

Henry W. Moore School

Student and Family Handbook

2023-2024

DRAFT - Pending Candia School Board Approval - DRAFT



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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 2023-2024 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 and input 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
Cory Izbicki, 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

Candia School District Calendar 2023-2024

August (1-Day)						
Su	M	Tu	W	Th	F	Sa
27	PD	PD	PD	31		

September (19-Days)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	PD	30

October (21-Days)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November (17-Days)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PTC	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	H	H	H	25
26	27	28	29	30		

December (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

January (21-Days)						
Su	M	Tu	W	Th	F	Sa
31	V	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February (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	24
25	V	V	V	V		

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

April (17-Days)						
Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	V	V	V	V	V	27
28	29	30				

May (22-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	H	28	29	30	31	

June (10-Days)						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29

August 28-30: Professional Development
August 31: First Day of School
September 4: Labor Day
September 29: Professional Development
October 9: Columbus Day Observed
November 6: Parent/Teacher Conferences
November 10: Veterans Day Observed
November 22-24: Thanksgiving Break
December 25- January 1: Winter Vacation

January 15: Martin Luther King Jr. Day
February 26-March 1: February Vacation
March 18: Professional Development
April 22- 26: April Vacation
May 27: Memorial Day
June 14: Last Scheduled Day (Early Release)

H: Holiday
V: Vacation
PD: Professional Development (No School for Students)
PTC: Parent/Teacher Conferences (No School for Students)
ER: Early Release
X: No School

SCHOOL HOURS

Regular School Hours:

8:30 - 8:40 am	Parent Drop-Off
8:40am	Tardy Bell
3:15pm	Parent/Bus Dismissal

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.

Delayed Opening (2-hours):

10:30 - 10:40 am	Parent Drop-Off
10:40am	Tardy Bell
3:15pm	Parent/Bus Dismissal

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.

Early Release:

8:40 - 8:50 am	Parent Drop off
8:50am	Tardy Bell
12:00pm	Parent/Bus Dismissal

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 acts 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, there may be 'off-site' drills for students and staff to practice evacuating the premises on-foot or by bus.

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, all doors are locked during the school day. The doors remain locked at all times unless there is a scheduled school or community event. All parents, visitors, vendors, and contractors must be "buzzed in" through the main doors. A "Visitor" pass will be provided when a person has reason to go beyond the vestibule and must be worn prominently. You will be requested to show proper identification, sign in, obtain a pass, and return the pass upon signing out. Visitors to classes must have approval from the office prior to classroom attendance. We respectfully request that parents do not visit classrooms during school hours unless prearranged with the classroom teacher.

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. In the event of repeated absences, the school may take action as follows:

- 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 8:40am. 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 (603) 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 8:30am.

Pull into the front loop in the lane labeled “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.

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.
4. Please make sure that you have your school issued name tag in the passenger side windshield area/dashboard until your child enters the vehicle.

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 3:00pm

using *PickUp Patrol*. Please make every effort to meet the 3:00 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, Stacey Eaton at 483-2251 x143 or seaton@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

A demographic information sheet will be sent home with students on the first stay of school. This includes emergency contact information 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).

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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. If you have any questions or concerns regarding the curriculum, please contact Becky Wing, Principal.

LAMPS (UNIFIED ARTS PROGRAM)

Students are provided with a full complement of unified arts classes: **L**ibrary, **A**rt, **M**usic, **P**hysical Education/Health and **S**panish (LAMPS)!

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	Start of Trimester	Progress Report	End of Trimester	Report Cards Sent
1st	Thurs, 8/31	Fri, 10/20	Mon, 12/4	Fri, 12/8
2nd	Tues, 12/5	Fri, 1/26	Fri, 3/15	Fri, 3/22
3rd	Mon, 3/18	Fri, 5/3	Fri, 6/14	Thu, 6/20

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.

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 families on the “report card” 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. You only need to set up your account once. If you need assistance, please contact our IT Support Specialist, Mr. Moore, at cmoore@sau15.net or 603-483-2251 ext. 116, or our Assistant Principal, Mrs. Franchini at dfranchini@sau15.net or 603-483-2251 ext. 201.

