Hinsdale School District Student Handbook

Hinsdale School District
Wayne Woolridge
Superintendent
P.O. Box 27
Hinsdale, NH 03451
603-336-5728 Ext 7684
Fax: 603-336-5731

Hinsdale Elementary School
Joseph Boggio
Principal
12 School Street
Hinsdale, NH 03451
603-336-5332 Ext 7602
Fax: 603-336-7522

Hinsdale Middle/ High School
Ann Freitag
Principal
49 School Street
Hinsdale, NH 03451
603-336-5984 Ext 7820
Fax: 603-336-7497

Office Hours:
7:30- am to -3:30 pm

Office Hours:
8:00 am to 3:45 pm

Office Hours:
7:30 am to 3:15 pm

District website: [www.hnhsd.org](http://www.hnhsd.org)

PLEASE NOTE NEW TRAFFIC PATTERN PER ORDER OF BOARD OF SELECTMEN:

SCHOOL STREET INFORMATION:
Traffic on School Street shall be directed one-way southbound between the hours of 7:00 a.m. to 6:00 p.m. Monday thru Friday, year round. The one-way area will start at Route 119 and ends at the north side of the entranceway leading to the parking lot located in the rear of the elementary school. Two-way traffic will be from said parking lot to Prospect Street. All buses and delivery vehicles shall be exempt.
SUBJECT TO CHANGE PLEASE CHECK DISTRICT WEBSITE FOR THE LATEST VERSION OF THIS HANDBOOK

Hinsdale School Board Members

Holly Kennedy, Chairperson  Sean Leary, Vice Chairperson  Kaylah Hemlow  James O’Malley  Jeana Woodbury
741 Plain Road  18 Highland Avenue  76 Highland Avenue  42 River Road  124 Fox Run Road
Hinsdale, NH 03451  Hinsdale, NH 03451  Hinsdale, NH 03451  Hinsdale, NH 03451  Hinsdale, NH 03451
603-256-8652  603-336-7381  603-852-2042  603-336-5646  603-336-7098

Hinsdale School District Staff

Wayne Woolridge, Superintendent  336-5728  Ext 7684  wwoolridge@hnhsd.org
Juliet Fenrich, Special Services Director  336-5728  Ext 7685  jfenrich@hnhsd.org
Teressa Drogue, SPED Coordinator  336-5728  Ext 7624  tdrogue@hnhsd.org
Thomas O’Connor, Business Administrator  336-5728  Ext 7682  toconnor@hnhsd.org
Deborah Child Trabucco, Director of Technology  336-5728  Ext 7850  dtrabucco@hnhsd.org
Karen Craig, Director of Curriculum and Instruction  336-5728  Ext 7687  kcraig@hnhsd.org
Ann Marie Diorio, Executive Assistant  336-5728  Ext 7684  adiorio@hnhsd.org
Elizabeth (Biz) Dana, Accountant  336-5728  Ext 7683  edana@hnhsd.org
Jody Garland, SPED Administrative Assistant  336-5728  Ext 7607  jgarland@hnhsd.org
Karen Thompson, Dir. Of Personalized Learning/PACE District Lead  336-5728  Ext 7861  kthompson@hnhsd.org
Cheryl Momaney, Speech Pathologist  336-5728  Ext 7600  cmomaney@hnhsd.org
Teressa Drogue, School Psychologist  336-5728  Ext 7698  tdrogue@hnhsd.org
Lauri Olson-Porter, Occupational Therapist  336-5728  Ext 7600  lolsonporter@hnhsd.org
Michelle Bemis, Occupational Therapist Asst.  336-5728  Ext 7600  mbemis@hnhsd.org
Katherine Quaassdorff, Speech Assistant  336-5728  Ext 7647  kathyQ@hnhsd.org
Timothy Fleming, Student Assistant Counselor  336-5728  Ext 7844  tfleming@hnhsd.org
Justin Therieau, Network Administrator  336-5728  Ext 7859  jtherieau@hnhsd.org
Alan Putnam, Director of Facilities  336-5828  Ext 7851  aputnam@hnhsd.org
Shannon Fike, Technical Support Specialist  336-5728  Ext 7859  sfike@hnhsd.org
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http://www.hnhsd.org/?page_id=122

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**Hinsdale School District 2019-2020 School Year Calendar**

**AUGUST (15 DAYS)**
- 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
- 20 21 22 23 24 25 26 27 28 29 30

**SEPTEMBER (30 DAYS)**
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30

**OCTOBER (31 DAYS)**
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30

**NOVEMBER (30 DAYS)**
- 1 2 3 4 5 6
- 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27
- 28 29 30

**DECEMBER (31 DAYS)**
- 1 2 3 4 5 6
- 7 8 9 10 11 12 13
- 14 15 16 17 18 19 20
- 21 22 23 24 25 26 27
- 28 29 30 31

**JANUARY (31 DAYS)**
- 1 2 3 4 5
- 6 7 8 9 10 11 12
- 13 14 15 16 17 18 19
- 20 21 22 23 24 25 26
- 27 28 29 30

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**Designated Asbestos Coordinator**

The Designated Asbestos Coordinator for School Administrative Unit (SAU) #92 in Hinsdale School District is Alan Putnam.

The Designated Asbestos Coordinator has received training in order to perform the assigned duties. This training complies with the requirements of 768.84(g)(2).

Training: EPA's "The AHERA Designated Person's Self-Study Guide"

The responsibility of the Designated Asbestos Coordinator shall be to ensure that the requirements of the AHERA Regulations, 40 CFR 763 Subpart E, are properly implemented.

(a) The activities of any persons who perform inspections, re-inspections, and periodic surveillance, develop and update management plans, and develop and implement response actions, including operations and maintenance, are carried out in accordance with Subpart E.

(b) Custodial and maintenance employees are properly trained as required by this Subpart E and other applicable Federal and/or State regulations.

(c) Workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

(d) Short-term workers who may come in contact with asbestos in a school are provided information regarding the locations of Asbestos Containing Building Material (ACBM) and suspected ACMU assumed to be ACBM.

(e) Warning labels are posted in accordance with 763.95.

(f) Management Plans are available for inspection and notification of such availability has been provided as specified in the management plan.

(g) The Designated Person has received adequate training to perform the duties assigned under AHERA requirements.

The Designated Asbestos Coordinator may be contacted at the following:

Name, Title: Alan Putnam, Maintenance Supervisor
Address: 49 School Street, P.O. Box 22, Hinsdale, NH 03451
Working Phone Number: (603) 336-5728

I, Patricia Bassett, hereby state that the requirements of 40 CFR 763 Subpart E have been or will be met.

Signature Superintendent

Date 7/26/2016

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*Calendar is subject to change by the Hinsdale School District because of storms, emergencies, etc. Five "storm" days (5) have been added which will only be used for necessity.*

*Graduation Day to be determined, March 2020*
Hinsdale School District
Food Service Policy Statement
2019 - 2020 School Year

Hinsdale School Lunch Provider
The Abbey Group is an award winning Food Service Management Company with a passion for high quality ingredients, locally sourced products, sustainable food service practices and exceptional customer service. The Abbey Group provides a wide variety of menu choices every day to its client schools throughout New England and New York. For more information about our company and services please visit our website, www.abbeygroup.net.

Student Accounts, Payment and Pricing
The Food Service program uses the Meals Plus computer point of sale system to track student account transactions. Parents may view student purchase history and receive low balance notifications free of charge. Meals Plus also allows users to deposit money or make payments on account for a nominal fee. Please visit our website at www.abbeygroup.net for more information. Student accounts must maintain a positive balance. We recommend using the Meals Plus on-line payment feature to deposit funds or send a check directly to the cafeteria made payable to Hinsdale School Hot Lunch Program the first of the week. Please write your child(ren)’s name and/or ID number clearly. Cards for K-2 students with the student’s school food service ID number will be issued the first week of school. This number will be used to track the student’s account transactions throughout the year. A detailed report may be requested at anytime. Snack beverages, additional entrées or other a la carte purchases may be purchased on accounts in good standing. To prohibit or limit a la carte purchases please call the cafeteria or visit our website for the email address at: www.abbeygroup.net. Breakfast and lunch meal menus and prices can be found on our website www.abbeygroup.net and on the school lunch menu sent home each month.

Free and Reduced Priced School Meals Policy
Parents or guardians should review the income eligibility guidelines to see if the student qualifies for free or reduced meal benefits. Applications are available in the information packet sent home at the beginning of the school year or parents may contact the school office, or download online at http://www.education.nh.gov/program/nutrition/nslp_application.html. Parents or guardians can apply or reapply for free and reduced meal benefits at anytime during the school year when there is a change in family income. Free and reduced priced school meals information is strictly confidential.

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<th>Household size</th>
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<th>Monthly</th>
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<td>$1,926</td>
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<td>5</td>
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<td>6</td>
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<td>7</td>
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<tr>
<td>8</td>
<td>$80,346</td>
<td>$6,696</td>
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<tr>
<td>Each additional person:</td>
<td>$8,177</td>
<td>$682</td>
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Alternate Meal Policy
All accounts are subject to the Account Charge Policy established by your school. Please visit your schools web site to view their current Account Charge Policy. Zero account balance notification letters are sent home weekly. Please remit payment promptly.
If you have any questions regarding your child’s account, please call your school Food Service Director. Their email address and phone number can be located at www.abbeygroup.net/your_school/php

Snack Beverage Policy
All students participating in school snack programs must pay for milk or juice regardless of income eligibility. Milk is included in the price of all school meals. Students with free or reduced meal benefits are reminded that milk is only included with a complete meal otherwise a la carte prices apply.

