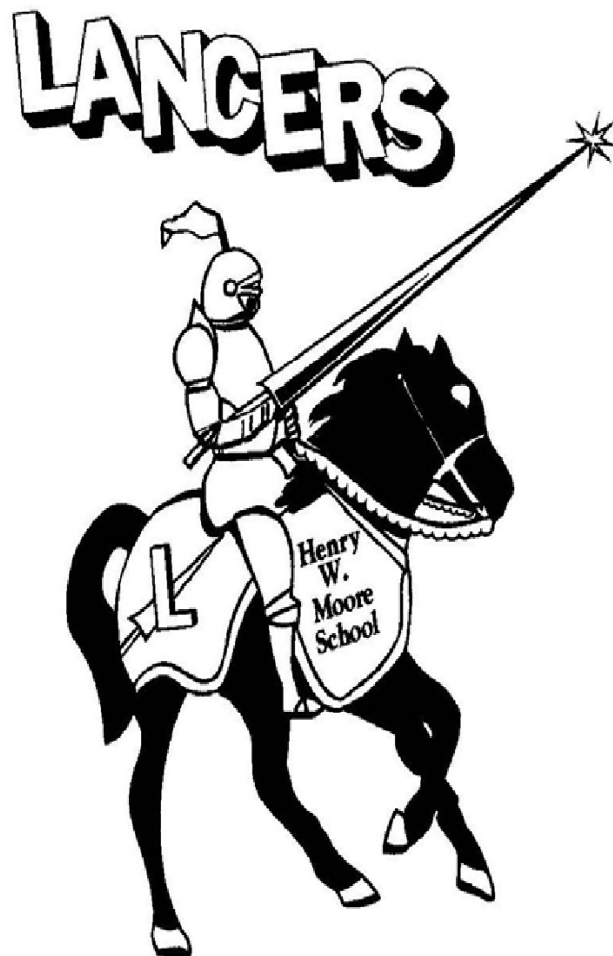


**Henry W. Moore School**  
**Student and Family Handbook**  
**2021-2022**



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## Message to Parents and Students

Dear Moore School Families;

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. It will be exciting to see our Moore School students at the start of the 2021-2022 school year and we 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 our 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 will 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,  
The Moore School Team

## **CANDIA SCHOOL BOARD MEMBERS**

Matthew Woodrow, Chair

Stephanie Helmig, Vice Chair

Dana Buckley, Clerk

Mark Chalbeck

Kristina Ickes

## **SAU#15 ADMINISTRATION**

William Rearick, Superintendent

Marge Polak, Assistant Superintendent

Amy Ransom, Business Administrator

90 Farmer Road, Hooksett, NH 03103

Phone # (603) 622-3731

Fax # (603) 669-4352



# EDUCATIONAL PHILOSOPHY

[CANDIA SCHOOL DISTRICT \(CSD\) File: AD](#)

The mission of the Candia School District is to develop a community of learners who are intellectually curious, resourceful, and respectful of self and others. Academic achievement, through constantly improving standards, is the Candia School District's highest priority. Additionally, the Candia School Board expects each school in the district to adopt a written philosophy and a statement of goals and objectives consistent with the state's board of education rules and the following philosophical statements, which are viewed as integral to the teaching/learning process:

1. Each child is important.
2. All children can be successful learners.
3. Children learn by example.
4. Learning in school occurs primarily through faculty and student interaction.
5. Children learn best when community, schools, families, and students work together as a supportive and respectful group.
6. Families are an integral part of a child's education team.
7. Schools must be safe places where risk taking, success, and failure are all important parts of the learning process.
8. The purpose of schools is to promote learning.
9. Today's education is to shape and prepare learners for tomorrow's world.
10. All people have the right to learn in an environment free of emotional, mental, and physical harm.
11. It is essential to recognize the importance of cooperation as well as competition in our complex, independent world.
12. Problem solving and adaptability are essential to survival in our changing world.
13. Learning is a lifelong process.
14. Acceptance of individuality is possible with understanding and mutual respect.
15. Opportunity must be provided for all students to reach their full academic potential.

The Board working with the Superintendent will review the philosophy, goals and objectives at least every five (5) years.

## 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.

# SCHOOL OPERATING PROCEDURES

## SCHOOL CALENDAR

Approved 3-11-21

### Candia School District Calendar 2021-2022

August						
Su	M	Tu	W	Th	F	Sa
22	23	24	25	26	27	28
29	PD	PD				

September (20-Days)						
Su	M	Tu	W	Th	F	Sa
			PD	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October (19-Days)						
Su	M	Tu	W	Th	F	Sa
					PD	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November (17-Days)						
Su	M	Tu	W	Th	F	Sa
	1	2	3	PTC	5	6
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	H	H	H	27
28	29	30				

December (17-Days)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	V	25
26	V	V	V	V	V	

January (20-Days)						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February (19-Days)						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	V					

March (18-Days)						
Su	M	Tu	W	Th	F	Sa
		V	V	V	V	5
6	7	PD	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April (16-Days)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	V	V	V	V	V	30

May (21-Days)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

June (13-Days)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	ER	18
19	MU	MU	MU	MU	MU	25
26	MU	MU	MU			

**August 30-September 1:** Professional Development  
**September 2:** First Day of School  
**September 6:** Labor Day Observed  
**October 1:** Professional Development  
**October 11:** Columbus Day Observed  
**November 4:** Parent/Teacher Conference  
**November 11:** Veteran's Day Observed  
**November 25-26:** Thanksgiving Break  
**December 24- January 1:** Winter Vacation

**January 17:** Martin Luther King Jr/Civil Rights Day  
**February 28-March 4:** February Vacation  
**March 8:** Professional Development  
**April 25-29:** April Vacation  
**May 30:** Memorial Day Observed  
**June 17:** Last Scheduled Day (Early Release)  
**June 20-30:** Possible Make-Up Days (if more than 5 Cancellations)

**H:** Holiday  
**V:** Vacation  
**PD:** Professional Development (No School for Students)  
**PTC:** Parent/Teacher Conferences (No School for Students)  
**MU:** Possible Make-Up Days  
**ER:** Early Release

## SCHOOL HOURS

Grades K – 8

8:40 - 8:50AM	Parent Drop off
8:50 AM	Tardy Bell

Parent/Bus Dismissal Begins: 3:30 PM

## DELAYED OPENING OR EMERGENCY CLOSING OF SCHOOL

School cancellation or delayed opening announcements will be made through our automatic notification system, posted on our website, WMUR.com or WMUR TV.

