beverages, and/or use of other than prescribed drugs will be prohibited. Failure to comply will result in immediate suspension from the team.
6. If a student is suspended either internally or externally, he/she may not participate in the athletic program during the suspension period.
7. It is strongly recommended that parents/guardians, of any participating student(s) in interscholastic sports activities, secure proper insurance.
8. Students may submit, in writing, requests to have their playing eligibility reviewed by an appeals board. An appeals process will be developed with recommendations given to the Principal, Assistant Principal, Athletic Director, Coach and Teachers.
9. Middle school students wishing to attend home sports games will need written permission the day of the event.

Please - No phone calls home to obtain permission will be permitted the day of the game.

Addresses to away game schools can be found on our web page <http://cms.k12.nh.us/sports/directions>.

Participation in athletics will be recognized annually.

COMMUNICATION

Communication with parents is important to continue student success. The middle school staff strongly encourages your involvement and participation. It is vital that if you have a concern regarding your child that you contact your child's teacher as soon as possible.

Multiple opportunities will be provided throughout the year to communicate to parents the programs occurring at the middle school level and to showcase student work. The first of such events will be a middle school open house scheduled for September.

Progress notes and Report Cards are each distributed four times per year for a total of eight reporting measurements of student progress. In addition, a school-wide newsletter regarding students, teachers, and activities within the school is posted to the school website every week.

DRESS CODE

Students are expected to dress in a reasonable and responsible manner. Clothing which may prove disruptive to the general student body or interferes with the educational process are the factors used in determining the suitability of student clothing. We hope parents understand and support our feelings that students can, and do, become distracted by the clothing other students are wearing.

- Clothing that depicts inappropriate sayings, acts of violence, or promotes smoking, drugs or alcohol will not be permitted in the school.
- Chains, leather straps, or items that could be distracting or used as a potential weapon/to intimidate students are not acceptable.
- Sneakers are required when participating in physical education activities. Seasonally appropriate footwear should be worn in the school at all times.
- Hats are not appropriate when worn in the school.
- Students are expected to wear some type of outerwear to outdoor recess periods if the temperature is less than 40 degrees.
- Students should not wear "revealing" clothing such as tank tops, mid drift tops, or halter-tops. Spaghetti straps are not permitted, and shirts/blouses/tops must not be low cut in the front.
- All underwear must remain unseen.

- Shorts, skirts, or slacks, which lace up higher than the knee are not permitted.
- Shorts and skirts are permitted. Length must be equivalent to the tips of the fingertips with arms straight against the side of the body.

If a student is wearing inappropriate clothing, he/she may:

- a.) Change into appropriate clothing they have,
- b.) Change into clothing the school will provide,
- c.) Change into clothing parents will bring to the school.

However, students may not return to class until they have changed into appropriate clothing, and they will be expected to make up work missed while out of the classroom.

We feel it is imperative to provide all students with the best possible environment for learning, and we feel this dress code helps promote that environment. In the event of a disagreement, the administration will make the final decision as to what is or is not appropriate. If you have any questions regarding the school's dress code, please do not hesitate to contact us at your earliest convenience.

HOMEWORK

As mentioned earlier in the handbook, homework for middle school students is an extension of the classroom.

Grade Six—60 minutes per night.

Grade Seven--70 minutes per night.

Grade Eight—80 minutes per night.

- Daily reading of 15-20 minutes
- Daily assignments
- Segments of long-term projects

Parents should let teachers know if their son/daughter is doing significantly more than two hours of homework per night. A quick indication in the assignment book is sufficient to alert the classroom teacher that assistance is needed to finish the assignment.

Students are expected to maintain an up-to-date assignment notebook. In addition, assignments will be written on the blackboard, and posted on the school's website. Students will need to have their assignment notebooks with them at all times. We ask parents to initial each homework assignment as an indication they have seen it.

Homework finished in school should be brought home for parent initialling.

HEADINGS

All papers submitted by a middle school student should have a proper heading defined as "name, date, assignment and subject" in the upper left hand corner.

PLAGIARISM

Plagiarism is defined as copying work from another and claiming it to be one's own. This behavior is not acceptable. Any student found to have plagiarized will be assigned a zero for that assignment without opportunity for make up, and parents will be notified.