Choice & Variety
The Food Service program offers many breakfast and lunch choices daily. Please visit our website for the daily meal offerings at your school: www.abbeygroup.net. Assorted fresh fruit and vegetables as well as a choice of milk are included with every meal.

Breakfast Program
The Abbey school breakfast program is open to everyone. Studies have shown that eating breakfast can reduce stomach aches, improve alertness, and overall help students be better learners. Our breakfast program offers daily choices such as: yogurt parfait meal, ham and cheese on a whole wheat bagel, sausage & cheese muffin, scrambled eggs and breakfast bun, fruit filled muffins, hot or cold cereal, and other breakfast entrees available on a rotating basis. All breakfast meals include milk and fresh fruit.

Field Trips
The Food Service program loves to make bag lunches for any occasion. Please place your order through the classroom teacher 3 days prior to the trip. The price is the same price as for lunch. The bag lunch contains a healthy sandwich, fresh fruit and vegetables, granola bar, milk or juice. There are classroom incentives available for large orders. Free and reduced lunch prices apply to bag lunches for those who qualify.

Promotions
The Food Service program provides promotional and entertaining events throughout the year such as holiday meals, barbecues, and more. We encourage parents and other family members to join their children and The Abbey Group for these fun filled occasions. All promotions are to encourage healthy eating and involve the community in the National School Lunch Program. The promotions are advertised on the menu with the details posted in the cafeteria.

Nutrition
The Food Service program is actively involved with the Department of Education School Nutrition Programs, School Nutrition Association, New England Dairy Council, and many other organizations to bring healthy, appealing, delicious meals to your school. We incorporate low fat, low sodium cooking techniques and we offer 100% whole grains with all our menu choices. The Abbey encourages healthy eating habits with our “Eat Smart Play Hard” nutrition class. Eat Smart Play Hard is a fun filled presentation designed to teach students about making healthy food choices and being physically active.

Dishing Up Local
The Abbey Group proudly supports Farm to School activities to connect the cafeteria, classroom and the community. Farm to School objectives include improving student nutrition, providing agricultural, health and education opportunities and supporting local and regional farmers. The Abbey Group directs its purchasing efforts to include locally grown produce & locally made products in our menu production. We feature a monthly menu devoted to local ingredients including those grown in school gardens. Please contact us if you would like to participate in a local farm to school initiative.
**Student/Adult Account Policy**

**Philosophy:** The goal of The Abbey Food Service Group is to provide delicious, nutritious, high quality meals to all students and staff of every school we represent. All accounts are subject to the Account Charge Policy established by your school. Please visit your schools web site to view their current Account Charge Policy.

1. Written notification, **Zero-Balance Letter**, is sent home with the student when the account balance is less than zero.
2. Phone notification, **Minus-Balance**, is initiated to the parent or guardian, when there is a negative balance equal to or beyond two charged meals.
3. With no response, and within the guidelines of reasonable fiscal restraints, the school and parent or guardian is then notified.

We recommend using the Meals Plus online payment feature:  [www.k12paymentcenter.com](http://www.k12paymentcenter.com)

**Refund Policy**

For accounts with a positive balance at the end of a school year, one of two things can occur:

- For graduating students, positive balances will be transferred to younger siblings at the parent’s request.
  - If there is not another sibling, a positive balance refund request can be made by submitting a request to your student’s school administration office. If a request is not made, the balances will remain in the school’s hot lunch program.

- For returning students with a positive balance, their balance will be carried over on their account into the new school year.

**Closing Statement**

If at any time you have any questions or comments, please contact your school and ask for the **Food Service Supervisor**. You may also contact Scott Choiniere, Vice President of Operations at 802-933-4747 or visit our website:  [www.abbeygroup.net](http://www.abbeygroup.net). We value our customers and always appreciate your comments.

**USDA Non-Discrimination Statement**

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or

3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
   This institution is an equal opportunity provider
SCHOOL STREET INFORMATION: 
Traffic on School Street shall be directed one-way southbound between the hours of 7:00 a.m. to 6:00 p.m. Monday thru Friday year round. The one-way area will start at Route 119 and ends at the north side of the entranceway leading to the parking lot located in the rear of the elementary school. Two-way traffic will be from said parking lot to Prospect Street. All buses and delivery vehicles shall be exempt.

EMERGENCY INFORMATION: We have an emergency calling service, which allows an authorized office staff member to contact the families of all our students within about 7 minutes. Parents need to provide THREE current phone numbers of persons to contact for their children. The emergency calling service can make up to three contacts if the first or second does not go through. Information that is more detailed is available through the school office.

EMERGENCY CONTACT SHEETS: The office staff needs information about your child that may aid in an emergency. Please provide current, accurate information about people to contact if you cannot be reached at home or work numbers. We may need to know any health factors that may affect your child’s safety, your family doctor’s contact number, your preference in hospital or emergency care. **PLEASE NOTIFY THE OFFICE OF ANY CHANGE IN CONTACT INFORMATION.**

School closings due to weather are announced on the following stations as early as possible:
92.7 FM (Brattleboro)  96.7 (Brattleboro)
103.7 FM (Keene)  TV Channel 9
Twitter [www.twitter/hnhsd](http://www.twitter/hnhsd)
You can also download the **School Messenger App** the school code is 67587 and type yes to become a member of the system.

School is IN SESSION unless a change is mentioned in closings or delays.

STUDENT CONCERN TEAM: The Student Concern Team is available for any student who appears to a significant behavior or academic challenges. A student may be referred by a parent, teacher, and staff member or self-referred. Problems might include alcohol or drug abuse, severe depression, child abuse, eating disorder and school phobia among others. The team’s role is to develop an understanding of the nature of the problem and to make recommendations to resolve the problem. The team is made up of the school psychologist, student assistance counselor, (if available), school nurse, school counselor, classroom teacher, and administrator. A referral form may be obtained from the School Counselors or Principal or Assistant Principal. As mandated by federal and state regulations, a student experiencing significant academic difficulty, or significant attendance issues, may be brought to the attention of the SCT as part of the pre-referral process. School staff recommend that students experiencing difficulty be discussed first with the SCT in order to respond quickly to concerns and begin to gather relevant information.

SPECIAL EDUCATION TEAM: A parent is entitled under law to refer his/her child directly to special education. Upon receipt of the referral, a meeting will be scheduled within 15 days to determine the need for an evaluation. If the team determines and the parent’s consents to an evaluation, the school will complete the evaluation within 45 days. Once all the relevant information has been collected, the team will meet again to determine eligibility and if necessary develop an Individual Education Plan (IEP).
BUS RULES (First Student) Students living outside the walking limits to school are granted the privilege of riding the school bus to and from school. In order to maintain a safe, efficient, and orderly means of transportation, students must choose to display acceptable behavior.

1. The school bus driver is in complete charge of the bus and the pupils. The bus driver has the same authority in maintaining discipline as a teacher in the classroom.
2. Pupils must be at their designated bus stops five (5) minutes prior to the pickup time. Schedules do not allow waiting for late students.
3. Permission to get off at a stop that is not the student’s regular stop shall follow individual school policy.
4. All pupils must remain properly seated until the bus comes to a complete stop and the eight way lights are activated.
5. Emergency exits are to be used for emergency drills twice a calendar year and emergency situations only.
6. Pupils shall hold onto the handrail when loading and unloading.
7. Students may bring acceptable items on the bus only if the item can be held in the student’s lap.
8. Skateboards, skis, rollerblades, animals, glass containers, nuisance items, and other objects of injurious or objectionable nature are prohibited on the school bus. Articles not allowed in school are also prohibited.
9. Students who are confronted by the bus driver for unacceptable behavior shall provide the driver with their name. Failure to do so may result in suspension from riding the bus for up to three (3) days.
10. The bus driver is authorized to assign seats whenever necessary.
11. Students shall not be destructive of the school bus seats, sidewalls, floor, and/or windows, nor shall they tamper with any other bus equipment. The cost of any intentional damage will be the responsibility of the student/parent. Destruction of First Student property will result in a 5-day mandatory suspension from the bus and students will remain off all buses until such time as a suitable payment agreement can be met.
12. While classroom voice between students is permitted, loud, vulgar, obscene, and improper language or gestures will not be tolerated on the bus.
13. Pupils will refrain from throwing things in the windows or around the inside of the bus. Trash will be placed in receptacles on the bus. - NO LITTERING-
14. Eating and drinking are not allowed.
15. Smoking, Smokeless Tobacco, Alcohol, Drug use, and the use of lighters or matches are forbidden.
16. No spraying of perfumes, deodorants, hairspray, air fresheners, etc. is allowed on the bus.
17. Fighting, pushing, tripping, bullying, or spitting will not be tolerated.
18. Any other behavior relating to the safety, well-being and respect for others in a harmful, destructive, or degrading manner is not acceptable.

Parents please note! There may be circumstances that could result in immediate suspension from the bus. If this should happen, parent/guardian shall be responsible for providing transportation. All Buses are equipped with cameras.

PUBLICATION RELEASE GUIDELINES:
The Hinsdale School District allows publication of student work, pictures, and names in both print (newspaper) and electronic (web page) formats. (Examples, yearbook, team pictures, concerts, graduation ceremonies, etc.)