All school-delayed openings are for 2 hours. Should this occur, students can be expected to be picked up at their bus stops 2 hours later than normally scheduled. For example, if your child is normally picked up at 7:40 AM, then on delayed opening, pick up time will be 9:40 AM.

Grades K - 8

10:40 - 10:50AM	Parent Drop-Off
10:50 AM	Tardy Bell

Parent/Bus Dismissal Begins: 3:30 PM

Should students be sent home early due to inclement weather or other circumstances, announcements will be the same as above.

Our Bright Arrow automatic system uses the information we have on file. It is imperative that the emergency information sheet be completed and/or updated accurately at the beginning of the school year. If there are any changes during the school year, please communicate immediately with the main office.

## EARLY DISMISSAL DAYS

In the event of a need for an early dismissal, all students will be dismissed at 12:00pm. The only planned early dismissal is the last day of school.

Lunch will be provided to students on early release days.

## **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 staff population.

The EMT does not focus attention on personal/confidential matters and will not respond to these issues among students or staff. 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, active threat, 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.

## **EMERGENCY AND EVACUATION DRILLS**

Drills will be scheduled by the school administration 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.

Drills are also 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, off-site 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.

## **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.

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.

## **VISITORS**

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

## **ATTENDANCE PROCEDURES**

### **RESIDENCY**

It is the policy of the Candia School District to accept students into our school system who are legal residents of the Candia School District as defined by RSA 193:12. Families who are seeking to enroll their children in the Henry W. Moore School must provide appropriate documentation to demonstrate legal residency. Such documentation is described in [CSD File: JFA](#).

### **TRANSFERS OUT OF DISTRICT**

When families are moving out of the Candia School District, please inform the Principal in writing. An exit interview will be requested. Once a request for records has been received, all records will be forwarded to the new school.

### **ATTENDANCE AND STATE LAW**

Attendance is required by NH State Statutes.

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

A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such child shall attend full time when such school is in session. (see [NH RSA 193:1](#) for exemptions)

### **CANDIA SCHOOL BOARD'S ATTENDANCE POLICY**

Excerpts from [CSD File: JH](#)

#### **Absences**

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

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

The Board considers the following to be excused absences:

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

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

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal has the authority to request that parents provide 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 nonattendance. The Principal may then reconsider the 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 work completion.



Please refer to the full policy for additional information: [CSD File: JH](#)

The importance of punctual and regular attendance for every student cannot be emphasized enough. School attendance directly correlates to academic success. Our school's philosophy has been developed to ensure that attendance is maximized.

- After 10 absences, a letter from the school will be sent home.
- After 15 absences, both student and parent/guardian will meet with the principal, teachers, and other staff members.
- Absenteeism of 25% or more is reportable to the Division of Children, Youth and Families.

## **TARDINESS**

Students will be marked tardy to school if they are not in their homeroom by 8:50 AM. Tardies are excused when a parent reports his/her child to the office and/or writes a note providing the reason for the tardiness. Should neither occur, an unexcused tardy will be recorded. According to RSA 193:2 children are to attend school "during all the time public schools are in session." Continued and excessive tardiness will necessitate a letter being sent home documenting continued late arrivals. If excessive tardiness continues a conference between the student's parents and school administration will be scheduled.

## **NOTIFICATION OF ABSENCE**

Parents/guardians are required to notify the school on those days when their child is going to be absent. The preferred method of notification is to use the *PickUp Patrol App*. You can also call the school at 483-2251 and leave a message on the office voice mail.

Each morning the school cross checks the student absence list which is generated during homeroom attendance with the list of parents who logged the absence into PickUp Patrol. If a student is absent and no call has been received, the school will make parental contact using our automatic calling system. Every reasonable effort will be made to establish contact with parents/guardians of absent students.

In circumstances where parental contact cannot be made, the school may contact the police department regarding a child's absence.

In addition, written absence notes are required for all absences of more than three days.

The student is responsible for making up any work missed during his/her absence from school for any reason. His/her teacher upon returning to school will provide make-up work to a student.

A student who has been absent from school is not eligible to take part in any school activity that takes place after school or in the evening unless advance approval has been granted by administration.



## PARENT DROP OFF

Parent drop off begins at 8:40 AM.

Pull into the front loop in the lane labelled “drop-off” by going through the fence towards the playground and turn around to turn back toward the front of the school. Wait until school personnel are present and the bell rings before letting your child/children out of the vehicle. When possible, please pull forward to the end of the white line designating “pick-up”.

To provide a safe environment for our students and avoid traffic congestion please remain in your car. Should you have to exit the car, please park in visitor parking spaces. Students should only exit the vehicle on the right hand side. Please plan for this when arranging seating in your vehicle.

Should your child need to be dropped off early for pre-arranged extra help or music lessons, please wait until the child is in the building before driving away. This is to ensure the student safely enters the building.

Students arriving after the start of school at 8:50AM need to be walked into school and signed in by a parent/guardian.

## EARLY DISMISSAL

Students are not permitted to leave the school grounds from the time they report to school in the morning until the time they are scheduled to leave in the afternoon. If it is necessary for a student to leave school during the day, a parent/guardian must notify the school via PickUp Patrol. Please state the time of dismissal and the individual who will be providing transportation. At the time the student is being dismissed, he/she should wait until being called to report to the main office. The person authorized to pick up the student is required to report to the main office to sign-out the student.

A student who wishes to leave school with an illness must check with the nurse before contacting parents.

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.

## PARENT PICK-UP

Students remain in their classroom until a staff member releases them to the parent/guardian.

1. Parents/guardians should pull into the front loop and swing out into the playground, turn around and form a single line from that point. The line runs alongside the building. Students exit from the main entrance for parent pickup.

2. If you are the first car to arrive, please pull forward to the end of the white lines designating “pick-up”.
3. To provide a safe environment for our students and avoid traffic congestion please remain in your car.

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

A child may not ride home with anyone except his/her parents unless a PickUp Patrol plan has been received by the office. Changes to your child/children’s dismissal plans can be made up until 2:30 PM using PickUp Patrol. Please make every effort to meet the 2:30 PM deadline. However, if you cannot, please call the main office. In addition, please contact the main office if you will be late to pick up your child.

Children will be released only to the parent/guardian or anyone listed as an emergency contact unless otherwise instructed in a note of release. Anyone unknown to the staff member on duty will be requested to show proper identification.

## HOMELESS STUDENTS

Excerpt from [CSD File: JFABD](#)

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 enrollment 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.

For information, please contact our Student Services Director, Kathryn Duncan at 483-2251 x143 or [kduncan@sau15.net](mailto:kduncan@sau15.net).