HOMEWORK GUIDELINES

The purpose of homework is to support the learning process, reinforce classroom activities, and provide enriching experiences for students. Homework includes learning activities of practice, preparation, and/or extension that are completed outside of class time. Teachers are encouraged to, in collaboration with the student and family, assign homework as an advanced study of the curriculum for students who may benefit from additional exploration.

For the primary grades, homework is intended to be an extension of classroom practice. 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. 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.

Homework assignments may vary in length, but the general guidelines are as follows:

Grades	Time per Day (average)	Time per Week (average)
K-2	0-30 minutes	0-90 minutes
3-5	20-60 minutes	2-3½ hours
6-8	50-90 minutes	5-7 hours

Parents are the most important influence on their child's education. Emphasize the importance of education and study by checking Schoology. Encourage good learning habits by facilitating the following:

1. Create a consistent time for completing homework
2. Provide a quiet space for studying
3. Check Schoology regularly
4. Establish time limits

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 in grades 3-8 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. If you do not have access to Schoology or need assistance, please reach out to our Assistant Principal, Mrs. Franchini at dfranchini@sau15.net or 603-483-2251 ext. 201.

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. 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. We believe that the primary function of the school is to educate the student on the perils of plagiarism and use such instances as a teachable moment. 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 school counselor, 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 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

The Candia School District participates in the federally assisted National School Lunch Program. Menus are planned monthly and meet or exceed the USDA nutritional guidelines for school meals. Meal prices are set yearly and current meal prices will be posted on the current menu.

Breakfast and Lunch are served daily

- All selections are listed on our monthly menus posted on our webpage: <https://candia.sau15.net/nutrition-services>
- All meals come with a choice of vegetable, fruit, and milk. Students must take a fruit or vegetable to make a complete meal. Water cannot be substituted for milk as the USDA does not consider it one of the five components. Therefore, water purchases may be made for \$1.00 for a large, \$.50 for a small or \$1.50 for sports water. Milk needed for lunch brought from home is a \$.50 charge.
- Snack (includes ice cream) prices range from \$1.00 to \$1.50.

If you believe you might qualify for or have questions regarding free or reduced lunch, please complete the application which is available through the office or on the [Moore School Nutrition Services page](#). This information is kept strictly confidential. If you have any questions about the program, please do not hesitate to contact Cindy Nusbaum, Lunch Director at 603-518-5047 x5023 or cnusbaum@sau15.net.

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](#).

If you would like to put a restriction for ala carte purchases (anything outside of a meal) milk, ice cream, snacks, drinks, or extra entree please contact Cindy Nusbaum, Food Service Director 603-518-5047 x5023 to discuss your options. Our food service team will do their very best to accommodate your request.

Our meal program runs on a debit system not a credit system (see [CSD Policy EFAA: Charging of School Lunch](#)). Payments may be made using checks made out to The Candia School District (please put the lunch program in the memo line) or by sending cash in a labeled envelope. The most convenient option is MySchoolBucks, an online service that allows you to make a payment, track or review meal history. To register for your free account go to <https://www.MySchoolBucks.com> or call (855) 832-5226. Please note: My School Bucks do charge a small fee to make an online payment.

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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or

3. **email:**

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 INTERPRETER

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 medical form and return it to the coach. They may not play in a game until these forms have 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 throughout the season. The coach or Athletic Director will announce when a check will take place.
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. They will not be allowed to play or practice until they are passing all classes. To be lifted from probation students need to show the Athletic Director their passing grade(s) or wait until the next grade check.
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 or practice, 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 or suspensions 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/>

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.

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 Pediatrics. 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:

3. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
4. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
5. The student receives a written medical release from a licensed health care provider
6. 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

Student council may choose to host school dances as a fundraising event. 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.

Permission 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. Dances will only be held if there are enough students.