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.
2. Individuals in pictures, sound recordings, movies, or student work may be identified only by their first name on web pages and first and last name in print format.
3. Parents/guardians must sign a release before a picture, sound recording, movie or student work will be published either on the school web site or in print.
PLAYGROUND RULES:

- Adult Supervision is required at all times when children are playing.
- Prevent Injuries! Ensure that children are using playground equipment appropriately. No climbing on the top of tube slide! Instructions are available at the school office.
- The Pre-School playground is reserved for children age 1-4.
- Report defective equipment immediately to the building principal. Email jboggio@hnhsd.org or 336-5332 ext. 7602
- Do not play with surfacing material.
- Pick up your own trash. Leave the playground as you found it – or better.
- Bucket swing is reserved for children aged 1-3, and children with disabilities.
- Middle-and High School students (and adults) may not use playground equipment due to high risk or injury and equipment failure limited by the amount of weight it can hold.
- The use of tobacco products, alcohol, and drugs is strictly prohibited.
- The playground is not available to the general public due to safety reason between the hours of 10:30 am to 12:30 pm Monday through Friday for recess.
- Closed from dusk to dawn.
- The area is under video and camera surveillance.

EMERGENCY RESPONSE PLAN: In case of emergency, plans and procedures are in place. If evacuation is recommended, all students will be transported to a convenient location. Parents will be notified and directed to the location where connections with your child will be ensured.

SCHOOL GROUNDS: Hinsdale School District Policies and Procedures dealing with unlawful and deviant student behavior will be enforceable on town properties abutting school district land. The aforementioned policies and procedures may be invoked when the welfare of students is in question and/or unlawful acts are involved. Town properties abutting school district land are defined as follows:
1. The athletic fields running from high school to Brattleboro Road.
2. Heritage Park
3. The property running west from the high school to the chain link fence, and south to Prospect Street.

The Policies and Procedures outlined in this document remain in effect for District-owned buildings.
STUDENT HANDBOOK
Hinsdale Elementary School
12 School Street Hinsdale, New Hampshire
Telephone 603-336-5332
Fax 603-336-7522

Principal
Joseph Boggio

School Colors: Blue and White
School Mascot: Colts

SAFETY • RESPECT

HINSDALE
SRRC
RESPONSIBILITY • CITIZENSHIP
Dear Students and Families:

Working in the Hinsdale School System has always been great and it is still great. I am excited and looking forward to another year of striving to provide the best education possible for ALL students. We have a great student body, great teachers and support staff and a community that time and again has shown its support for our youth. For me, personally, as I write this welcome to all of you at the end of July, I am looking forward to the possibilities. The chance to do something new and exciting. The opportunity to help shape a child’s life. The ability to make a positive difference for someone. The joyous prospect of having all of our hopes and dreams come true for our children. To see them grow and reach their potential. Of course, none of these things can be accomplished without a lot of hard work. We are ready and up for the challenge.

There are some really fun and exciting things planned for this year. One is that Hinsdale Elementary School has received a Year of the Book Grant. Throughout the year we will have numerous book giveaways for the students and guest authors coming to visit. Another is we also have some engaging science programs being developed with Bonnyvale Environmental Education Center. Most of all, we want every day to be a day that builds our students excitement for learning.

Our school and district goals focus on these areas:

- Personalized learning
- Solid core instruction that is clearly communicated with students and parents
- Social and emotional learning and support
- A welcoming environment that supports learning and keeps families involved

My door is always open so please don’t hesitate to contact me with any questions. I look forward to working with you and your family.

Sincerely,

Joe Boggio
Important: If parents wish to change the location for a child’s after school care, please send a dated/signed note with the name and change clearly specified. Without a written message from the parent, the children are sent by regular transportation to the location designated at the beginning of the year. Phoned transportation changes are discouraged for safety and accountability reasons, primarily because callers cannot be positively identified. If possible, in an emergency, try to call the school by 2:30 PM to allow for school staff to have time to notify the classroom teacher.

GENERAL INFORMATION
SCHOOL DAY HOURS: The school day for students starts at 8:35 a.m. and ends at 3:20 p.m. Students may arrive to school beginning at 8:15 when supervision is provided.

NOTE: BREAKFAST IS SERVED 8:15-8:35.
Breakfast is served between 8:15 and 8:35. Breakfast is not served after 8:35. However, students arriving on late buses will be given an opportunity to eat their breakfast. There is no breakfast on days when there is a delayed opening.

ARRIVAL AND DISMISSAL – REGULAR & EARLY
Regular dismissal time for walkers and car riders is 3:20. Car riders should use the back parking for drop off and pick up. Remember School Street is a ONE-WAY street heading towards the High School year round (7 AM to 6 PM).
THE BUS LANE IS RESERVED FOR BUSES ONLY. YOU MAY BE TIKETED IF THIS PROCEDURE IS NOT FOLLOWED. Buses are loaded according to arrival schedules between 3:20 and 3:35. Students grade two and below must be met at the bus stop by a parent or designee. You must be visible to the bus driver. Occasionally buses are late due to weather conditions. Parents, will be notified by phone through School messenger if a dismissal is unusual or of emergency status. (See section on emergency information). Students: If you forget to bring a parent’s note, you should tell your teacher in the morning. If the situation is urgent, a teacher may allow you to call home for a parent to confirm a change in plans. All change in plans should be decided at home and a permission note written before coming to school.

PARKING: At arrival or dismissal times, visitors and parents may only park behind or adjacent to the gymnasium. Parking in front of the school on School Street is only permitted for handicapped persons in the spaces provided. Cars should not be left idling for more than five minutes per NH law. NOTE: Buses arrive a little later during bad weather to give parents more time to depart from the parking area after picking up their children.

ITEMS FROM HOME: Students are not to bring expensive, valuable, or distracting items to school. Such things as cell phones, electronic equipment, games, cards, collectibles, or expensive toys will be sent to the office and kept in the school.
safe until the end of the day. If students repeatedly bring items to school, after being re-directed not to bring them, the items will need to be picked up by their parents. Items not picked up by a parent within three weeks will be discarded or donated to charity.

**PETS OR ANIMALS:** In accordance with health regulations, pets and animals are not allowed in the school building due to health risks such as allergies, asthma, infections or bites.

**LOST & FOUND:** Please mark all of your child’s belongings. Lost & found items will be placed on a table in the entryway to the main office. **After 3 weeks, items will be given to charity.**

**OUTDOOR RECESS:** Children will be expected to participate in outdoor recess except in rain, excessive wind or bitterly cold temperatures. Please provide boots, coats, leggings, scarves and gloves. Students should have inside shoes as well as boots to wear outside.

**ATTENDANCE POLICY**

**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 and permitted by law

**The primary responsibility of the school is instruction and learning. Learning cannot take place if the student is absent.** In an effort to improve attendance and thereby, improve learning the elementary school has the following standard: (also see Board Attendance Policy JH page 29 for further clarification)

1. If a student is unable to attend school or will be late, a parent/guardian should call the school, at 336-5332, between 7:00 am and 9:00 am. If the office does not receive a call regarding an absence/tardiness, the school will attempt to reach a parent/guardian to confirm an absence or tardy. All tardy students arriving after 8:35 must check in with the main office. **The School Resource Officer may also become involved.**

2. Absent notes are **REQUIRED** from all students who have missed any days of school. Notes are to be turned into the office. The note must include dates and specific reasons for absence. The note must be signed by the parent/guardian and must accompany the student on the return to school. **If a note is not turned in upon a students’ return to school, the day of the absence will be considered unexcused until a note is sent.**

3. For those students whose parents/guardians wish them dismissed from school early because of a legitimate reason listed above, the following procedure is to be followed. A written request for early dismissal, signed by the parent/guardian, must be brought to the office upon the student’s arrival at school. The request must state the reason for the dismissal along with the time for dismissal. Notes from doctors’ appointments or court appearances must be on letterhead, signed by the appropriate official, and must be turned in as soon as possible after the students return to school.

4. **If a student is dismissed early from school, the student must be signed out at the front office by a parent or guardian.**

5. Older siblings attending the middle/high school who pick up younger brothers and sisters at dismissal are not permitted on the Elementary School grounds until 3:20. Students will meet their siblings between the elementary school cafeteria door and the gym door.

**TRUANCY:** is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an
unexcused absence. **Ten half-days of unexcused absence during the school year**

**Constitute Habitual Truancy.** A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Resource Officer is hereby designated as the District employee responsible for overseeing truancy issues.

**DISCIPLINE AT HES**

We strive to make our school community a place where all members demonstrate Safety, Respect, Responsibility, and Citizenship – also known as SRRC. The entire staff has adopted this mission to improve school climate, instill a value for learning and promote a positive learning experience for all students:

**Safety ~ Respect ~ Responsibility ~ Citizenship**

We expect everyone to practice habits promoting “SRRC”:

1. Safety first in all areas – accept and stay within the safe boundaries of school-wide and classroom rules
2. Respect – for the rights and property of others and behave in a courteous, considerate and honest manner
3. Responsibility – for consequences of decisions and behaviors
4. Citizenship – demonstrate leadership and participate in activities that benefit the community

Students will be actively taught the school wide behavior expectations and the classroom expectations. Through a comprehensive and thorough system of active feedback and encouragement positive behavior will be supported and recognized. By using a variety of strategies to discourage undesired behavior the overall climate of the school will be improved.