HONOR ROLL

Scholastic achievement is recognized each quarter with the publication of the honor roll. Students in grades 6-8 are eligible for the honor roll, which is divided into three sections:

- Principal's List - Students must attain straight A's in all subject areas (including Unified Arts).
- Honor Roll - Students must attain A's and B's in all subject areas (including Unified Arts).
- Honorable Mention – Students must attain A's, B's, and one C in all subject areas (including Unified Arts).
-

Any student receiving a D or F in any area may not qualify for honors.

Eighth grade students achieving the highest numerical average, as a result of their work in the sixth, seventh and eighth grades will be named class Valedictorian and Salutatorian.

Beginning with the first quarter, students failing two or more content area subjects will not participate in assemblies and other activities. Refer to 'Extra Curricular Activities'.

Academic programs may be altered to meet individual student needs.

LATE WORK

It is the expectation that work will be completed in a timely fashion and due as assigned. If an assignment is not passed in on time, the completed, late (1 day), assignment will receive a maximum 70% credit. When assignments are two days late, the teacher will take the appropriate action. Parents should encourage their children to complete all missing work, not for credit, but for academic reinforcement.

Students will be allowed two days for every day absent, due to illness, to complete assigned work. When necessary, work will be sent home after the child returns to school. Students who miss work due to a vacation during regularly scheduled school days will be expected to make up work on their return. Please refer to the section on 'Withdrawal for Family Vacations.'

EXTRA CREDIT

Extra credit work is, by definition, beyond or in addition to the regular course expectations. Every effort is made to deepen individual understanding or core concepts and to enhance skill acquisition. In some cases, extra credit work facilitates these

objectives and may be offered at the discretion of the teacher. However, extra credit work is never used to offset missing work.

STUDENT RECOGNITION

A Student Recognition Assembly will be held at the end of the school year. Students will be recognized for:

- Honor Roll
- Abacus Award
 - No tardies
 - No absences

Academic Awards

- Highest grade point averages from each subject area
- Most improved

GPA AWARD

The Henry W. Moore School understands the work involved in keeping one's grades high. Students who have maintained a 90% or above grade point average for all three years of middle school (grades 6-8) will be recognized at their eighth grade graduation.

Refer to 'Honor Roll'

VIII. HEALTH SERVICES

A full time school nurse is provided for the health needs of Moore School students. The nurse is also involved in those areas of the curriculum that focus on health and/or hygiene and safety. The nurse is available to perform required functions for students as listed below:

1. Annual hearing and vision screening;
2. Pediculosis (lice) screening when deemed necessary;
3. Maintain up-to-date cumulative health records on each child;
4. Assess and refer students in need of medical and dental care;
5. Assume responsibility, in the absence of physician, for the care of a student or staff member who has suffered injury or illness;
6. Observe students on a regular basis with regard to health, developmental, and emotional needs;
7. Investigate extended absences which are due to illness;
8. Advise and direct the exclusion and readmission of students in connection with infectious and contagious diseases.

The care of a sick child is a parental responsibility. If the child is ill, he/she is to be kept home. If a child becomes ill in school, care will be provided until a parent or parent designee can be contacted to pick up the child.

Children will not be allowed to remain inside during recess or stay out of gym activities without a physician's written request.

The parent should notify the school office if a child is going to be absent. Please notify the nurse if the child has a communicable disease (e.g. chicken pox, strep throat, scarlet fever, conjunctivitis, head lice, H1N1, etc.), or has suffered an injury or has an illness that requires accommodation during the school day.

The nurse's office is open between 8:00 AM to 3:20 PM.

- Except in cases of emergency, students must obtain a pass to go to the nurse's office. If the nurse is not in her office, students should report to the main office.
- Students and parents are requested to inform the nurse if any particular health problems which should be a matter of record, i.e. allergic reactions to bee stings, foods, etc.