Please refer to the full policy for additional information: [CSD File: JFABD](#)

## 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 special

situations. **Any changes and appropriate documentation needs to be filed as soon as possible after these changes are in effect.**

## EMERGENCY INFORMATION

Parents will be emailed a demographic information sheet to update. This includes emergency contact information at the beginning of the school year to be updated by a parent/guardian. It is **imperative** that this sheet be updated accurately. Should emergencies arise, it is necessary that we have accurate contact information 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).

## ACADEMIC INFORMATION

### CURRICULUM

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

### LAMPS (UNIFIED ARTS PROGRAM)

Students are provided with a full complement of unified arts classes: **Library, Art, Music, Physical Education/Health and Spanish (LAMPS)**! Our LAMPS 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 note from a doctor stating the reason why the student should be excused. For safety reasons, it is the student's responsibility to wear sneakers for physical education. An alternate assignment will be given during class if sneakers are not worn.

## REPORT CARDS AND PROGRESS REPORTS

Students and parents/guardians will receive several formal updates throughout the year as to their on-going progress.

Progress report and report card dates are as follows. The dates are subject to change based on school cancellations.

Trimester	Progress Report	End of Trimester	Report Card
1 <sup>st</sup>	Friday, 10/15	Monday, 12/6	Monday, 12/13
2 <sup>nd</sup>	Friday, 1/28	Thursday, 3/17	Thursday, 3/24
3 <sup>rd</sup>	Friday, 5/6	Friday, 6/17	Friday, 6/24

### Progress Reports

Grades K – 4: Students will receive a paper copy of the progress report. Parents are required to sign them and have their student return it to their homeroom teacher. (This is subject to change)

### Progress Checks

Grades 5 – 8: Parents will be reminded to check Schoology via email on the specified date.

### Report Cards

Report cards will be emailed to parents on the report dates listed above.

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

## 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. Parents may meet with teachers in-person or via Zoom.

## GRADE SCALE

Grading scale for grades 3 - 8

A+ = 98 – 100	B = 83 – 87	C- = 70 – 72
A = 93 – 97	B - = 80 – 82	D+ = 68 – 69
A- = 90 – 92	C+ = 78 – 79	D = 65 – 67
B+ = 88 – 89	C = 73 – 77	F = Below 65

## HONOR ROLL

Scholastic achievement is recognized each trimester 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.
- Honor Roll - Students must attain A's and B's in all subject areas.
- Honorable Mention – Students must attain A's, B's, and one C in all subject areas.

## SCHOOLGY

Schoology, the school district's Learning Management System (LMS), offers a parent portal for students in grades 3-8. This portal will give parents a look into their child's progress, grades, and assignments in each class. At the beginning of the year, you will receive instructions via email on how to set up and access your Schoology parent account. If you need assistance, please contact our Technology Director, Mr. Jamrog at [cjamrog@sau15.net](mailto:cjamrog@sau15.net) or 483-2251 ext. 116, or our Assistant Principal, Mr. Banks at [jbanks@sau15.net](mailto:jbanks@sau15.net) or 483-2251 ext. 145.

## HOMEWORK GUIDELINES

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

For the primary grades, homework is intended to be an extension of classroom practice. The classroom teachers will provide more specific information regarding homework expectations and practices at the start of the school year.

Students in grades three and four begin to assume more responsibility for their learning and are working to establish independent work habits. Teachers work with students to establish and reinforce good practice. The classroom teachers will provide more specific information regarding homework expectations and practices at the start of the school year.

In grades 5 - 8 students begin to mature and develop the study skills necessary to delve deeply into a topic. Homework may become more frequent at these grade levels. Teachers will provide more specific information regarding homework expectations and practices at the start of the school year.

The general guideline of 10 minutes of homework per grade level should not be exceeded. For example, a 6th grader should be spending no more than 60 minutes per night on homework. If your child is spending too much time on homework, please make sure to contact your child's teacher. Together, you may work out a plan to keep homework a positive experience.

Teachers will notify parents with any concerns regarding homework completion.

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

- Set up a homework area.
- Schedule a regular study time.
- Keep distractions to a minimum.
- Encourage your child to reach out to teachers for assistance as needed.

Teachers use Schoology to post homework and classwork assignments, as well as other information to assist students and parents. Parents can access their child’s classes via Schoology to monitor for missing assignments and to check grades.

## **MAKE-UP WORK**

Students will be given an opportunity to make-up missing assignments if they are absent from school. In general, make-up work is due not later than one week from the last date of absence. The time allowed for make-up will be proportional to the time missed with long term absences given special consideration. As a general rule, assignments can be accessed via Schoology.

## **LATE WORK AND RETAKES FOR GRADES 6 – 8**

### **Late Work**

Homework and classwork assignments are due on the date specified by the teacher. Middle school work study practices state that students will “demonstrate effective time management”. Adhering to timelines is one way for students to show proficiency with this competency.

Teachers may accept completed classwork and homework assignments after the assigned completion date; however, students must coordinate a plan for late submission with the teacher prior to the original due date. The assignment must fulfill the requirements set forth by the classroom teacher.

### **Retakes**

The purpose of retaking an assessment is for students to demonstrate a deeper understanding of content than previously shown. If a student would like the opportunity to retake an assessment or other major assignment, they will need to complete a “[Request to Retake Form](#)”. Once the student submits the retake form, the teacher and student will work together to develop a plan to further student understanding before retaking the assessment/assignment. A parent signature is required once a plan has been determined. Timelines will be determined by the teacher. If you have any questions regarding the requirements, please contact your child’s teacher.

## **PLAGIARISM**

Plagiarism is defined as copying work from another and claiming it to be one’s own. The student may be required to redo the assignment. Parents will be notified and additional consequences may be assigned.

## **STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students with respect to the student’s education records.

Please refer to [CSD File: JRA – E](#). For The Family Educational Rights and Privacy Act (FERPA) – Notice of Rights law, click [here](#).

## **SCHOOL PROGRAMS**

### **STUDENT SERVICES/SPECIAL EDUCATION**

It is the policy of the Candia School District to provide free and appropriate educational services for students with special needs in compliance with NHRSA 186-C and Title 20 USC, Sections 1400-1415. Special educational services for students with disabilities or students with special needs are provided in accordance with federal and state laws which address the educational needs of such students.

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

If an educational disability is suspected, school staff, parents or other providers can make a referral to the school team. Referral forms are available through the Student Services office. Referrals should be 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.

### **SECTION 504 – REHABILITATION ACT OF 1973**

Henry W. Moore School complies with the Rehabilitation Act of 1973 (See appendix.) Any concerns or questions regarding the need for an individual 504 plan for a student should be directed to the assistant principal, the 504 Building Coordinator.