When a student’s behavior shows a disregard for one or more of the SRRC standards, their classroom teacher will work with the student to identify how/why their behavior did not meet the standard and what they need to do differently next time. The student may receive consequences for their poor choice in order to emphasize their responsibility to meet the SRRC standards throughout the school day. We believe that it is crucial for parents to stay informed about their child’s behavior at school, and we are optimistic that parents will welcome this information and use it as a tool to further support their child’s developing sense of making positive behavior choices. If your child receives a Discipline Data Form, we will send a copy of the form home to you so that you will be aware of the details of the incident. In most cases, the form will be a simple notification. Please sign the form and return it to school as soon as possible. If the incident is moderate or severe, or incidents are occurring frequently, then you may be asked to meet with the teacher and/or other staff at the school to discuss possible interventions to address the child’s concerning behavior.

**FIELD TRIPS:** Teachers plan field trips to support classroom studies. Permission slips must be signed and returned to the principal or designee three (3) days before the day of the trip. **Phone calls are not accepted as permission.** If you do not want your child to participate in a field trip, please contact the teacher to make other arrangements. Parents may be asked to volunteer to participate as chaperones for a group of students. While it is desired that all students participate in field trip activities, there are certain circumstances, which can prevent a student from having the privilege. **SAFETY for all students and adults is the highest concern on a field trip.** If during the school year prior to the trip a student has been involved in such aggressive, violent, threatening, or criminal behavior that extreme consequences have been necessary (such as out of school suspension, court action, or recommendation for other extensive measures), it may be determined by a Child Concern Team meeting or by administrative decision that the student will not be allowed to attend a field trip. Another option may be that the
student can only attend if accompanied and transported by the parents, who will be sole chaperone for the student throughout the field trip activities. The decision must be discussed with the principal in advance, and will be based on the severity of the situation and the student’s behavior profile.

HOMEWORK: Homework is an opportunity for students to practice skills and develop independent mastery of learned concepts. Occasionally homework serves to prepare students for the next day’s lesson providing background knowledge of the topic being studied. As teachers assign homework, please support this skill development by providing an appropriate time and place for its completion.

SCHOOL MEALS: Breakfast (except on delayed openings) and lunch are available every day. Menus are sent home at the beginning of every month. Breakfast is $1.25 and Lunch is $2.50. Milk is $0.50. Free & Reduced forms are available in the office. We encourage every family to apply for free and reduced school meals. Some of our school’s state funding depends on the number of students who receive free or reduced meals. Please pay fees or lunch bills on time. A lunch account with negative balances (unpaid lunches) forces the principal to make a phone call to the parents to resolve the debt. Further action will be taken to the School Board concerning how to collect this debt. Thank you for paying for your child’s meals in advance.

SCHOOL BILLS: The district spends thousands of dollars annually to see that students are provided with the necessary books, equipment and other materials that will aid in acquiring a good education. Textbooks are school equipment, and materials that are issued are the responsibility of the student. Teachers will not accept books, materials, or equipment that is damaged or shows other signs of excessive wear. If these conditions exist, the parents or guardians must pay the replacement cost of the article damaged.

TRANSPORTATION: To ensure SAFETY & PEACEFUL INTERACTIONS, WALKERS & BICYCLE RIDERS should:
1. Cross only at crosswalks;
2. Walk on the sidewalks, but when sidewalks are not available, walkers should use the side of the street facing traffic;
3. Ride bicycles on the right side of the road;
4. Wear helmet when using a bicycle;
5. Have only one student on a bicycle (no passengers);
6. Promptly leave the school grounds when dismissed from school;
7. Leave bikes in racks provided;
8. Walk a bike to the edge of school property before starting to ride.

RECESS RULES: To ensure SAFETY & PEACEFUL INTERACTIONS, students will be expected to:
1. Play according to rules of organized games;
2. Walk quietly and orderly to and from recess;
3. Use all playground equipment appropriately;
4. Walk to and from activities appropriately;
5. Put all litter in the trash bins;
6. Play only games that do not involve rough contact (activities like tackle football, karate or wrestling are prohibited);
7. Honor other students’ space and be very careful not to hurt others by your actions;
8. Use only the crosswalks to cross the road when directed by a supervisor;
9. Obey the supervisors’ instructions;
10. Play only in designated areas;
11. Immediately line up when the bell rings or when a supervisor instructs you to do so;
12. Take good care of recess & playground equipment;
13. Playground equipment is designed for students age 3-12. Teenagers (including middle and high school aged students) are not allowed to use the playground for safety reasons;
14. The playground is not available to the general public due to safety reasons between the hours of 10:30 am to 12:30 pm Monday through Friday for recess;
15. **Video surveillance cameras are located on all school grounds.**

**SCHOOL SPECIALS**

**ART:** Art classes meet on a weekly basis for students in grades K-5. The art program is designed to broaden the student’s experience in the visual arts. Through files, slide presentations, or reprints of famous works of art, the student will learn about art and artists of the past. Through actual hands-on experiences, the student is given the opportunity to learn and to develop his/her own creativity. Some concepts the students will explore are color coordination, depth perception, distortion, proportion, and spatial relationships.

**MUSIC:** Music classes for grades K-5 will be twice a week. In 3rd grade students will receive instruction in playing the recorder. Miss Mahoney will be teaching the recorder and general music lessons. This year students in grade 4 & 5 will also have the opportunity to sign up for instrumental music lessons. The lessons will be on a first come first serve basis. The instrumental lessons will be in a small group format from 12:00 to 1:00 and they will be taught by Mr. Kennedy. Some instruments are available on a first come first serve basis from the school and the school has contracted with Ellis Music to provide high quality instruments on a “rent to own” lease agreement. More information will be provided in the fall.

**PHYSICAL EDUCATION:** Physical Education classes in grades K-5 are given twice a week and are held outside (weather permitting) or in the gym. Students are expected to dress appropriately. **Attire will include sneakers.** If a student has a medical reason for not being able to participate fully, he or she should present a dated note signed by the attending physician stating that. The parents may be contacted if further information is needed.

**SPEECH AND LANGUAGE PROGRAM:** The Hinsdale Elementary School has a speech, language, hearing program. The program was developed to help children who have trouble saying certain sounds and children who are delayed in their normal language acquisition. If a parent or teacher refers a student, the speech therapist will assess the student to see if special services are needed. If it is felt that the student needs services, the speech therapist devises unique goals to be worked on during the year. Team meetings are then set up with the parents to discuss the student’s goals and progress throughout the year.

**SPECIAL EDUCATION:** Children with special needs are provided services within the regular classroom. Special education staff and aids help these children develop the individual skills they may need. Special education services are primarily focused on mathematics and language arts, and given in addition to regular instructions. If students are pulled out for additional instructions in these areas, it must be done during other scheduled special i.e. art, music etc.

**REPORTING PUPIL PROGRESS:** Information about a pupil’s progress in school is provided to parents by means of a report card, parent conferences, and PowerSchool. Report cards are issued four times yearly and each report covers approximately 9-10 weeks of work. This year all students in grades Kindergarten through fifth grade will be receiving a Standards Base Report Card that is aligned with the College and Career Readiness Standards. The advantage to a standards based report card system is it provides more detail regarding the strengths and weaknesses of a student. Another advantage is that standards based reporting focuses more accurately on student academic achievement by moving subjective grading of effort and participation into an ungraded category of Work/Study Skills. Parent teacher conferences will be held at the end of the first quarter and additional conferences may be scheduled throughout the year. Parents may also use the
PowerSchool Parent Portal to access their child’s grades. Annual training will be provided by the administration to assist parents interested in using PowerSchool. Information is also available at the school website under the tab for PARENTS in the PowerSchool User Guide.

SCHOOL COUNSELOR: The school counseling program functions to make the education experience more valuable for each child. School counselors are trained to assist students, parents and teachers to work together to create an effective and desirable environment for teaching and learning. If you have any concerns about your child’s education, please contact the school counselor at 336-5332 extension 7650.

TESTING: Throughout the year, standardized test will be administered to your child. These tests assist us in planning instructional programs to meet the needs of the students. Every effort should be made for children to attend school when these tests are given. The assessments include AIMS web testing, NWEA, Measures of Academic Progress (MAP) testing, NH Statewide Assessment System (NHSAS), and the National Assessment of Educational Progress (NAEP). AIMS web tests are given three times per year and used more often in some cases to monitor student progress. MAP testing is done two to three times per year to provide another measure to ensure student growth is being made. Each of these assessments is known as a formative assessment since they inform instruction and are not necessarily deemed “HIGH STAKES.” The NHSAS is the summative test for the year.

THE HINSDALE PRESCHOOL:
Class schedule and tuition for regular education students are as follows: The three-year-old program is offered for three days per week, Tuesday, Wednesday and Thursday. The times are from 8:30 to 11:00 and tuition is $360 for the entire year paid in full by August 12, 2019. The four-year-old program has a single session, meeting Monday through Friday from 12:30 to 3:20 each day and tuition is $600 for the entire year paid in full by August 12, 2019 no exceptions.

Space is limited for both programs and entry into the programs are decided by lottery. All students in the four-year-old program are expected to be toilet trained completely. If a three-year-old is not fully toilet trained, it is expected that parents follow the toilet training protocols established by their teacher.

Attendance is extremely important given the limitations on class size and in order for students to benefit fully from the program. Students who exceed the 5-day limit of unexcused absences may be removed from the program without a refund.
Principal
Ann Freitag

Assistant Principal
Thomas Ronning

School Colors:
Blue and White

School
Mascot:
Pacers
Dear Students and Families,

Welcome to Hinsdale Middle/High School!