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 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 a 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. Children who are sick should stay 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 8:30am - 3:30pm 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 refer to the full student health services policy for additional information: [CSD File: JLC](#)

MEDICAL EXAMINATION OF STUDENTS

In accordance with [NH RSA: 200.32](#) and [CSD Policy: JLCA](#), all students must have a complete physical examination within the past year before entry into school. This includes newly enrolled students, returning students, and transfer students.

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

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:

[RSA 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.

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.

Please refer to the DHHS's [School Immunization Requirements 2023-2024](#) for more information on immunizations, ages, and intervals.

Exemptions From Immunizations

NH State Statute [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 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 returned to our office prior to the start of school.

You may also call the State of NH Department of Health and Human Services, Office of Community and Public Health, Immunization Program at 1-800-852-3345.

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. The healthcare provider's orders must be renewed each school year if a long-term dosage or time schedule is indicated. The following conditions must be met before medication can be administered:

1. There are written instructions signed by the parent/guardian and a licensed provider
2. The instructions must include:
 - a. The child's name, diagnosis, medication, dosage & route of administration, time schedule, and duration of the order
3. All medication, prescribed and/or over-the-counter, will be delivered to the school nurse, principal, or principal's designee by a parent or responsible adult
4. The medication must be in the current pharmacy bottle or an unopened over-the-counter container labeled by the manufacturer
5. When having prescriptions filled, please request a separate, properly labeled container for school use
6. The school nurse will document the quantity of medication delivered
7. Possession and self-administration of Epipens and rescue inhalers is allowed per HB 57 and HB 92. Contact the school nurse for information. The medication authorization form is available from the school nurse.

All prescription medication must be delivered in the original container, properly labeled 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 labeled by the manufacturer. All medications must be delivered directly to the school nurse or principal by the parent/guardian.

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.

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. 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.

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.

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.

CODE OF CONDUCT/BEHAVIOR GUIDELINES

At Henry W. Moore School, we believe that all behaviors are a means of communication and that consequences and interventions are a part of the learning process. Our goal is to foster safety, respect, responsibility, and empathy throughout the school.


In order for teachers to teach, and students to learn, a positive and orderly school environment must be maintained. The school must protect the safety of its students and provide an effective learning environment. Students whose behavior inhibits this purpose will be held accountable for their actions.

Effort will be made to ensure that consequences directly relate to the nature of the offense whenever possible. Consequences and interventions are designed to be supportive and address the root cause of a child's unexpected behavior. Teachers will address misbehavior and provide redirection to reestablish the expectations. If expectations continue to be unmet, progressive and restorative consequences may be applied.

DISCIPLINE

Candia Moore School's disciplinary procedures are aligned with school board policies 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. Henry W Moore Staff and Administration will work together to provide all students with a Multi Tiered System of Support (MTSS) for behavior and discipline needs.

POSITIVE BEHAVIOR MATRIX

	Respectful	Responsible	Empathetic
Hallways	<ul style="list-style-type: none"> • Use kind words • Use quiet, inside voices • Hands off bulletin boards and wall displays • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Walk on the right side • Stay in your spot in line • Avoid running or jumping • Move directly to your destination • Listen and follow directions • Eyes watching, ears listening 	<ul style="list-style-type: none"> • Use kind words and actions • Help others • Keep voices quiet or silent
Cafeteria	<ul style="list-style-type: none"> • Use good manners • Wait your turn • Use "restaurant behavior" • Listen to staff member's directions • Use a quiet voice 	<ul style="list-style-type: none"> • Clean up after yourself • Stay seated • Raise your hand for help • Walk • Ask for permission to leave 	<ul style="list-style-type: none"> • Allow others to sit with you • Be courteous • Help others
Restrooms	<ul style="list-style-type: none"> • Respect the privacy of others • Keep the facilities clean • Throw trash in appropriate receptacles 	<ul style="list-style-type: none"> • Use the restroom in a timely manner • Wash hands thoroughly • Get back to class quickly • Report problems, vandalism, etc • Flush the toilet • Throw trash in appropriate receptacles • Report inappropriate behaviors immediately 	<ul style="list-style-type: none"> • Clean up after yourself • Help keep bathroom clean • Wait your turn
Playgrounds	<ul style="list-style-type: none"> • Use kind words • Play fairly with others • Be aware of personal space • Listen to and cooperate with adults 	<ul style="list-style-type: none"> • Stay in the designated recess area • Use equipment and structures as intended • Return playground equipment • Follow adult instructions 	<ul style="list-style-type: none"> • Invite others to play • Show good sportsmanship • Take turns and share • Use kind words and actions • Help others
Classrooms	<ul style="list-style-type: none"> • Follow directions • Use appropriate language • Use appropriate tone • Keep your hands & feet to yourself • Follow classroom expectations • Signal to teacher before speaking (ex: raise hand) 	<ul style="list-style-type: none"> • Listen to teachers and other students • Signal to teacher before speaking (ex: raise hand) • Follow directions • Use kind words 	<ul style="list-style-type: none"> • Help classmates as you are able to • Follow classroom expectations • Use kind words with other students and adults