### **ACADEMIC SUPPORT PROGRAMS**

A variety of academic support programs are offered at the Henry W. Moore School including targeted interventions in both reading and mathematics. Also, when necessary, English Language Learner (ELL) needs are assessed and services provided as needed. Teachers, parents, or others who may have concerns regarding a child's academic progress may make referrals for such services. Please contact our Student Services Office at (603) 483-5628.

### **SCHOOL COUNSELOR SERVICES**

The school counselor assists students in developing a better understanding of themselves, strengthening their ability to solve problems, and adopting a positive attitude. Students may interact with the school counselor individually, in a small group, or in a whole classroom lesson. The school

counselor works collaboratively with teachers, administrators, and other staff members to meet the needs of all students. As needed, the school counselor consults with professionals outside of the school. This may include mental health agencies, Candia Police Department, the Division of Children, Youth and Families, or other agencies.

Please contact Ms. Jarvis at [pjarvis@sau15.net](mailto:pjarvis@sau15.net) for additional information.

## CO-CURRICULAR ACTIVITIES

After school activities begin immediately after the dismissal bell at school. Start times for athletic events will be noted on the schedule given to team members as well as on our website. All activities will be posted in the calendar on the school website at: <http://www.candia.sau15.net>

Students may attend their after-school activity provided they have attended at least a half day of school that day.

Parents/guardians will use PickUp Patrol to inform the school of their child's plan to participate in co-curricular activities.

Students are not allowed to leave school grounds. Appropriate school behavior is expected at any extracurricular activity and all school rules remain in effect. Students are expected to be in good academic standing to participate regularly in co-curricular activities.

Please see our website for a full list of current activities:

<https://candia.sau15.net/co-curricular-activities-at-moore-school/>

## NUTRITION SERVICES

Breakfast and lunch are served each school day.

### Breakfast

- Breakfast will be available in the hallway as students enter the building.
- We anticipate that there will be no charge for breakfast this year; more information will be available at the start of the school year.
- We offer an assortment of breakfast favorites including, homemade muffins, waffles, cinnamon rolls, banana bread, and oatmeal breakfast bars just to name a few.
- We offer cereal and bagel options everyday.
- All meals come with milk and a choice of fruit.
- Students must take a fruit to make a complete meal.

### Lunch

- A weekly menu will be sent to parents on Thursdays to order lunch for the following week.
- Parents will need to order lunch for the week via Google Form by 9am Mondays.



- We anticipate that there will be no charge for lunch this year; more information will be available at the start of the school year.
- Offerings – All selections are listed on our weekly menus posted on our webpage: <https://candia.sau15.net/nutrition-services/>
  - Main Menu Meal
  - Sandwich
  - Salad of the week.
- All meals come with a milk and choice of vegetable or fruit. Students must take a fruit or vegetable to make a complete meal.
- Water and snacks (includes ice cream) are \$1.00 each and will be offered once all students are served lunch. **Please note: Students must bring in cash to purchase snacks.** Snack service will begin mid-September.
- Milk is available for those who bring a lunch from home for \$0.50. Please bring cash to purchase milk.

*If your child requires special meals or has a meal restriction such as an allergy, please have a physician fill out the [Special Meals Prescription Form](#).*

Henry W. Moore School uses [MySchoolBucks](#), an online service that allows you to track & review meal history.

To register for your free account go to <https://www.MySchoolBucks.com> or call (855) 832-5226.

Restrictions can be put on your student's account as to what they can and cannot purchase. The staff will try their best to accommodate your request. However, it is not guaranteed.

If you believe you would qualify for free or reduced lunch in a typical school year, please complete the application which is available through the office or on our website, click [here](#). This information is kept strictly confidential. If you have any questions about the program, please do not hesitate to contact Mrs. Andrea Donovan, Lunch Director at 483-2251 x147 or [adonovan@sau15.net](mailto:adonovan@sau15.net)

For additional nutrition services information please see our webpage at <https://candia.sau15.net/nutrition-services/>.

## SCHOOL LUNCH PROGRAM - USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State

or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL "0", ASK FOR AN INTERPRETER.

SI ASISTENCIA DE LENGUAJE ES NECESARIO PARA CIVILES DERECHOS PROPÓSITOS, POR FAVOR CONTACTO CON LA COMISIÓN NH LOS DERECHOS HUMANOS A: 1-603-271-2767, MARCAR "0", PEDIR UNA INTERPETER

## 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 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.

## FIELD TRIPS

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

Before each trip, authorization forms will be sent home to the parents/guardian. These are to be completed, 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.

Families who have financial concerns regarding the cost of field trips should contact the school administration. Every effort will be made to provide the financial assistance necessary.

School rules relating to behavior apply to all field trips.

## 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 to grant permission for the entire school year.

## ATHLETIC TEAMS AND ELIGIBILITY

Interscholastic sports are typically offered in the areas of Cross Country, Soccer, Basketball, Baseball, Softball, and Track & Field. Students in grades 5 – 8 may participate. The following are the Interscholastic Sports Regulations:

1. All students must have a current physical on file with the nurse. 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.
2. After an athlete becomes a team member, he/she receives a contract outlining all rules and regulations pertaining to that sport. Students and parents/guardians must sign the contract and return it to the coach. They may not play in a game until this form has been turned in.

**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.

### Eligibility for Participation

1. All students will be expected to be academically eligible to participate in any sports program. Academic progress checks will be conducted every two weeks throughout the season.
2. At the time of the progress checks or report card, if an athlete has a failing grade in any class, s/he will be placed on academic probation for two weeks. They will not be allowed to

play or practice until they are passing all classes. If, at the end of the probation period, a student is not passing all classes, s/he may be removed from the team.

3. Athletes will attend all practices and games unless they have a valid written excuse.
  - Detention, suspension, non-attendance, and extreme tardiness will be considered as cutting 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, in-school or out of school suspension on the day of a game, he/she may not participate in the game or practice.*
  - At the discretion of the administration and the athletic director, students who have accrued several detentions may be suspended from the team.
  - Students must be in attendance for at least a half day on the day of a game/practice in order to attend the event. The administration will make determinations and final decisions if extraordinary circumstances prevent the student's attendance at school.
4. 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.
5. It is strongly recommended that parents/guardians, of any participating student(s) in interscholastic sports activities, secure proper insurance.
6. 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.
7. Student athletes must come prepared for practices and games. They may not be allowed to call home for gear.
8. Many practices and games are held at the CYAA. Transportation is provided from the school to the CYAA; however, if a child misses the bus, it is the responsibility of the parent and child to make alternate arrangements to attend a practice or game.