Our school community believes in providing a personalized, rigorous, and supportive school experience for all learners. We place value on whole person wellness through our core values of Perseverance, Advocacy, Collaboration, Empathy, Responsibility, and Scholarship, symbolizing what it means to be a PACER. We strive to develop competency based assessments and personalized learning programs to ensure our students meet our 21st Century Learning Expectations:

Hinsdale students will communicate through various means.

Hinsdale students will be able to solve problems.

Hinsdale students will take responsibility for their own learning.

Hinsdale students will recognize and demonstrate the importance of whole person wellness.

Hinsdale students will demonstrate technological fluency and adaptability.

Hinsdale students will demonstrate responsibility for their actions and choices.

We believe the core values and 21st century learning expectations support our vision of a Hinsdale Middle/High School graduate, who will have demonstrated the ability to achieve and apply appropriate academic and technical knowledge in authentic ways. This includes demonstrating essential work habits, such as creativity, critical thinking, communicating effectively, collaboration, and problem solving. These essential habits promote the graduate’s ability to align their knowledge and skills to promote future career opportunities. Further, the graduate will demonstrate optimism as well as responsibility regarding their role as citizens in the broader community. The Hinsdale Middle/High School Core Values and 21st Century Learning Expectations are guidelines for supporting the Profile of a Hinsdale Graduate.

Your help is invaluable. By encouraging excellent attendance, helping with routine study habits, and participating in school events when possible, your role is important to us. Please do not hesitate to reach out to communicate any thoughts or questions you may have.

Thank-you in advance for your partnership in our mission to instill the value of learning in all of our students!

Sincerely,

Ann L. Freitag
GRADUATION REQUIREMENTS

4.0 English
3.5 Social Studies (e.g. American Studies 1/ NH History Embedded,) and ½ credit pf Economics and ½ credit of World History for all graduates, ½ credit Civics/Current Events
3.0 Science (including one-year Biology, and one-year physical science)
4.0 Mathematics (including at least one year of Algebra). 4 credits must be taken in grades 9-12
1.0 Physical Education
0.5 Information and Communications Technology
0.5 Health
0.5 Arts Education (may include art, band, chorus, aerobic dance, or theater)
0.5 Personal Finance
0.5 On-Line elective course

18 Required Credits
6.5 Elective Credits
24.5 Total Credits to Graduate
All students are required to carry 6 classes per semester. Exceptions may be made with the written approval of both the school counselor and the principal.

Minimum accumulation of course credits must be acquired in the following manner:

To proceed to the Sophomore year 6 credits
To proceed to the Junior year 12 credits
To proceed to the Senior year 18 credits

Minimum Graduation Requirement 24.5 credits

The Hinsdale School Board reserves the right to require additional academic requirements necessary to graduate from high school.

Awarding of Credit
Credit will be awarded in accordance with Policy IK. Earning of Credit.
Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assignment of mastery will be the responsibility of the Principal, and will be in accordance with Policy IJBA, High School Competency Assessments/ Credit will be awarded only for a specific required course with the same content during the secondary school experience.

GPA Grade Point Average
Seniors GPA will be determined 15 days before the 175 day of school. Final GPA’s on transcripts are subject to change due to final exams.

Alternative Credit Options
The Superintendent may approve the granting of credit earned through alternative methods outside of regular classroom-based instructions. Such alternative methods of instruction may include Extended Learning Opportunities (ELO’s), distance education, alternative learning plans, or others approved by the Superintendent of designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case by case basis. Such credit will be granted pursuant to the provisions of Policy IMBC, alternative Credit Options and other applicable Board policies.

Alternative Learning Plans
As an alternative to satisfying the provisions of this policy and related NH State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent of participating in an alternative learning plan or program. The provisions of Policy IIBH, Alternative Learning Plans, shall apply in such an event.

ACCELERATED GRADUATION
Students planning on an accelerated path to complete graduation must submit a letter of intent by May 30th of the school year prior to the proposed completion date. Upon approval by administration,
a schedule will then be developed and a contract issued for early graduation.

**ADVISORY/ SOCIAL EMOTIONAL LEARNING:**
The primary purpose of the 2-day advisory is to provide every student with an advisor, whose role will include assisting in implementation of the social/emotional learning curriculum, providing oversight for student progress on 21st century learning expectations through student portfolios and college/career or workforce readiness. Academic interventions will be provided during core instruction or after school.

**Details:**
- Students will be assigned to an advisor/homeroom for the year.
- Students will receive a Pass, or No Credit, based on attendance and participation. High School students who pass based on the completion of their 21st Century learning portfolios will receive 0.25 credits per year. Students present but inactive for 20% or more times will receive no credit.

**ANNOUNCEMENTS**
School announcements are made when necessary. The HMHS Pacer News Class will be also making announcements available to students and staff via the school news program. Podcasts will be played on the three electronic monitors and over the closed cable computer network. Every attempt will be made to avoid the interruption of classes but announcements of any emergency nature will be made when necessary. If students wish an announcement to be read, they must obtain the signature of a faculty member regarding the announcement. The announcement should also include the time frame to be read, typed or written legibly, and turned in to the office well in advance of the reading. Announcements are meant to inform the student body. Quiet should prevail when they are being read. Consider your neighbors; they may be interested if you are not.

**ATHLETICS**
Hinsdale High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA) and abides by all rules and regulations of this organization as it pertains to athletes, spectators, and coaches. Students are expected to follow the Life of an Athlete-Hinsdale Pacer Code of Conduct. Each athlete is given a copy of this handbook.

**ATTENDANCE**
The primary responsibility of the school is instruction and learning. Learning cannot take place if the student is absent. In an effort to improve attendance and thereby improve learning, our middle/high school has the following standards: (also see Board Attendance Policy JH page 29 for further clarification)

**If a student is ill or unable to attend school,** a parent/guardian should call the school, at 336-5984, between 7:00 am and 9:00 am. **If the office does not receive a call regarding an absence,** the school may attempt to reach a parent/guardian to confirm an absence. **The School Resource Officer may also become involved.**

Absence notes are **REQUIRED** from all students who have missed any days of school. Notes:

1. Must include the date and specific for the absence.
2. Must be signed by the parent/guardian.
3. Must accompany the student when they return to school.
4. Must be handed in to the office or email at attendance@hnhsd.org.
5. Excused absences must follow the school board policy listed above.

A doctor’s note is required for absences of three (3) or more consecutive days. If a note is not turned in upon a student’s return to school or a call-in has not been received; the day of the absence will be considered unexcused.

A student must be in school prior to **11:00 am in order to participate in extracurricular events on that day. If a student wishes to participate in extracurricular events over the**
weekend, they must be in school at 11:00 am on the day prior to the weekend. The administration has discretion to reinstate a student’s participation privileges.

For those students whose parents/guardians wish them dismissed from school early because of legitimate reason, the following procedure is to be followed:

1. A written request for early dismissal, signed by the parent/guardian, must be brought to the office upon the student’s arrival at school.
2. The request must state the date, reason and time for dismissal. Early dismissal will follow the same criteria as class absences in regards to an attendance “F.”
3. Notes from doctors’ appointments, college visitations or court appearance, must be on letterhead, signed by the appropriate official and turned in as soon as possible after the students return to school.

If a student arrives late, or is dismissed early from school, the student must sign in or out at the office.

Attendance “F”
If after administration review, a student is determined to have 3 or more unexcused absences, a parent meeting shall be required. If appropriate documentation is not provided, a grade of Attendance “F” will be recorded on the student’s report card. (Period attendance of less than 25 minutes is considered an unexcused absence.)

Attendance /Appeals Process
1. The building administration will send a warning letter to parents after two unexcused absences each quarter.
2. Parent meetings and other interventions shall be required after two unexcused absences.
3. The building administration will be required to issue a grade of Attendance “F” when the student exceeds three unexcused absences.
4. Students may appeal the “F” (failure for attendance) to the Attendance Review Committee, with proper documentation. A letter will be sent with report card on how to proceed.
5. Appeals need to be submitted within five (5) school days from the last day of the quarter.

Tardy to School /Class
Students may be late twice per quarter without penalty. **Upon the third tardy:**

1. A student who is late must provide the office with a written note stating the date, time, and reason for being late to school. If the note is not received when the student arrives at school or the next day, and if the note does not provide a clear, acceptable reason, the student will be issued an office detention for failure to bring in a note with an acceptable reason for tardiness.
2. Any tardiness that results in an absence from class will be counted against the attendance per class per quarter towards the limit of absences.
3. A student who is tardy to school/class will receive a warning/possible detention. Office detentions will be issued with a teacher’s referral.
4. The student is responsible for getting any class work missed due to tardiness, and for completing it on time. **If a student arrives tardy to school, after a scheduled exam, quiz, or other assignment was due in a missed class, it is the student’s responsibility to complete the work that day, or to make arrangements that day with their teachers to complete the work. Failure to take such responsibility may result in no credit for the missed work.**
5. Habitual tardiness, to either school or class, will result in other disciplinary action, at the discretion of the administration, including but not limited to: the loss of privileges, such as attending extracurricular events, participating in extracurricular events, or the loss of parking privileges.

Truancy
Is defined as any unexcused absence from class or school. Any absence that has not
been excused for any reason will be considered an unexcused absence.

**Ten half days of unexcused absence during a school year constitute habitual truancy.**

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

The Principal or Resource Officer is hereby designated as the District employee responsible for overseeing truancy issues.