MTSS TIERED SUPPORTS

Tier I Supports (Universal)

Tier I Supports are proactive and preventative in nature. Since Tier I (school-wide) supports are built into the structure of the school, all students may benefit from these academic and behavioral supports.

School-wide behavior supports include:

- Safe and welcoming culture
- Explicit teaching of expected behaviors
- Consistent acknowledgement and correction of student behavior
- Active supervision

Tier II Supports (Targeted)

Tier II supports are short term, scientifically-based interventions which are highly efficient and provide rapid response for students who are not making adequate progress with Tier I supports alone.

Targeted behavior supports include:

- Targeted skill development
- Increased support and feedback
- Increased progress monitoring

Tier III Supports (Individualized)

Tier III supports are long-term, intensive interventions which focus on individual students. Tier III supports are appropriate for students identified, through the systematic review of data, as unable to make adequate progress with Tier I and II supports alone. Tier III supports may or may not include the 504 process, special education identification and placement.

MINORS AND MAJORS DEFINITIONS

Students will receive minors and/or majors for discipline related events. Minors are handled by the classroom teacher. All majors are handled by school administration.

Minors <i>Minor Offenses are misbehaviors managed "on the spot" (classroom, common areas, etc.) by the classroom teacher(s).</i>	Majors - Office Discipline Referrals <i>Major Infractions are violations which require the (sometimes immediate) attention of administrative staff.</i>
<ul style="list-style-type: none">→ Disruption→ Defiance / Non-compliance→ Property misuse→ Mild Physical Contact/Physical Aggression→ Inappropriate language→ Out of Bounds→ Other	<ul style="list-style-type: none">→ Inappropriate Language→ Fighting/Physical Aggression→ Overt Defiance→ Disruption→ Theft→ Harassment/Bullying→ Other

Minors	Majors
Inappropriate Language Language which is inappropriate yet not used in an abusive / threatening manner.	Inappropriate Language Language which is inappropriate and used in an abusive / threatening manner.
Physical Aggression Non-serious/not intentional but inappropriate physical contact.	Physical Aggression Intentional and inappropriate physical contact.
Defiance Failure to respond to adult requests and / or directives.	Defiance Continued failure to respond to adult requests and / or directives.
Disruption Non-malicious, low-intensity behavior that disrupts teaching or learning.	Disruption Continued behavior that disrupts teaching or learning.
Property Misuse Low level misuse / damage of school property.	Property Misuse Damage to school property (intentional damage, continued property misuse).
Out of Bounds Loitering or participating in activities outside designated areas.	Out of Bounds Intentional and purposefully left school grounds or assigned area without permission.
Other Any other inappropriate behavior that lacks maliciousness and is not destructive.	Other Any other inappropriate chronic behavior that is unsafe and intentional (examples include but are not limited to: theft, harassment/bullying, ect).