Sports schedules, try-out forms and directions to away games are posted on the school website at: <https://candia.sau15.net/athletics/>.

Participation in athletics will be recognized annually.

## **STUDENT ATTENDANCE AT HOME SPORTING EVENTS**

Students wishing to walk to CYAA to attend home sporting events will need written permission via PickUp Patrol on the day of the event. Please enter your student as a walker with a note giving your permission for them to walk to the event.

Phone calls home to obtain permission will not be permitted the day of the game.

Spectator transportation to sporting events is not provided.

## CONCUSSION PROTOCOL

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. Please see 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 a student's ability 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 the 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 behaviours 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 by the student's treating health care provider.

## DANCES

Dances are scheduled throughout the year for students in grades 6 through 8. All dances start at 6:30 pm and will end promptly at 8:30 pm. Students must be in attendance for at least a half-day on the day of a dance in order to attend. All school rules regarding conduct and appropriate dress are in effect during these events. An administrator and teachers will chaperone for all dances.

Permissions slips will be available to students the week of the dance and need to be returned by Thursday with payment. All students must have a signed permission slip and transportation to and from the dance.

Students attending the dance will enter the gym immediately upon arrival to check in at the desk and are required to remain in the gym throughout the event. No student will be allowed outside of the school during the dance.

At the end of the dance, students will be released to parents/guardians similar to our parent pick up procedures.

The dances are restricted to Henry W. Moore Middle School students.

## STUDENT HEALTH

### 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 refer to "Absences" for procedures. Please notify the nurse if the child has a communicable disease (e.g. chicken pox, strep throat, conjunctivitis, head lice, etc.), has suffered an injury, or has an illness that requires accommodation during the school day.

The nurse's office is open 8:40AM - 3:40PM on school days.

- If a student requests to see the nurse, they 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 of any particular health problems which should be a matter of record, i.e. allergic reactions to bee stings, foods, etc.

If your child is not feeling well during the school day, he/she **must** see the school nurse prior to being released to a parent/guardian. Students who text parents/guardians to release them from school due to illness will need to be seen by the nurse prior to leaving.

Please see our [website](#) for up to date information regarding our COVID-19 protocols.

Please refer to the full student health services policy for additional information: [CSD File: JLC](#)

## MEDICAL EXAMINATION OF STUDENTS

### Candia School District Medical Examination of Students Policy [CSD File: JLCA](#)

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 upon 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.

## IMMUNIZATION OF STUDENTS

Diseases that can be prevented by immunization are an unnecessary hazard to the health of the children in the classroom, their families, and others in the community. It is the policy of the Candia School District, [File: JLCB/JLCB-R](#) and [File: JLCC](#), that immunization requirements for the district will be carried out in accordance with NH RSA #200.38 and #200.39 which states the following:

### **200:38 Control and Prevention of Communicable Diseases; Duties of School Nurse.**

I. Each school nurse shall ensure that:

(a) All children shall be immunized prior to school entrance in accordance with RSA 141-C:20-a.

(b) [Repealed.]

(c) All children shall have a complete physical examination prior to school entrance in accordance with RSA 200:32.

II. If the provisions of paragraph I are not met, each school nurse shall be responsible for informing school administrators of the noncompliance and for assisting with meeting such requirements, unless the child is exempted under RSA 141-C:20-c.

### **200:39 Exclusion From School.**



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

#### [Immunization requirements for school year 2021-2022.](#)

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 [141-C:20-c](#) exemptions :

A child shall be exempt from immunization if:

- I. A physician licensed under RSA 329, or a physician exempted under RSA 329:21, III, 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 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.

If you have any questions, or we can be of any assistance, please call the school nurse at 603-483-2251. 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.

## **STUDENT MEDICATION PROCEDURES**

If 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.

A "[Medication Administration Form](#)" must be completed by the parent/guardian and Physician for medication to be administered at school. This form must be filed with the school nurse. See Candia School District [File: JLCD](#) for additional information. The healthcare provider's orders must be renewed each school year if a long-term dosage or time schedule is indicated.

A parent may give written permission for a child to receive short-term non-prescription (over-the-counter) medication at school (NH Department of Education administrative rule, Ed 311.02).

A "[Permission Form for Over-the-Counter Medications](#)" granting this permission must be completed each year along with an updated student health history.

All prescription medication must be delivered in the original container, properly labelled with the student's name, name and strength of medication, and directions for taking the medication. Over-the-counter container medication must be in an unopened container labelled by the manufacturer. All medications must be delivered directly to the school nurse or principal by the parent/guardian.

A limited amount of over-the-counter medication, such as acetaminophen, Ibuprofen, and cough drops may be available from the nurse with the above permission form.

No medication may be dispensed or administered to any student by other school personnel unless they are under the supervision of the nurse. In the absence of the school nurse, a designee of the principal may assist the student in taking the prescribed medication.

All medication shall be stored in a designated and secure place. The nurse or Principal shall be responsible for the key of the secure cabinet.

Not more than one month's supply of a prescribed medication shall be stored in school. A parent or guardian shall pick up unused medication within ten days or disposal by the school nurse will be carried out.

There is a record of all medications taken by a student. It includes the date, time, dosage, and the name of the person assisting the child. If a student refuses to take the medication or if the medication has run out, such will be recorded.

Students shall not share any prescription or over-the-counter medication with another student. Students acting in violation may be subject to discipline.

Parents should inform the school nurse of any change in a child's health or medication.

## **SELF-ADMINISTRATION OF MEDICATIONS**

Some physicians may recommend or prescribe that students' medications (e.g. inhalers, EpiPens, or insulin) be self-administered. Inhalers, EpiPens and insulin pumps may be kept on the student ([CSD File: JLCD-R](#)). The "[Medication Administration Form](#)" must be completed and on file with the school nurse. If a student finds it necessary to use his/her medication, s/he shall immediately report to the nearest supervising adult. During the 2021-2022 school year, inhalers may need to be administered outside of the school building.

## **EPINEPHRINE ADMINISTRATION**

The school nurse may have and administer epinephrine for the emergency treatment of anaphylaxis (RSA 318:42). Anaphylaxis is a life-threatening allergic reaction to a bee sting, 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.

## **PEDICULOSIS (LICE) CONTROL**

Excerpt from [CSD File: JLCC-R](#)

Whenever a student exhibits symptoms of infestation with lice and/or nits, the parents/guardians shall be notified as soon as possible. The parents/guardians shall be instructed about acceptable delousing shampoo and procedures.