MEDICATION

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

1. There are written instructions signed by the parent/guardian and a licensed provider.
2. The instructions must include: The child's name, diagnosis, medication, dosage & route of administration, time schedule, purpose of medication, possible side effects, and termination date for administering the medication.
3. All medication, prescribed and/or over the counter, will be delivered to the school nurse, principal, or principal's designee by a parent or responsible adult.
4. The medication must be in the current pharmacy bottle or an unopened over-the-counter container labelled by the manufacturer.
5. When having prescriptions filled, please request a separate, properly labelled container for school use.
6. The school nurse will document the quantity of medication delivered, keep the medication in a locked cabinet, and return unused medication to the parent.
7. Possession and self-administration of epipens and inhalers (**ONLY**) allowed per HB 57 and 92.

Forms for use by parents and/or licensed providers are available from the school nurse. A copy can be found in the appendix.

Cough drops will be permitted as long as the student brings a note from parent to teacher. A teacher will supervise younger children's use of cough drops.

The student's parents must assume responsibility for informing the school nurse of any change in the child's health or change in medication. The school district retains the discretion to reject requests for administration of medication in school.

SELF-ADMINISTRATION OF MEDICATIONS

Some physicians may recommend or prescribe that students' medications (e.g. inhalers, epipens, or insulin) be self-administered. If schools choose to authorize such self-medication, school nurses must monitor the overall situation to ensure safety of all students.

EPINEPHRINE ADMINISTRATION

The school nurse may possess and administer epinephrine for the emergency treatment of anaphylaxis (RSA 318:42). Anaphylaxis is a life-threatening allergic reaction to a bee, food item, etc. This law also applies to treating students who have never been previously diagnosed with anaphylaxis. The school has an Epipen on hand in the event that a child has a life threatening allergic reaction to an insect/food item and has no known history of this.

FIELD TRIPS

When students engaging in field trips require medications, responsible adults (teachers who are on the trip) need to be designated by the principal or designee to assist students in taking required medications. These adults must safeguard the medications, in original pharmacy bottles, during the trip. Parental permission is required in order for these adults to assist students in taking their medications.

A child who has a known allergy requiring an Epipen injection will need to be accompanied by a parent. In the event that a parent cannot attend the field trip, the school nurse or a designated substitute R.N. and/or teacher must attend.

IMMUNIZATION AND MEDICAL EXAMINATION OF STUDENTS

New Hampshire State Law:

Each child must have a complete physical examination within a one-year period before entry into school, including transfer students.

However, no medical examination shall be required of a child whose parent/guardian objects thereto, in writing, on the grounds such medical examination is contrary to his/her religious tenets and teachings.

Parents of students transferring to the Candia School District must present proof of meeting the physical examination requirement within 30 days of entrance. Failure to comply with this provision may result in exclusion from school for the child. Students must meet state immunization requirements on the first day of attendance.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that an immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reasons upon the

signing of a notarised form by the parent/guardian stating that the child has not been immunized because of religious beliefs.

Students must pass a physical every two years to be eligible for athletics. The results of this physical examination must be given to the appropriate school personnel. Any injured student excused from athletic practice for three or more days while under a physician's care must provide a written authorization from a physician to the coach to resume practice.

No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parent/guardian.

Parent Notification – Certain Circumstances

If the Candia School District utilizes federal money to perform physical examinations or screenings on students, the District will annually notify parents/guardians of such physical examination or screening, except for vision, hearing, or scoliosis. (CSD File: JLCA)

RSA 202:32

A complete medical examination by a licensed physician upon or prior to entrance into the public school system and thereafter as often as deemed necessary by the local school authority.

RSA 200:38-III

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

RSA 200:38-I

According to the NH Code of Administration Rules He-P 301.13 (a) "Every parent or guardian of a child to be admitted or enrolled in any NH public or non-public school or child care agency, shall, prior to his admittance, provide documentary proof to the admitting official of acceptable immunization of the child as specified in He-P 301.14.

The immunizations listed below must be completed **prior** to school entry:

1. Diphtheria, Pertussis, and Tetanus (DPT) (Adult type TD when over age 7) - 4 doses, at least 1 given on or after the 4th birthday. Then TD booster every 10 years.
2. Polio Vaccine - 3 doses, at least one given on or after the 4th birthday.
3. Measles, Mumps and Rubella (MMR) 1 dose, given at 12 months of age or older. A second dose of measles vaccine is required for entrance into seventh grade.
4. Hepatitis B - 3 doses - for children born on or after January 1, 1993. (Doses 1 & 2 separated by at least 28 days; doses 2 & 3 separated by a minimum of 2 months provided the 3rd dose is administered at 6 months of age or older.
5. RSA 541-A:141(b) Varicella immunization/documentation of disease must be submitted prior to entrance of K, 1st, or 6th grade.