DEFINITIONS OF POSSIBLE CONSEQUENCES AND INTERVENTIONS

- **Behavior Reflection:** Student completes a reflection form to identify behavior and understand the impact
- **Taking Time:** Student will be away from peers for a period of time
- **Alternative Activity:** Students are provided with an alternative activity that aligns with the behavior (example: a major at recess may result in an alternative recess activity inside)
- **Lunch Detention:** Student eats lunch away from peers under adult supervision
- **Detention:** Student arrives early or stays late and reports to designated staff member. Parents will be notified and given 24-hours notice to arrange transportation
- **Loss of Activity:** Students will be ineligible to participate in a certain activity (i.e. field trip, school dance, etc.)
- **Restorative Conference:** Student participates in a mediated discussion with affected staff or students
- **Community Service:** Student participates in an activity that gives back to the school community
- **Accountability Project:** Student completes a project designed to educate others and self about a particular issue
- **Restitution:** Students take steps to restore, replace, or otherwise correct harm caused by their behavior. This may include paying for or replacing damaged property.
- **In-School Suspension:** Students will attend school but will be temporarily removed from one or more classes while under supervision. The student will be expected to complete daily assignments during this time.
- **Out-of-School Suspension:** Students are not permitted to attend school or school events for a period of time. Schoolwork will be assigned and due upon the student's return. (Students are not allowed on school grounds during an out-of-school suspension.

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 an 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.

PLAYGROUND EXPECTATIONS

- Stay within the designated play area.
- Show respect for others and follow the instructions given by teachers and staff.
- 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.
- No electronic devices (including cell phones) at recess.
- Have fun!

PUPIL SAFETY AND VIOLENCE PREVENTION - BULLYING

Pupil Safety and Violence Prevention Policy - Bullying [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 damages the pupil's property;
 - (2) Causes emotional distress to a pupil;
 - (3) Interferes with a pupil's educational opportunities;
 - (4) Creates a hostile educational environment; or
 - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's

association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

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

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

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

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

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

False Reporting

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

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

Reprisal or Retaliation

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

1. The consequences and appropriate remedial action for a student, teacher, school

administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal/Principal designee 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/Principal designee or other staff member that he/she believes he/she may be retaliated against, the Principal/Principal designee 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/Principal designee 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/Principal designee. If the student is more comfortable reporting the alleged act to a person other than the Principal/Principal designee, 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/Principal designee as soon as possible, but no later than the end of that school day.

3. The Principal/Principal designee 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/Principal designee 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/Principal designee as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal/Principal designee 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/Principal designee.

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/Principal designee 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/Principal designee 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/Principal designee 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/Principal designee 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 a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

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

1. Upon receipt of a report of bullying, the Principal/Principal designee shall, within 5 school days, initiate an investigation into the alleged act. If the Principal/Principal designee 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/Principal designee 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/Principal designee 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/Principal designee shall complete the investigation within 10 school days of receiving the initial report. If the Principal/Principal designee needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal/Principal designee shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include

recommended remedial steps necessary to stop the bullying and a written final report to the Principal/Principal designee.

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.

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

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

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

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

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

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

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

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

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

The Principal/Principal designee shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal/Principal designee'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/Principal designee will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal/Principal designee will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal/Principal designee 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/Principal designee 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.

XV. 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/Principal designee's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal/Principal designee'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.

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

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

XVII. 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.

XVIII. 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.

Adopted: January 9, 2001
Adopted: August 10, 2004
Revised: May 13, 2008
Revised: April 13, 2010
Revised: December 2, 2010
Revised: August 5, 2021

Legal References:

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

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 (Pupil Safety and Violence Prevention - Bullying 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

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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: JICL, Weapons in School](#).

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

Busses are equipped with video and audio monitoring equipment.

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

BUS CONTACTS

The Candia School District has contracted with First Student to provide bus transportation for its students. Should a busing issue arise, please refer to the following:

- | | |
|--------|---|
| Step 1 | Call First Student at 603-461-5180 to report the issue. |
| Step 2 | If a resolution cannot be reached, contact Dorothy Franchini, 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. 4011. |

BUS EXPECTATIONS

Bus expectations are important guidelines to ensure the safety of all children. Students are expected to follow general classroom conduct while on the bus as well as observe the following expectations.