The student will be dismissed from school for treatment.

The school nurse shall examine the student on return to school to determine if adequate treatment has been followed. If treatment has been inadequate, parents will be reinstructed and the student will be sent home for further treatment. In the case of infestation or incomplete treatment, a home visit by the school nurse or Public Health Official will be required to monitor proper procedures.

## **BEHAVIOR EXPECTATIONS**

### **PLAYGROUND RULES**

- Stay within the designated play area.
- Show respect for others and follow the instructions given by teachers.
- Respect each other's rights and personal space.
- Play fairly, follow the game rules, and take turns.
- Real or pretend fighting and rough play are not allowed.
- Leave rocks, bark, sticks, snow and other dangerous objects alone. Other than balls there should be no throwing of objects of any kind.
- Chasing games involving touching, pushing and shoving are not permitted. Light touch tag is allowed.
- Use all playground equipment as intended.
- Stay a safe distance from all equipment in use and all games in progress.
- Report any problems to the teachers on duty.
- Return all equipment at the end of the recess.
- Show pride in your school by keeping the playground litter-free.
- Recess is device free.
- Have fun!

## PLAYGROUND NORMS

The goal is to behave and act safely, responsibly and respectfully with a caring attitude. Be a friend to everyone on the playground!

### Be Respectful

Looks like:

- Follow game rules
- Take turns & include others
- Use kind language
- Listen & follow directions given by the adults

### Be Responsible

Looks like:

- Be courteous to others
- Follow the playground rules
- Use the equipment properly
- Return the equipment

### Be Empathetic

Looks like:

- Include others
- Display positive sportsmanship (encourage others, play fairly)
- Help others

## CAFETERIA NORMS

### Be Respectful

Looks like:

- Use good manners
- Honor others' personal space
- Wait your turn
- Be an active listener
- Use a low voice

### Be Responsible

Looks like:

- Clean up after yourself
- Stay seated
- Ask for permission to leave
- Raise your hand for help

### Be Empathetic

Looks like:

- Allow others to sit next to you.
- Be courteous
- Help others clean up, solve a problem.

## HALLWAY NORMS

In the hallways, students are asked to have a calm body, ears listening, and eyes watching. They travel in a single line to allow safe passage for others and are asked to have their voices quiet so they don't disturb the learning of others.

## DISCIPLINARY PROCEDURES

Discipline...

- Is a learning process through which students are taught to adhere to the behavioral expectations of their community.
- Is an orderly and structured environment.
- Is achieved when everyone respects the rights of others and accepts responsibility for their own actions and inactions.

Candia Moore School's disciplinary procedures are aligned with school board policies (policy JICD) and are designed to ensure the physical and emotional safety of all community members. Please read this section carefully with your child to ensure that s/he understands his/her rights and responsibilities.

### Our Approach to Discipline

- Discipline is to help a child develop behaviors that support learning.
- External discipline leads to internal discipline, self control, which becomes a foundation for self-approval and self-acceptance.
- Children need to share in the responsibility and decision making that affects their education.

- Discipline is a form of instruction (rather than punishment); individual needs require individual instruction.

Our goal is to foster safety, respect, responsibility, and caring throughout the school. The components we focus on are:

***Be Responsible***

***Be Respectful***

***Be Empathetic***

***Be safe***

**Behaviors and Consequences**

Minor Behaviors

These behaviors usually occur in the classroom or in other settings under staff supervision.

Behaviors at this level will seldom result in the intervention of a building administrator; however, may be referred to an administrator if necessary.

Behaviors at this level include, but are not limited to:

**Disruptive Behavior**

- Excess noise
- Interrupting instruction
- Being non-compliant
- Arguing with staff
- Cell phone use without permission
- Abusing school property

**Disrespectful Behavior**

- Inappropriate language/gestures
- Hurtful language
- Leaving assigned areas without permission
- Lying
- Minor threat
- Forgery of parent signature
- Refusing to comply with a supervising adult's request

**Unsafe Behavior**

- Throwing objects
- Physical contact such as pushing/tripping
- Horseplay

Major Behaviors

A single, high intensity, concerning behavior or series of minor behaviors that do not stop despite teacher/staff intervention. Major behaviors are typically referred to a building administrator.

Behaviors at this level include, but are not limited to:

**Disrespectful Behavior**

- Inappropriate language/gestures directed at supervising adult
- Theft
- Bullying
- Purposeful damage to property
- Repetition of minor behaviors

**Unsafe Behavior**

- Throwing objects with intent to hurt
- Fighting
- Repetition of minor behaviors

**Due Process**

Students have the right to due process. Due process involves the following: notification of the charges, an opportunity to respond, and a fair hearing. This still allows for immediate questioning and disciplinary action for most infractions of school rules. Bringing minor infractions or violations of school rules to a student's attention constitutes notification. The student's response (acknowledgment or denial) provides opportunity to respond. This exchange is, in effect, a hearing. See Student

Conduct, Discipline, and Due Process [CSD File: JICD](#) and Student Due Process Rights [CSD File: JIA](#) for additional information.

### **Consequences and Interventions**

Consequences for infractions may range from minor to extensive depending on the nature of the infraction. Whenever possible, consequences will be directly related to the nature of the offense. Consequences and interventions are also designed to be supportive and help to address the root cause of a child's unexpected behavior.

Consequences and interventions may include, but are not limited to:

- Verbal reprimand
- Time out
- Apology letter
- Community service within the school
- Restitution
- Loss of privilege
- Lunch detention
- After school detention
- In-school suspension
- Out-of-school suspension
- Expulsion

Any student who is serving an after-school detention or suspension on the day of an extracurricular activity, an athletic event, or practice will not be allowed to participate or attend that activity or event.

## **BULLYING - PUPIL SAFETY AND VIOLENCE PREVENTION**

**Bullying - Pupil Safety and Violence Prevention Policy** [CSD File: JICK](#)

### **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 damaging 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 references 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 operation of the school or school-sponsored activity or event.

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

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

### False Reporting

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

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

### Reprisal or Retaliation

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

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

### **Process To Protect Pupils From Retaliation**

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

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



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

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

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

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

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

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

##### Staff and Volunteers

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

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

##### Students

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

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

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

##### Parents

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

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

#### Additional Notice and School District Programs

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

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

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

##### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the 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 school day.