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

Exemptions From Immunizations

NH State Statute 141C:20-c Exemptions

A child shall be exempt from immunization if:

I. A physician licensed under RSA 329 certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for the length of time, in the opinion of the physician, such immunization would be detrimental to the child. An exemption from immunization for one disease shall not affect other required immunizations.

II. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs.

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

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

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

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

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

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

IX. APPENDIX

A. ASBESTOS-CONTAINING MATERIALS INSPECTION

All buildings in School Administrative Unit #15 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the local Education Agency at School Administrative Unit #15, 90 Farmer Rd., Hooksett, NH 03106 during regular office hours.

B. NONDISCRIMINATION POLICY NOTICE

The Candia School District, in accordance with the requirements of federal and state laws, and of regulations which implement those laws, declares that the School District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, gender, sexual orientation, religion or disability under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of ADA 1990 and the IDEA of 1990. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the office of the Superintendent of Schools. Copies of the Candia School District Facilities or Services Grievance Procedure (Section 504) are available in the main office and can be located at www.cms.k12.nh.us (click on grievances).

The person designated to handle inquiries regarding non-discrimination policies for the Candia School District, SAU #15, is:

Assistant Superintendent of Schools
Candia School District, SAU #15
90 Farmer Road
Hooksett, NH 03106-2125
(603) 622-3731

Inquiries regarding the application of non-discrimination policies may also be referred to the Regional Director, US Department of Education, Office for Civil Rights/ED, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (617-289-0111).

Adopted: November 12, 1975
Adopted: December 12, 1989
Revised: September 17, 1992
Adopted: June 17, 1999
Adopted: March 16, 2001

Statutory Reference:
RSA 354-A:7

**XIX. NOTIFICATION OF FERPA RIGHTS and CHILD FIND
for CHILDREN WITH DISABILITIES IN NEED of SPECIAL EDUCATION or 504
SERVICES**

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

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

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the 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.

- 3) ***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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District 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 District 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- 4) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies,***

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 5) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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 Avenue, SW
Washington, DC 20202-4605**

XIX. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

**XIX. NOTICE OF RIGHTS PURSUANT TO 186-C: 16-b,
THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES**

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

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

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

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals should be addressed to Special Education Director, Henry Moore School, 12 Deerfield Road, Candia, NH 03034, 603-483-2251.

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

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
2. Parents may obtain an independent educational evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child’s parents or guardian.
4. The school district must give the child’s parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.

XIX. Whenever a school district receives such a complaint, the child’s parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer’s decision may be appealed to U.S. District Court or to the New Hampshire Superior Court.

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

1. Any action seeking to enforce special education rights under state or federal law shall

- be commenced by requesting an administrative hearing from the state department of education within 2 (two) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of unilateral special placement shall be commenced by requesting an administrative hearing from the state department of education within 90 (ninety) days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in N. H. Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The state department of education shall make available a model notice of rights which school districts may use as one means of complying with this notice requirement.
 3. An appeal from the state department of education administrative hearing officer's decision to a court of competent jurisdiction shall be commenced within 120 (one hundred twenty) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
 4. Any action under Title 20, United States Code, Section 1415 (e), seeking reimbursement from the school district for attorneys fees related to a request for an administrative hearing, shall be commenced within 120 (one hundred twenty) days from receipt of the state department of education administrative hearing officer's decision.
 5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education plan.

For additional information regarding special education and the special education laws, please contact Special Education Director, Henry Moore School, 12 Deerfield Rd., Candia, NH 03034, 603-483-2251.

XIX. NOTIFICATION OF TEACHER QUALIFICATIONS – NO CHILD LEFT BEHIND

As a parent of a student at Henry W. Moore School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the NH Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NH Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulation because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Principal at 483-2251.

XIX. CANDIA SCHOOL DISTRICT **SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

The Internet is a global web of computer networks, not governed by an entity, with no inherent limits or checks on the kind of information maintained by, or available to users.