**AUTOMOBILE USE:** The decision to use private transportation is at your own risk. Hinsdale High School assumes no responsibility for any damage to your vehicle or any loss of property within your vehicle while parked on school property. Permits are issued on a “first come, first served” basis. The first 25 applicants, minus National Honor Society students, may be issued a permit for the lot across from the school. Additional permits may be granted for Heritage Park. Applicants must be in good standing: passing all classes, fewer than 3 office referrals and are not habitually tardy or absent.

An application must be submitted by all students who wish to drive to school. National Honor Society (NHS) members will be allowed to park in the lot across the road from the High School, adjacent to the Activity Building. HHS parking is from the entrance across from the High School building to the second tree on the road side (front and back row). The lot adjacent to the High School is for staff and visitors.

Underclassmen may need to park in the lot at Heritage Park. All vehicles must be parked in marked spaces with the permit visible in the front windshield. Vehicles parked illegally are subject to tickets from the Hinsdale Police Department and subject to towing at the owners expense. **A parking tag is required to park both at Heritage Park and in the lot across from the school. Automobiles parked illegally are subject to towing at the owner’s expense. Periodic checks will be made by administration to verify permitted vehicles.**

Parking privileges may be SUSPENDED or REVOKED for any of the following reasons or at the discretion of the administration if deemed appropriate:

1. Leaving school grounds without proper authorization
2. Transporting students who do not have authorization to leave school grounds, including students, other than siblings, to or from school without prior written permission from both the driver’s and passenger’s parents/guardians stating a time frame for such transportation
3. Reckless driving or, failure to follow rules of the road
4. Being in or around vehicle during the school day
5. Parking in an unauthorized area
6. Loss of driver’s license
7. Repeated tardiness, poor attendance, failing classes, and/or more than 3 behavior referrals
8. Failure to meet academic, attendance, and behavioral expectations.
9. Student with parking permits may not drive to ELO’s/WRCC without prior (24 hours) written consent from administration, parents’ consent, and a valid reason on a day by day basis.

Please see Hinsdale High School Student Application for Private Transportation for complete details
## BELL SCHEDULE:

### Monday and Tuesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>7:45</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:50-8:37</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:40-9:27</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:30-10:17</td>
<td>Period 3</td>
</tr>
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<td>10:20-11:07</td>
<td>Period 4</td>
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<tr>
<td>11:10-11:35</td>
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<tr>
<td>11:38-12:03</td>
<td>Period 5 - B</td>
</tr>
<tr>
<td>12:06-12:31</td>
<td>Grade 7 and 8 Period 5 -C</td>
</tr>
<tr>
<td>12:34-1:21</td>
<td>High School Period 6</td>
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<tr>
<td>1:24-2:11</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:14-2:45</td>
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### Wednesday – Friday

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<td>7:50-8:42</td>
<td>Period 1</td>
</tr>
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<td>8:45-9:37</td>
<td>Period 2</td>
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<td>9:40-10:32</td>
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<td>10:35-11:27</td>
<td>Period 4</td>
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<tr>
<td>11:30-11:55</td>
<td>Period 5 - A</td>
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<tr>
<td>11:59-12:23</td>
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<tr>
<td>12:26-12:55</td>
<td>Grade 7 and 8 Period 5 -C</td>
</tr>
<tr>
<td>12:58-1:50</td>
<td>Grade 6 Period 6</td>
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<tr>
<td>1:53-2:45</td>
<td>Period 7</td>
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</table>

### Two Hour Delay

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<th>Time</th>
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<tbody>
<tr>
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<td>First Bell</td>
</tr>
<tr>
<td>9:50-10:25</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:28-11:03</td>
<td>Period 3</td>
</tr>
</tbody>
</table>

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### BIKE RIDERS:
Students riding bicycles to school must wear helmets and secure bicycles in the bike racks provided. Helmets are available from the School Resource Officer.

### BOOKS AND EQUIPMENT/COMPUTERS CARE:
The district spends thousands of dollars annually to see that students are provided with the necessary book, equipment, and other materials that will aid in acquiring a good education. Textbooks/computers are school equipment, and materials that are issued are the responsibility of the student. Teachers will not accept books, materials, or equipment, including electronics that are damaged or shows other signs of excessive wear. **If these conditions exist, the parents or guardians must pay the replacement cost of the article damaged.**

If a personal item, book, or any other school material is lost, missing or presumed stolen the student should immediately notify their teacher and the main office. If the item was stored in an unlocked locker, the student will remain accountable for replacing the item. Locks are available for student use. The office staff will make every attempt to help recover the item.

### CLASS DUES
Each class requires its students to pay class dues. Class Dues are a yearly fee paid to support their class activities. For example: prom, senior class trip, and some graduation activities. In other words, class dues are a student’s contribution to their class’ funds. Failure to pay dues can ultimately result in not being able to participate in class activities, such as the ones listed above.

### CLUBS
The club programs begin shortly after the school year starts when interest and the availability of club advisors are determined. Although it cannot be predicted with one hundred percent accuracy what clubs will operate, it may be of some help, especially to incoming students to know the clubs that operated last year. All meetings will be held in school with advisors present.

### Officers Duties:
**President:** Runs meeting, organize events and fundraisers
Vice President: Assists President in organizing events and fundraisers

Secretary: Takes notes for all meetings, keeping track of proposals, upcoming events and other information

Treasurer: Works with Advisor to deposit and withdrawal funds and maintains a running total of class/club accounts and collect class dues

Student Council: works with representatives from classes to organize community service projects and fundraisers. Attend monthly meetings.

**All officers are expected to be at all events, if you are not fulfilling your duties, you will be replaced.**

**DANCES**

School dances will be held separately for Middle School students in grades 6 to 8 and High School students in grades 9 through 12. Students in the middle school may not attend high school dances and students in high school may not attend middle school dances. School dances are to be held on Friday nights, unless special permission is granted otherwise.

- There will be no guests at middle school dances. Guests to the high school semi-formal and prom must be enrolled in a high school and/or meet approval standards set by administration. A form must be completed for students outside of Hinsdale Middle High School.
- School dances are to be supervised by at least three members of the faculty. No pupil is to be allowed to leave the building and return unless conditions of emergency exist.
- Committees are to be fully organized under the supervision of the advisor concerned when arranging dances. The advisor must be present at the affair. The school rules and policies will be in effect.

**DETENTIONS**

Whenever possible detentions will be served the same day with parents being notified. Students may be issued teacher detentions, which will be served with the individual teacher. The date to be served and the length of the detention will be at the teacher’s discretion. The teacher should use this time to discuss the issue(s) that led to the detention in order to prevent a recurrence of the behavior. If a student does not serve a detention, he/she will be assigned an office detention.

Office detentions will be assigned in the afternoon Monday thru Friday. Students receive detention notice in school. Detentions run from 2:50 to 3:30 PM and extended office detentions end at 4:30.

Students are expected to be on time and to sit quietly. Students are expected to serve their detention before going to any extra-curricular activity. If a student does not serve an office detention, he/she will be assigned two office detentions on the next available dates. If a student misses either of these, the student may be suspended from classes for one day. Twenty-four-hour notice from parents is required by the administration in the event a student has a time conflict with a detention for appointments such as doctor, dentist.

**DISMISSAL**

When students are dismissed at 2:45, they ARE NOT permitted on the Elementary School grounds until 3:30 when the Elementary School is dismissed. Students will meet their siblings at the Elementary School Gymnasium. Any students that will be meeting their young siblings should remain in the Middle/High School cafeteria until 3:20.

**FIELD TRIPS/CLASS TRIPS**

All school trips, including class trips, are expected to have an educational component that creates a meaningful learning experience for those students involved and must have the approval of the Principal or Designee. A written agenda of the plan for the day must be included in the Advisor/Teacher request.
With the exception of the Senior Class Field Trip, no field trips shall occur after Memorial Day!

All school rules will be in effect during field trips. Written permission slips must be signed by a parent or guardian and turned into the supervising teacher at least three days prior to the trip. No phone permission will be granted the day of the trip. **Students must have good attendance and be in academic and behavioral good standing to participate in field trips, as determined by administration three days prior to the trip.**

Instructions from chaperones or the bus driver are to be considered as the same authority as teachers. Students are to remain with their group unless permission to separate is given by the accompanying teachers or chaperones. No valuables of any kind are to be left on the bus. Field trips are a privilege and therefore students may not be able to attend when prior misbehavior warrants. Students requiring financial assistance may petition the school administration in order to attend the trip.

**FOOD AND DRINK**
Food and beverages may only be consumed in the cafeteria or home economics room. All areas on and around cafeteria tables must be clean in order for students at that table to be dismissed.

Students will not have, and therefore not consume, food **(including gum)** or drinks in classrooms or hallways, with the exception of water. **STUDENTS ARE NOT ALLOWED TO HAVE COFFEE IN SCHOOL.** Students may not consume energy drinks that do not meet the standards outlined in the Hinsdale School District Health and Wellness Policy. A copy of the policy is available from the main office. Also due to the School Board’s Wellness Policy, no students will be allowed to purchase coffee or other caffeinated beverages from the school lunch program per the district policy. All beverages must be in a CLEAR container. Any drinks in insulated containers will be checked for contents.

**SCHOOL COUNSELING OFFICE**
The major functions of the Counseling Department are Counseling of individual students regarding educational and career planning, scheduling classes, and assisting students with personal problems.