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

### Parent Reporting

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

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

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

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

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by

telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

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

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such 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 emails, 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 an 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 the 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 systemic 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 laws concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

## **XVI. Appeal**

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

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

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

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

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

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

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

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

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

## OUT-OF-SCHOOL ACTIONS

Excerpts from [CSD File: JICDD](#)

When conduct occurs off school property and doesn't involve a school activity, but disrupts the educational process of the school, appropriate disciplinary action will be taken.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

Cyber-Bullying and Internet Threats Reports and/or allegations of cyber-bullying will be addressed in accordance with the provisions of Board policy JICK (Bully – Pupil Safety and Violence Prevention Policy and Form)

## DRUGS AND ALCOHOL

Excerpts from [CSD File: JICH](#)

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

## VAPING

The use of vaping devices on school grounds and/or facilities is prohibited.

Please refer to the full policy for additional information - [CSD File: AZ/GZ/JZ](#)



## TOBACCO PRODUCTS BANNED

Excerpts from [CSD File: JICG](#)

Use of tobacco products is strictly prohibited in/on all school facilities and/or grounds. State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the district.

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

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

## SEXUAL HARASSMENT

It is the policy of the Candia School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which produce an intimidating or hostile environment, will not be tolerated under any circumstances.

Please refer to the full policy for additional information - [CSD File: JBAA](#)

## HAZING

Hazing [CSD File: JICFA](#)

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

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or

physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

“Endangers the mental health, physical well being, or dignity of an individual” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

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

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

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

## **WEAPONS**

### **Weapons on School Property [CSD File: JICI](#)**

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

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, black powder firearms, etc.) knives, slingshots, metallic knuckles, firecrackers, billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any

other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

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

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

For additional information please refer to Modification of a Weapons Expulsion [CSD File: JICI-R](#)

## TRANSPORTATION

### 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. Bus rides will be no longer than one hour and fifteen minutes according to CSD File: EEAC: School Bus Scheduling and Routing.

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 s/he 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.

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-K, Youth Access to Tobacco Products](#), [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.

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Busses are equipped with video and audio monitoring equipment.

***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) to provide bus transportation for its students. Should a busing issue arise, please refer to the following:

- 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 John Banks, the Assistant Principal at Moore School. Please have the 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.

## **RULES WHILE RIDING THE BUS**

**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 the bus or equipment.
8. Stay in your seat, facing forward. Do not stand or jump around.
9. Keep your 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 weapons or other dangerous item on the bus.
17. Students must remain on the bus until their designated stop.

## **BUS DISCIPLINE PROCEDURES**

The following are general guidelines regarding bus discipline. Consequences may vary depending on the severity of the incident.

- First Write Up: Consequences may range from a written notification to parents, up to a three (3) day suspension of school bus privileges.
- Second Write Up: Consequences will range from a three (3) - five (5) day suspension of school bus privileges.
- Third Write Up: Consequences will range from a five (5) - ten (10) day suspension of school bus privileges.
- Fourth Write Up: Consequences will range from a ten (10) - twenty (20) day suspension of school bus privileges.

In accordance with [RSA 189:9-A](#), the suspension shall not begin until the next school day following the day of parent/guardian notification. 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.

## TECHNOLOGY AND DEVICES

### INTERNET ACCESS FOR STUDENTS

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

Please refer to the full policy for additional information - [CSD File: JICL](#)

### SCHOOL DISTRICT ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

**School District Acceptable Internet Use Procedures - Student** [CSD File: JICL-R](#)

#### Purpose

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

#### Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, DVD/CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications

technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

### **The School District Services**

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

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

### **Guidelines**

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

### **Unacceptable Use**

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

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

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of malware, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any device or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District device.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

## **School District Rights**

The District reserves the right to:

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

## **School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

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

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

## **School District Internet Access Release Form**

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

1. To abide by the District Acceptable Use Procedures and Code of Conduct.



2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.

3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.

4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.

5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

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

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

Name of User/Student: \_\_\_\_\_

Home phone: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## SCHOOL ISSUED DEVICES (One-to-One Program)

Students in grades 3-8 will be issued a Chromebook. Students in grades K-2 will be issued a Chrome tablet. Students are expected to transport these devices to and from school daily. Students will charge their device at home each night so that it is fully charged in the morning.

Students and parents are required to review and complete the following forms:

[School Issued Device Use Guidelines & Procedures](#)

[School Issued Device Disciplinary Guidelines](#)

[Student & Parent/Guardian School Issued Device Agreement](#)

Each year, the Technology Director meets with all students to review procedures and expectations regarding the use of technology.

A parent/guardian informational night will be held each year as well to review the school issued device use guidelines and procedures.

## BRING YOUR OWN DEVICE- STUDENT USER AGREEMENT

### Personal Device Usage [CSD File: JICM](#)

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

#### Device Types:

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

#### Guidelines:

1. Any student who wishes to use a personally owned electronic device within the Candia School District must read and sign this agreement and submit it to the building principal. The student's parent/guardian must also sign this agreement.
2. The student takes full responsibility for his or her device. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with the request of an adult in charge regarding the use of device.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus, or buses, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files.
10. The student will use the guest wireless network. Use of 3G, 4G or similar wireless connections is not allowed.
11. The device will be electronically registered and monitored and if needed, removed from the network.
12. Students in K-8 are not permitted to use their device at lunch or recess.
13. Students in grades 2-8 will be permitted to utilize their device on school buses consistent with the guidelines.
14. Students in grades K-8 will not be permitted to use their device in the bathroom.

[Student user agreement form](#)

## COMMUNICATION AND ELECTRONIC DEVICES

Students will not be permitted to operate or to have in their possession any unauthorized communication or electronic equipment that causes a disruption to the educational process or creates a distraction. Authorized devices should be stored away while at school.

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

Cell phones may not be used at any time in bathrooms. Electronic devices may be used only in designated areas at appropriate times. Electronic devices may only be used in classrooms at the discretion of the teacher.

## **MISCELLANEOUS INFORMATION**

### **ANIMALS/PETS IN SCHOOL**

Unauthorized animals are not allowed in the school building or on the school grounds.

For additional information please refer to [CSD File: IMG](#)

### **BICYCLES / SCOOTERS/ SKATEBOARDS/ ROLLERBLADES/HOVERBOARDS**

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

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

The school cannot be responsible for any lost or damaged bicycles. Skateboards, scooters, roller blades and hoverboards are not to be used on school grounds, and should not be brought to school.

### **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.

For additional information please refer to [CSD File: JQ](#)

### **DRESS FOR SCHOOL**

While the dictates of fashion may pressure students to wear certain items of clothing, these items may, in fact, be disruptive in a school setting. Clothing should also be age appropriate to a classroom setting, especially in warmer weather. The administration will issue additional directives on inappropriate apparel as the need arises. Parents are urged to assist and support the school's monitoring of clothing. We must strive to maintain an appropriate educational environment. The enforcement of the above regulations is at the discretion/interpretation of building administration.