Internet access is available to students and teachers in the Candia School District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes some potential abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users who are minors) must understand that neither the Candia School District nor any district staff member controls the content of the information available on these other systems. Some information may be considered objectionable and/or offensive and not be considered appropriate for use in the Candia Moore School. **The Candia School District does not condone the use of such materials.**

The use of our district's Internet connection is a privilege which carries with it certain responsibilities. Violation of these responsibilities will result in a cancellation of those privileges. Before being assigned an Internet account and a password, each student will meet with a faculty member to review the Acceptable Use Policy, learn about proper use of the network, and become familiar with etiquette. In addition, all users of the district's Internet connection must sign and return a copy of the Acceptable Use Contract.

The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

Purpose for Using the Internet

The Candia School District encourages staff to utilize appropriate features of the Internet in order:

1. To provide resources that complement those available in the school district.
2. To teach students how to locate and use information for academic purposes and personal enrichment in a safe and responsible manner.

The Candia School District encourages students and staff to utilize appropriate features of the Internet for a variety of purposes, such as:

1. To facilitate scientific inquiry and data collection.

2. To enhance skills in reading and writing, especially in a foreign language.
3. To share information, experiences, and viewpoints with people in other geographic areas.

Code of Conduct

When a person uses the Internet in the Candia School District, that person's behavior is visible to the general public. We require, therefore, that all users abide by accepted rules of network etiquette. These include, but are not limited to, the following:

1. **Be Polite** – Do not sent abusive, disrespectful, or discriminatory messages to anyone.
2. **Use Appropriate Language** – Do not swear, use vulgarities, or any other form of inappropriate language at any time.
3. **Respect Privacy** – Giving out any type of personal information is inappropriate. When using e-mail, extreme caution must be used not to reveal any information of a personal nature.
 - Students shall not give out information pertaining to any other individual(s). This includes, but is not limited to, giving out someone's home address or telephone number.
 - Staff shall not give out information pertaining to another individual(s) except as may be appropriate in the normal course of fulfilling their performance responsibilities. This prohibition includes, but is not limited to, giving out someone's home address or telephone number.
4. **Respect the Access Rights of Others** – Do not use the account in such a way that it disrupts use by others.
5. **Report Suspicious Behavior** – Report any incident which is out-of-the ordinary or frightening, or any communication which may raise suspicions about someone's motives.

Behaviors that can result in either suspension/revocation of access privileges or school disciplinary action include, but are not limited to:

- Involvement in any activity prohibited by law.

- Using profanity, vulgarity, obscenity, or other language which tends to be offensive to or tends to degrade others.
- Using the network for financial gain, except as expressly allowed during a school activity.
- Use of invasive software such as “viruses,” and other detrimental activities.
- Attempts to log on to the network as the system administrator.
- Viewing, storing, or transferring obscene, sexually explicit or pornographic materials.
- “Chain” type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, and discriminatory remarks and other antisocial behaviors.
- Sharing passwords or using someone else’s password.
- Transferring, utilizing or storing material in violation of copyright laws or license agreements.
- Infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction.
- Trespassing in another’s folders, work, or files.

Involvement in these or any associated activities will result in disciplinary action being taken as set forth herein.

Additional conduct which is inconsistent with the intent of the Acceptable Use Policy may subject the user to suspension or revocation of access privileges and/or disciplinary action by the Candia School District.

Responsibilities

Each user of the system shall assume full liability – legal, financial, or otherwise – for their actions when using Candia School District computer technology. Responsible use of Candia School District computer technology requires that users **not**:

- Interfere with the normal and proper operation of this network or the Internet.
- Adversely affect the ability of others to use equipment or services.
- Conduct themselves in ways that are harmful or deliberately offensive to others.

- Use the network for illegal purposes.
- Change computer files that do not belong to the user.
- Store or transfer unnecessarily large files.
- Create, transfer, or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.
- Trespass in others' folders, work, or files.
- Intentionally waste limited resources.
- Employ the network for commercial purposes.

Each user of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the accountholder. Therefore, passwords must not be shared or transferred.

Students are not to reveal their personal home address, home telephone number, or telephone numbers of any other individuals. Their personal signature on an e-mail must use the school address only. Students must notify a parent/guardian and the system administrator or teacher immediately if any individual is trying to contact them for illicit or suspicious activities. If the contact is made to a home address for any purpose, illicit or otherwise, the student must notify a parent or guardian immediately.