Students are expected to *be respectful, responsible and empathetic* by:

1. Following the driver's directions
2. Taking their seat in an orderly manner
3. Remaining in their seat until the bus comes to a complete stop
4. Using a polite and calm voice when speaking
5. Keeping hands and feet to themselves and out of the aisle
6. Keeping drinks in backpacks in a spill-proof container
7. Keeping all objects, materials, and food in backpacks

8. Keeping the bus clean
9. Treating others with respect
10. Following all other school wide expectations and policies

When necessary, the driver will issue a transportation discipline referral, which will be sent to school administration, and appropriate action will be taken.

BUS DISCIPLINE PROCEDURES

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

Consideration will be made based on the age of the child, the type and frequency of the infraction, the safety concern associated with the behavior, the severity of the incident, and other factors surrounding the incident. Alternative consequences, such as parent meetings, conflict resolution, or restoration may be used if it is determined that such a response is appropriate for the situation. However, the typical consequence for unexpected or unsafe conduct will be as follows:

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 one (1) - five (5) day suspension of school bus privileges.
Third Write Up:	Consequences will range from a three (3) - ten (10) day suspension of school bus privileges.
Fourth Write Up:	Consequences will range from a five (5) - twenty (20) day suspension of school bus privileges.
Fifth Write Up:	Consequences will range from suspension of bus privileges of ten (10) days and up to a suspension of bus privileges for the remainder of the year.

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](#)

BRING YOUR OWN DEVICE

The Henry W. Moore School provides chromebooks or chrome tablets for each student. Therefore, there is no need for personal devices to be used by students during the school day. Students who choose to bring personal technology do so at their own risk; the Candia School District is not responsible for damaged, lost, or stolen items. See [CSD File: JICM](#) for more information.

COMMUNICATION AND ELECTRONIC DEVICES

Cellular phone and other electronic device (iPods, Mp3 Players, handheld video games, smart watches and devices) use is not allowed during school hours and should be stored while at school. Phones must be on silent or powered off and may not be checked during class time. If school staff becomes aware of unauthorized cell phone usage, the cell phone will be confiscated immediately.

- First offense –The device may be retrieved by the student at the end of the day from the Main Office.
- Second offense – The device will only be returned directly to the child's parent or legal guardian from the Main Office.
- Third offense – Student will be unable to bring their device to school for the remainder of the school year. Possessing a device on school property during school hours after a third offense will result in disciplinary action.

The Candia School District will not be responsible for loss, damage or theft of any cell phones or other electronic devices.

MISCELLANEOUS INFORMATION

ANIMALS/PETS IN SCHOOL

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

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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

In accordance with [JICA: Student Dress Code](#), the Candia School District supports families' right to determine their child's dress, providing that such attire is safe, complies with the health code of the State of New Hampshire, and neither interferes nor disrupts the educational process of the school.

Dress for School Guidelines:

- Clothing must cover the entire torso, including undergarments.
- All clothing must be free from images or words that display or promote inappropriate messages such as alcohol, tobacco, drugs, prejudice, violence, gang affiliation, or sexual activity or innuendo.
- Jewelry, accessories, and clothing that include sharp, spiked, chains or items otherwise potentially injurious to another are not permitted.
- Headwear including hats, bandanas, hoods and sunglasses are not to be worn inside the building during the school day.

Based on the guidelines above, the administration will determine acceptable clothing. Students found in violation of the dress code will be given an opportunity to correct the situation. Students who persistently disregard this policy may be referred to administration.

STUDENT BIRTHDAYS

Birthdays are special and exciting days for our students, and we want to celebrate and recognize these occasions. Students' birthdays will be announced during morning announcements. Food items

may not be brought in for the class to celebrate; however, we encourage families to coordinate with the classroom teacher on an appropriate method of celebration such as donating a book to the class in their honor, or having a special show-and-tell for the birthday child.

To respect families' privacy and to ensure safety and security, invitations to private parties cannot be distributed at school, and we cannot release the address and/or telephone numbers of our students.