Examples of unacceptable clothing include but are not limited to:

- Garments that reveal the midriff or cleavage.
- Tank tops or dresses with straps less than 1 inch in width.
- Clothing which exposes the undergarments. This includes bralettes.
- Clothing that displays inappropriate messages.
- Yoga pants and leggings may be worn as long as they are not see-through.
- Shorts, skirts and dresses that do not reach mid-thigh in length. Holes in pants may not be above mid-thigh.
- Hats and hoods are not to be worn in the school building.
- For safety reasons, flip flops, sliders/sandals with no heel strap or high heels are not permitted on playground equipment.

If a student is wearing inappropriate clothing, the teacher may send the student to the school nurse. The nurse will have the student change into appropriate clothing of their own or that the nurse provides. Parents may be contacted to bring a change of clothing.

During the winter months, students have outdoor recess unless the temperature is lower than 20 degrees Fahrenheit. Students in grades K-6 are encouraged to wear winter gear such as boots, snow pants, hats, and mittens in order to go in the snow.

## **HOLIDAY OBSERVANCES / SCHOOL PARTIES**

Holiday parties are held in classrooms three times per year for Fall Harvest, Winter Holiday, and Valentine’s Day. These observances can include food-based celebrations. We encourage families to contribute healthy food choices for holiday celebrations.

## **STUDENT BIRTHDAYS**

Students’ birthdays will be announced during morning announcements. Food items may not be brought in for the class to celebrate.

For additional information please refer to [CSD File: JLCF](#)

## **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/email. 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” area.

Any money sent to school with your child should be placed 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, devices, money, jewellery, 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, Popcorn Days, 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 2<sup>nd</sup> Tuesday of each month at 7pm in the Media Center at the Moore School.

## **STUDENT PHOTOGRAPHS/WORK FOR PUBLICATION**

Parents should be aware that students in the school on occasion may be featured in newspaper articles and/or in photographs 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 allows parents to indicate whether they do or do not wish their child to be featured in any print or web page media publication.

## **VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL PURPOSES**

**Video and Audio Recording for Instructional Purposes** [CSD File: EEAB](#)

Candia School Board is committed to the use of technology to enhance the education of its students. The Board acknowledges that video, digital video and audio recording ("recording") in the classroom may be useful for instructional purposes. In addition, there are times when live streaming, or internet access to digital video and audio recording are appropriate. For example, these technologies may be useful tools to provide access to students in remote locations, home-bound or hospital-bound students, or to permit a student to recover classroom instruction lost during an extended absence.

The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the Principal. All such recordings shall be deemed the copyrighted property of Candia School District and shall not be reproduced without Candia School District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study, and do not constitute educational records under the Family Educational Rights and Privacy Act (FERPA). Only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The Principal may authorize others to view an existing recording on a case-by-case and as-needed basis.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the end of the semester or when they are no longer needed, whichever is the later event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the Principal to preserve the recording.

No recording shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed written consent to Candia School District's use of video and audio classroom recording for instructional purpose unless the adult student or parent opts out of granting permission. Until such a policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. The educator shall be responsible for garnering the adult student or parent's written consent and placing the same on file with the Building Principal before recording may take place in the classroom. Candia School District reserves the right to reassign students to classes in accordance with their recording preferences.

This policy does not apply to the recording by Candia School District of events such as public concerts, graduation ceremonies, athletic events, and the like; all of which are not considered classroom recording. This policy has been adopted after a public hearing conducted by the Candia School Board.

## AUDIO AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY

Excerpts from [CSD File: EEAA](#)

Videos and/or audio devices are used on School District property to ensure the health, welfare, and safety of all students, staff and visitors. Placements of the video cameras are based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not placed in bathrooms.

All persons will be responsible for any violations of school rules recorded by cameras. Videos/audios containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law.

Any release or viewing of the video will be in accordance with the law. Signs are posted on school buildings to notify students, staff and visitors that video cameras are in use.

For additional information please refer to [CSD File: EEAA](#)

## 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 conditions including boots, mittens, etc.

Indoor recess will be held if:

- The temperature or wind chill factor is 20 degrees or below
- It is raining
- The playground is determined to be unsafe

## SNACK TIME

Students do have a snack time during the day. We encourage nutritious snacks such as fruits, raw vegetables, crackers, cheese, etc. Please refrain from sending candy to school.

Snacks may only be eaten during specific snack times as dictated by the classroom teacher.



## TEACHING ABOUT RELIGION

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.

## TELEPHONE

Students are not to receive phone calls during school hours either through the main office or their personal cell phones. 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.

Students need permission from their classroom teacher to use a phone.

## TOYS IN SCHOOL

Parents are strongly encouraged to dissuade their children from bringing toys to school. Toys, including playing cards such as Pokémon 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 may be confiscated and returned to the student at the end of the day.

## 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.

For additional information regarding requirements for volunteering please refer to CSD File: [JJOC](#) and [GBCD](#)

## COMMUNICATION

Communication with parents is important to continued student success. The administrative 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.

## **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.

## **STUDENT FEES, FINES AND CHARGES**

**Student Fees, Fines, and Charges** [CSD File: JQ](#)

Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student and Family Handbook. Damage, destruction or disappearance of school property is the responsibility of the student and reimbursement up to replacement cost may be required by the Candia School District.

## APPENDIX

[The Family Educational Rights and Privacy Act \(FERPA\) – Notice of Rights](#)

[The Protection of Pupil Rights Amendment](#)

[Notice of Rights Pursuant to RSA 186-C 16-b – The Statute of Limitations for Special Education Cases](#)

[Section 504 of the Rehabilitation Act and The Americans with Disabilities Act of 1990](#)

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[CSD File: AZ/GZ/JZ](#) - Vaping Devices

[CSD File: BAAA](#) - School Board Policies and Administrative Procedures

[CSD File: ECAF](#) - Audio and Video Surveillance of School Buses

[CSD File: EEAA](#) - Video and Audio Surveillance on School Property

[CSD File: EEAB](#) - Video and Audio Recording for Instructional Purposes

[CSD File: EEAEC](#) - Student Conduct on School Buses

[CSD File: EFA](#) - Availability and Distribution of Healthy Foods

[CSD File: EFDA](#) - Charging of School Lunch

[CSD File: EHAA](#) - Computer Security, E-mail, and Internet Communications

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**[CSD File: JQ](#) - Student Fees, Fines, and Charges**

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