Students are assigned to a counseling counselor. Appointments can be made for student to meet with their counselors during study hall periods.

Students are allowed to add/drop classes during the first five days of classes. Requests made after this period will be considered on a case-by-case basis. Approval of such requests will be granted with written permission of parents, teacher, counselor, and administration. If a student withdraws from class after the drop/add period has expired their report card and transcript will reflect a “WD” their cumulative average at the time of withdrawal is passing. Or “WF” if their cumulative average at the time of the withdrawal is failing.

**College Presentations:** Students are encouraged to meet with college representatives: eligible students will be excused from classes to attend presentations. Students must sign up with the Counseling Department prior to the presentation.

**HOMEWORK**
Homework is an important part of our students’ academic growth and development. As part of our 21st Century learning expectations, the habits of good organizational skills and time management are integral to successful task completion. It is expected that homework be turned in on the due dates assigned by teachers. Students are provided with a homework journal which they are expected to maintain. Failure to do so will impact their grades. The school-wide policy is as follows:

<table>
<thead>
<tr>
<th>Late Status</th>
<th>Points Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day late</td>
<td>10 points off</td>
</tr>
<tr>
<td>Two days late</td>
<td>20 points off</td>
</tr>
<tr>
<td>Three days late</td>
<td>30 points off</td>
</tr>
</tbody>
</table>
*No credit for work turned in after three days late

Exceptions to this policy will require approval by both the teacher and administration. **Students having difficulty completing homework should make arrangements for help with their teacher.**

**HONOR ROLL**
This pertains only to full time students. The middle/high school has three honor rolls: highest honors, high honors and honors.

**Criteria:**
- **Highest Honors:** 95 average or above with no grade lower than a 94.
- **High Honors:** 90 average with no grade lower than a 90.
- **Honors:** 85 average with no grade lower than an 80.

All subjects will be used to calculate the Honor Roll.

Due to publishing timelines, students with incompletes (INC.) or Attendance F’s (F*) may be omitted from being included in Honor Roll on the published lists.

**INCOMPLETE GRADE**
The grade of “Incomplete” is used to benefit those students who have been legitimately absent from school or class near the end of the marking period or for an extended illness. Unless students have administrative approval, incompletes must be resolved within 10 days from the close of a marking quarter.

**LUNCH PROGRAM**
Each student will eat A, B or C, lunch, each being 25 minutes in length. Students will be issued a card with their lunch number and enter their number whenever making a purchase. This number should be kept confidential and may be obtained only from the Food Service Team.

**MAKE-UP WORK**
Students are allowed two days to make-up class work for each day of legitimate absence from school/class. If there are extenuating circumstances related to student’s absence, an extension of time may be granted by the administration. In no case should an incomplete be given if work is not made up in the two days-for-one policy or in the time agreed. In the two cases cited, no credit is given and the grade will be averaged accordingly.

**MARKING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-97</td>
</tr>
<tr>
<td>A</td>
<td>96-94</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-84</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-74</td>
</tr>
<tr>
<td>D+</td>
<td>69-68</td>
</tr>
<tr>
<td>D</td>
<td>67-66</td>
</tr>
<tr>
<td>F</td>
<td>65-64</td>
</tr>
</tbody>
</table>

**NATIONAL HONOR SOCIETY**
Students are deemed eligible based on their academic achievements (3.5 averages in their junior and senior year, 3.6 in their sophomore). Membership in the society is based on the following criteria: academic achievement, good character (demonstrates academic honesty, respect for people and property, dependability, and accept constructive criticism), leadership (being a positive role model and holding a leadership position), and service (volunteering and being active in clubs. Sports or community groups).

Members of the society may leave study halls without passes providing that they inform the supervising teacher of their destination. Members may arrive at school late and leave early if they have study halls only during period one or seven and written parental permission, but must return for Advisory. Members may leave at first bell for lunch. Members will also be entitled to free admission to school athletic events (except for NHIAA events or fundraisers) and social activities including dances and drama with the exception of Prom.

**NEWS RELEASES**
All news and publicity releases for any area of school activity must be cleared through the Superintendent’s office. The faculty
member responsible for the activity must countersign them.

OPEN CAMPUS
Members of the senior class in good standing, based on attendance, academics and behavior, will be considered eligible for open campus privileges during the second semester for one study hall period. A student’s standing will be evaluated weekly, and privileges may be revoked based on a decline with academics or behavior by the administration. In addition to those outlined on the permission form, the following lists some of your responsibilities:

- Students must sign in and out at the office, enter, and exit through the main entrance. Failure to do so will result in forfeiture of senior privileges for 10 school days for the first offense and 20 school days for the second offense. Further instances will result in students losing senior privileges for the remainder of the school year. In order to be considered a student in good standing; a student must be on track for graduation and be passing all courses with a minimum 70%, failure to maintain a 70% average could result in loss of privileges.
- Students who do not have first period class must sign in when arriving at school.
- Students are expected to arrive on time for classes and to stay for the entire class.
- Students not scheduled for a class must be present in study hall or must leave school grounds.
- Students are not allowed in the halls. If you have a pass to be somewhere else, please check in with the study hall teacher. If your regular class is sent to study hall in the rare event that substitutes are not available, you must remain in study hall.
- Poor attendance may result in loss of privileges.

Students dismissed during times other than a study hall must sign out on the school wide Depart and Return Sheet. A note should be turned in when student arrives at the school with the reason and time for dismissal (rules for dismissal are outlined in the student handbook.).

PARENT TEACHER STUDENT ASSOCIATION (PTSA) PROJECT GRADUATION
Hinsdale Middle/High School is proud to have a tradition of active membership in the PTSA from students and parents. Meetings take place the second Tuesday of each month at 6:00 PM in the cafeteria. Parents are encouraged to be part of this organization.

PASSES
Students are to have written permission when in the halls during class time. PASSES shall only be issued during the first 5 minutes and last 5 minutes of class except in emergencies. Students will be asked to show their pass to any teacher. If a student does not have a legitimate pass, the teacher will escort them to his/her assigned area. Abuse of the pass privilege will result in losing these privileges.

PROGRESS REPORTS
At the midpoint of each marking period, all teachers are required to have up-to-date information entered in the electronic grade books to provide an accurate assessment of student achievement. Paper progress reports are only issued to parents who do not have internet access available to monitor their progress using Power School. Parents are requested to notify the school counseling office if they do not have internet access, upon request a paper progress report will be mailed home.

POWERSCHOOL
All parents/guardians have automatic access to the electronic grade book online. Simply go to the Hinsdale Middle/High School webpage at www.hnhsd.org
And click on the Parent Area to access the link to the parent portal. If you have lost or forgotten the password, please contact the counseling office. If parents have questions regarding student achievement inquiries,
they should be addressed to the classroom teacher. If parents have questions regarding the posting of grades in a timely manner, those questions should be addressed to the principal.

REPORT CARDS
The period of grading is arranged on a quarterly basis. Report cards will be available in a timely manner after marks close. Report cards will only be mailed at the end of the school year. All information is available on PowerSchool. If you would like a copy of your student’s report card, please request this in writing to the school.

STUDY HALL REGULATIONS
Study Hall is part of the academic day and students should plan to use their time accordingly:

1. Report to study when assigned and be on time.
2. Take your assigned seat and do work independently.
3. Students must follow the instructions of the supervisor.
4. Students will report to study hall with books and study materials in sufficient quantity to occupy them for a full period.
5. There will be no sleeping.
6. There will be no playing cards or games on computers.
7. There will be no use of cell phones.
8. If all of their regular schoolwork is completed, students will be expected to have an appropriate free reading book with them and be reading.
9. Students will not be allowed passes to participate in Physical Education classes.
10. Food or water in a clear container is only permitted in the cafeteria; they are not permitted in any other part of the building. Any drinks in insulated containers will be checked for contents.

SOCIAL AND CIVIC EXPECTATIONS
Social and Civic Expectations are determined in the following manner:

1. The classroom teacher rates each student in citizenship in each class. Citizenship is based on:
   A. Politeness, honesty
   B. Interactions with others
   C. Meeting classroom obligations
   D. Accountability for their actions
2. Indicators:
   1. Indicates the student always meets the criteria.
   2. Indicates the student usually meets the criteria.
   3. Indicates the student sometimes meets the criteria.
   4. Indicates the student rarely meets the criteria.

The teacher’s rating is reported to the parent on the report card in the section designated for citizenship except in grades six (6) and seven (7).

SUSPENSION
In School Suspension is provided as an alternative to out of school suspension. When assigned to ISS students have the opportunity to work on class assignments, homework and develop a behavior plan. It is recognized that only the administration of Hinsdale Middle/High School will place students in ISS and that students may be placed in ISS at any time for actions that warrant it. Parents will be notified as soon as possible when a student is assigned to ISS. The School Resource Officer may also become involved.

- Students are to bring the following items to ISS and complete all assignments there: all schoolbooks, paper, pencil and either lunch or lunch money. Students who participate in free/reduced lunch program may continue to do so while serving ISS.
- Students may only leave ISS with the supervisor’s permission.
- While in ISS, students are not permitted to attend, or participate in extracurricular activities. They are to be on school property only during the regular scheduled school day.
• The ISS supervisor will help students as necessary.
• All work must be completed according to teacher directions.
• Tests may be administered in ISS. The student will receive the same amount of time to complete the test as the students in the class.
• The Principal/Assistant Principal must approve any absence from ISS. The student’s parent/legal guardian must call the school between 7:00 and 9:00 am on the day of absence. Any periods not served in ISS due to early dismissal or other absence may be added to the ISS assignment. Any student who violates the ISS rules may be suspended out of school.
• Students refusing to serve ISS will have their parents notified and will be sent home from school. Their absence will be considered unexcused.
• Students that are assigned to ISS may not go outside at lunchtime and will sit at a separate table in the cafeteria.
• Students should bring an outside reading book.
• Students will be assigned additional reading and writing assignments that must be completed to the satisfaction of the ISS supervisor.