The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources.

Copyrighted and Other Proprietary Materials

All users shall respect copyright and proprietary interest of any materials accessed through the Candia School District. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution.

Disciplinary Actions

Violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:

- Suspension or revocation of access privileges.
- Removal from a class activity.
- Removal from a course.
- Additional disciplinary action will be determined at the building level in line with existing practice regarding inappropriate language or behavior and may lead to student detention, suspension, or expulsion.
- Referral to the appropriate legal authorities for possible criminal prosecution.

Privacy

The Candia School District's computer systems are maintained and managed in such a way as to insure availability and reliability in performing its educational mission. Users

have no reasonable expectation of privacy concerning any materials transferred over or stored within the Candia School District computer system.

Revised as per the recommendation of our Attorney – August 12, 1996

CSD File: EGA

XIX. CANDIA SCHOOL DISTRICT ADDENDUM TO ACCEPTABLE USE POLICY

In order to align electronic resources as closely as possible to the approved district curriculum, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students and staff will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network.

As much as possible, access to district information resources will be designed in ways which point students to those web sites which have been reviewed and referenced to others which have not been evaluated by staff.

During school, teachers will supervise students while accessing appropriate material and sites will be filtered via filtering software. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. No one should expect that files stored on district servers would always be private. Temporary Internet files and Internet history logs are not saved on any desktop computer or servers in the district.

CANDIA SCHOOL DISTRICT PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

I. Definitions (RSA 193-F:3)

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

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

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

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

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

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

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

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

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

False Reporting

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

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

Reprisal or Retaliation

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

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

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal privileges, or other means necessary to protect against possible retaliation.

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

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

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

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

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

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

Staff and Volunteers

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

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

Students

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

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

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

Parents

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

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

Additional Notice and School District Programs

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

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

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

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing

such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

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

Parent Reporting

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

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

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

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

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

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

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

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

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

pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

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

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

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

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

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

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

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

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

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

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension

- Expulsion

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

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

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

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

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

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

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

XVI. Appeal

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

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

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

XVIII. Capture of Audio Recordings on School Buses

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

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

The District reserves the right to use audio and/or video recording devices on District property (including school buses) ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF. In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student’s education record. If an audio or video recording does become part of a student’s education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District’s attorney for a full legal opinion relative in the event of such occurrence.

Adopted: January 9, 2001
Adopted: August 10, 2004
Revised: May 13, 2008
Revised: April 13, 2010
Revised: December 2, 2010

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

**H. TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

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

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

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

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

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

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

Students

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

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

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

Employees

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

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

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

All Other Persons

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

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

Adopted: February 9, 1988
Adopted: April 5, 2001
Adopted: August 7, 2003

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

CSD File: JICG

I. CANDIA SCHOOL DISTRICT DRUG AND ALCOHOL USE BY STUDENTS

Taking of illegal drugs and/or possession of, in any form, are not permitted at any time. Parents/guardians will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities.

- a. In the case where a student appears to be under drug and/or alcohol influence, the parents/guardians will be notified by school authorities to come for the student and remove him/her to his/her home or to medical facilities.
- b. In severe cases, if the parents/guardians or school doctor will not come to the school, the Principal is authorized to call an ambulance to remove the student to the hospital. Parents/guardians will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs and/or alcohol by any student on district property, the student will be suspended from school for at least five days. A conference with the parents/guardians, child and Principal will be held as soon as possible.
- d. Any student in possession of, selling, distributing, or giving away illegal drugs and/or alcohol will be turned over to police authorities immediately and suspended from school at once pending board action.
- e. Any student convicted in court for illegally selling or distributing drugs and/or alcohol in a Safe School Zone will be suspended from school pending board action. Students convicted of selling drugs off school property may, if their conduct has a direct or immediate effect on the discipline or general welfare of the school, be suspended from school pending board action.

Alcoholic beverages will not be permitted on school property at any time. Any student in possession of or under the influence of alcohol will be immediately suspended from school for at least five days.