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. For more information or to purchase this insurance, visit [Insurance Specialists, Inc.](https://www.isi1959.com/SAI) at <https://www.isi1959.com/SAI>

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.

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

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. 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 2nd 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

Fresh air and active play is very beneficial to growing children. All children are expected to participate in outdoor activities unless excused for medical reasons, in which case a letter from a physician is required. Recess will be held inside if the temperature is below 20 degrees or if it is raining.

Please see that your children come to school appropriately dressed for the prevailing weather conditions. In order to play in the snow, students in grades K-5 need the following:

- Boots
- Gloves
- Hats
- Coats
- Snow Pants

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

Except in case of an emergency, students are discouraged from making telephone calls from school. The office telephone is available for emergency use with permission from a teacher or administrator. After school arrangements are to be made prior to the start of the school day. Parents are asked not to contact their children on their cell phones during school hours. Student cell phone use during the day is prohibited.

The use of recording devices, cell phones and similar communication devices by any student in a school building or while in transit under the authority of the school or while attending any function authorized by the school is prohibited unless specifically authorized by school personnel.

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. If it becomes an ongoing issue, a student may be prohibited from bringing toys to school.

VOLUNTEER PROGRAM

Our volunteers serve the school in many capacities and are a valued part of our school teams. We encourage such involvement and invite you to participate. Volunteers may be required to complete a criminal background check. **Volunteers must wear name tags and sign in at the office when arriving and sign out when leaving.**

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, make 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 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: [IJOC](#) 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](#)

[CSD File: AC](#) - Nondiscrimination Policy Notice

[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

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[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
[CSD File: GBCE](#) - Background Investigation and Criminal Records Check (in regards to volunteers)
[CSD File: IGE](#) - Parental Objection to Specific Course Material
[CSD File: JJOC](#) - Volunteers
[CSD File: IKA](#) - Grading System
[CSD File: IKE](#) - Promotion and Assignment of Students
[CSD File: IMBB](#) - Teaching About Religion
[CSD File: IMG](#) - Animals in the Classroom
[CSD File: JBAA](#) - Sexual Harassment and Sexual Violence
[CSD File: JEB](#) - Entrance Age
[CSD File: JFA](#) - Residency
[CSD File: JFAA](#) - Admission of Resident Students
[CSD File: JFABD](#) - Admission of Homeless Students
[CSD File: JH](#) - Attendance, Absenteeism, and Truancy
[CSD File: JI](#) - Student Rights and Responsibilities
[CSD File: JIA](#) - Student Due Process Rights
[CSD File: JICA](#) - Student Dress Code
[CSD File: JICD](#) - District Student Conduct, Discipline, and Due Process - Safe School Zone
[CSD File: JICDD](#) - Out-of-School Actions
[CSD File: JICFA](#) - Hazing
[CSD File: JICG](#) - Tobacco Products Ban
[CSD File: JICH](#) - Drug and Alcohol Use by Students
[CSD File: JICI](#) - Weapons in School
[CSD File: JICI-R](#) - Modification of a Weapons Expulsion
[CSD File: JICK](#) - Pupil Safety and Violence Prevention - Bullying Policy and Form
[CSD File: JICL](#) - School District Internet Access for Students
[CSD File: JICL-R](#) - Acceptable Internet Use Procedure - Student with agreement form
[CSD File: JICM](#) - Personal Device Usage Policy
[CSD File: JLC](#) - Student Health Services
[CSD File: JLCA](#) - Physical Examination of Students
[CSD File: JLCC/JLCC-R](#) - Communicable Diseases/Pediculosis Control Policy
[CSD File: JLCD](#) - Administering Medication to Students
[CSD File: JLCF](#) - Wellness Policy
[CSD File: JLCJ](#) - Concussions and Head Injuries
[CSD File: JLIF](#) - Receipt and Use of Sex Offender Registry Information
[CSD File: JQ](#) - Student Fees, Fines, and Charges
[CSD File: JRA-E](#) - Annual Notice of Student Education Records and Information Rights
[CSD File: JRA/JRA-R](#) - Student Education Records and Information - Administrative Procedure