Adopted: January 3, 2002
Adopted: September 12, 2002

Statutory Reference:
RSA 571-C:2

CSD File: JICH

J. CANDIA SCHOOL DISTRICT
SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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

It is the policy of the district to maintain a learning and working environment that is free from sexual harassment and sexual violence. The 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 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 district.

II. Sexual Harassment/Sexual Violence Defined

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 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 which is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's Office.

A. **In each building.** The building Principal 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 Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. **District-Wide.** The Board hereby designates the Superintendent as the district Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principal(s) as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall conspicuously post the name of the Human Rights Officer, 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 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 district, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by district officials or by a third party designated by the district. The investigating party shall provide a written report of the status of the investigation within ten working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the 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 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 district will take such action as appropriate based on the results of the investigation.

B. The complainant may appeal the investigations recommendations to the Superintendent (presuming the Superintendent is not the subject of investigation) or to the Board.

C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

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. Right to Alternative Complaint Procedures

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

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 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.

X. By-Pass of Policy

Any individual with a sexual harassment complaint may choose to by-pass this policy and accompanying regulation and proceed directly to: NH Commission on Human Rights, 2 Chenelle Drive, Concord, NH, telephone number 603-271-2767 or Office of Civil Rights, Health and Human Services, Region #1 Room 2403, JFK Federal Building, Government Center, Boston, Massachusetts 02203, telephone number 617-565-1340.

Adopted: June 11, 1985
Adopted: June 1, 2000

Administrative Rules:
ED 303.01 (j), 1-9

CSD File: GBAA

K. WEAPONS IN SCHOOL

Board Policy:

Possession or use of a weapon in a school building is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school or at any school sponsored activity is subject to administrative and/or legal action.

Administrative Implemental Procedures:

1. Weapons are identified in two categories:
 - a. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include, but are not limited to, firearms, knives, chains, clubs, and stars.
 - b. Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate. Examples include, but are not limited to, belts, combs, pencils, files, compasses, and scissors.
2. A pupil acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken and counselling may be recommended.
3. A pupil using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subjected to suspension, expulsion, or other appropriate disciplinary action. In accordance with RSA 193:13, students who bring or possess a firearm in school will be expelled from school for a period of not less than twelve months as defined in Section 921 of Title 18 of the US Code. The Superintendent of Schools may modify the expulsion requirement on a case by case basis.
4. Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under 1 (a) above. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified in 1 (b) above and any other article deemed a weapon will be confiscated and disciplinary action will be taken. The appropriate law enforcement agency will be called.
5. A pupil who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.
6. A pupil in possession of a weapon is in violation of state statutes.
7. The District provides assurance that it shall report to the appropriate state agency in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV included, but not limited to:
 - 1) the name of the school;
 - 2) the name of the student(s) expelled from school,
 - and 3) the type of weapon(s) used.

Adopted: April, 9, 1991
 Adopted: June 17, 1999

Statutory Reference:
 RSA 193:13

Forms

The following section contains a list of forms and informational letters that are included as part of the Student Registration process as well as forms that are part of the 'first day of school' package. These forms will be available on the school website in downloadable and printable pdf format.

New Student Registration – July and August

Parent/Guardian must provide...

- Birth Certificate
- Immunization Record
- Physical Record (within the last 12 months; i.e. Sept to Sept)
- Proof of Residency (i.e. copy of Driver's License, etc)
- Legal separation/divorce/custody papers(if applicable)

The school will provide...

- Pupil Information Record (registration form)
- Release of Student Information
- Race/Ethnicity Form
- Medical History Form
- Grade specific...
 - Kindergarten Questionnaire (if attended elsewhere; to be Completed by the Kindergarten teacher)
 - Kindergarten/First Grade Questionnaire (parent form)

New Student Registration – September through June

*** all of the above is necessary plus the following (which is part of the first day of school handouts)*

- Emergency Information Card (obtained at main office)
- Student Emergency Information Form
- Local Field Trip Form
- Internet Access Contract
- School Lunch Program – General Information Letter
- School Lunch Program – Letter from the Director of Program
- Free & Reduced Meals Letter
- Free & Reduced Meals Instructions
- Free & Reduced Application
 - Fluoride Mouth Rinse Program (grades 1-5 only)

Medical Forms

- Letter from the School Nurse
- Medication Administration Form – as needed