Out of School Suspension: Students will be suspended from school for offenses that warrant such action according to the code of conduct. These students may be required by the principal to complete a behavior plan that includes parental participation. Any student suspended from school cannot be on school grounds at any time during the period of suspension, including before and after school. Parents will be notified by phone when their child is suspended. The principal or his designee may suspend a student up to ten days. A meeting to discuss the suspension may be held with administration, student and parents before the child is allowed back on campus. All work that is missed may be completed for a maximum grade of “C”. It is the responsibility of the student or parents to get the necessary materials.

LEVEL 1: (Conduct, which impedes the orderly operation of the classroom or school.) These misbehaviors are initially handled by an individual classroom teacher and generally do not require intervention by other school personnel unless the misbehaviors are of a repeated nature. Examples of Level 1 behavior may include, but are not necessarily limited to, the following:
• Disrupting a class or study hall
• Classroom tardiness
• Refusal to change behavior when asked
• Teasing others
• Throwing things in class

LEVEL 2: (Illegal and/or serious misconduct -- not life or health threatening) These tend to be actions of serious educational consequences and consequently require corrective action on the part of the administration. A student charged with Level 2 behavior might be subject to the disciplinary action listed below which are recommended for each
This means that lesser penalties may be assigned depending upon the facts and circumstances, but no greater penalty than that listed shall normally be applied. However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student’s past record is such that a more severe penalty is needed, a greater penalty may be assigned up to and including a referral to the School Resource Officer (SRO).

Behavior consequence

- Bullying/Cyber Bullying: Parent Notification/OD/ISS/OSS
- Cheating/Academic Dishonesty: Parent Notification/ISS and no credit
- Class Cutting: Parent Notification OD/ISS/OSS
- Dress Code Violation: Change clothes/ISS/ Unexcused Absence
- Failure to properly document dismissal: ISS/OSS
- Leaving Class without Permission: ISS/OSS
- Habitual Tardiness: Parent Notification/OD
- Harassment: OD/ISS/OSS/Police Notification
- Fighting/Assault: OSS/Police Notification
- Forgery: Parent Contact/OD
- Leaving School Grounds: ISS/OSS/Parent Contact/Police
- Gambling: Detention/OSS
- Non-compliance: OD/ISS/OSS
- Profanity, abusive or obscene language or gestures: OD/ISS/OSS
- Theft: Restitution, ISS/OSS
- Possession of matches or lighter: ISS/OSS
- Trespassing: ISS/OSS possible police intervention
- Truancy: ISS/OSS
- Being in unauthorized areas: Loss of Pass/Detention/OSS
- Destruction of Property: Restitution, ISS to OSS
- Skipped office detention: OD/OSS
- Throwing snowballs at property: OD/ISS/OSS

LEVEL 3 BEHAVIOR: (Illegal and/or serious misconduct--- life and health threatening)

A student charged with behavior classified as Level 3 may be subject to removal from school immediately and/or recommended for expulsion from Hinsdale Middle/High School. The police will be notified and where appropriate charges may be filed. Upon his/her return to school, the student may be placed on a social contract allowing them to participate in the academic day but restricting participation in non-academic activates. The social contract may also require participation in a counseling based outside agency to assist the student in addressing areas of concern. The following behaviors apply:

- Arson
- Other illegal or inappropriate conduct

- Assault and battery
- Disruption of school assembly
- Habitual school offender
- Use or possession of tobacco products
- Causing false alarm
- Bomb threat
- Possession, Sale or Use of alcoholic beverages or drugs
- Extortion
- Vandalism
- Sexual offenses
- Dangerous weapons and instruments or materials
- Throwing snowballs or other objects at people causing injury

Discipline files will be housed in the ISS room. The files will include all copies of teacher issued detentions as well as office issued detentions.

TELEPHONE

No student will be permitted to leave class to make a phone call and students are not allowed to use the classroom phones. Office phone: The telephones in the school offices are reserved for the use of authorized persons only. Students are not permitted to use office phones except in emergencies. The student must first obtain permission before making the call.
STUDENT USE OF CELL PHONE

SEE POLICY JICJ page # 54

STUDENT LAPTOP USE
Acceptable Use Policy and Laptop Contracts signed by parents and students are required prior to student use of computers and access to personal laptops. See Policy JICL page 58 and JICL-R page 58

TESTING
Assessments, including the NH State Assessments, PSATs, SATs, and Measures of Academic Progress will be administered across appropriate grade levels. All students are required to take these tests. Parents are asked to help encourage students to put forth their best efforts during the weeks of the testing periods to demonstrate proficiency in the areas tested by the state, and to ensure students are in attendance during scheduled testing. Please check the website for projected dates.

WINDHAM REGIONAL CAREER CENTER (WRCC)
Up to three credits may be available towards graduation. Students attending the WRCC will adhere to the following rules and procedures:

1. Students will comply with all bus riding regulations.
2. Students will ride on the bus provided by the school district to and from the center. Individual cars may not be used unless both the principal and the WRCC grant permission. Based on a written request by the parent, permission should be requested at least a day in advance. When permission is granted, it is only for the individual. There are to be no other passengers in the automobile.
3. The H.M.H.S. Attendance Policy will be in effect for those students attending the center.
4. Upon returning from the center, students are to report directly to the office, for attendance purposes.
5. Students suspended from the WRCC will also be suspended from H.M.H.S.
6. Students suspended from H/M.H.S. will also be suspended from the WRCC.
7. WRCC Contract, parents and students will sign
8. Honor roll for Hinsdale student at WRCC will be calculated after WRCC grades are final.
9. Students with excessive absences and disciplinary records at the WRCC will be reviewed concerning continued attendance at the center.

HIGH SCHOOL CREDIT RECOVERY PROGRAM and Summer School

Dates Summer 2020
The tentative dates scheduled for middle and high school students will be from July 6th through July 30th.

Classes will meet Monday through Thursday from 8:30 to 11:30, and teachers will be assigned to provide instructions and support. Pre-registration is due by July 1st. High school students may be eligible for credit recovery for a maximum of two credits, based on a year or semester average of 55.

Students are expected to attend each session, Monday through Thursday, from July 6th to July 30th. Sessions are 1.5 hours each, from 8:30 to 10:00 AM, and 10:00 to 11:30 AM. Only two absences are allowed, and any more will result in exclusion from the programs. Two tardies will be classified as one absence. Students are expected to complete all assignments in a respectful manner, and abide by district policies, particularly the dress code and cell phone use policies.

Lunch is available free of charge at the elementary cafeteria at 11:30. Transportation is not provided.
This is a sampling of the Hinsdale School Board Policy Section. For complete policy book please go to:
http://www.hnhsd.org/?page_id=122

AC- Non-Discrimination -It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking. The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination. This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

ACE- Procedural Safeguards: Non-Discrimination on the Basis of Handicap Disability- The District provides the following Notice of Procedural Safeguards to parents/guardians and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4) (f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973. The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities. The District provides a grievance procedure with appropriate due process rights. Juliet Fenrich is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

Grievance Procedure-Parents/guardians of a student with a disability have the right to notify the above-designated employee with their complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint. The designated employee will provide an initial response within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the complaint resolution should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file. If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent. If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District. Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

Procedural Safeguards -As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:
1. Notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal. The school district will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.
ADB- Drug-Free Workplace/Drug Free School - The School District will provide a drug-free workplace in accordance with the Drug-free workplace requirements for federal contractors, 41 U.S.C. §8102, and federal grant recipients, 41 U.S.C. §8103. The School District will provide a drug-free school zone in accordance with New Hampshire’s Drug-Free School Zones law, RSA Chapter 193-B. In compliance with these requirements and state law, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.

2. Provide a drug-free awareness program to inform employees about:
   a. The dangers of illicit drugs in the workplace;
   b. The District's policy of maintaining a drug-free workplace;
   c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
   d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.

3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.

4. Establish the following as grounds for disciplinary action:
   a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
   b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administration immediately.)
   c. Possessing or distributing controlled substances on School property.
   d. Consuming, possessing, or distributing alcohol or illegal drugs at official school functions not on School property.

5. Alert the local law enforcement agency of suspected violations of the policy.

6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
   a. Suspension
   b. Termination of employment
   c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, a law enforcement agency, or other appropriate authority.

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

8. Post at each school and in each school bus Drug-Free School Zone signs with a map of the drug-free zone around each school. The signs will be those provided by the New Hampshire Department of Education, as required by RSA 193-B:3, I, Ed. Part 316.

ADC/GBED/JICG TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND 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.

A. Definitions.
"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.
"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.
"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.
"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool
programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students
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.

C. Employees
No employee shall 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. Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons
No visitor, contractor, vendor or other member of the public, shall 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. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s). The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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

**EBCA- CRISIS PREVENTION AND EMERGENCY RESPONSE PLANS:** The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills. The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities. The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.
creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

**EBCE-SCHOOL CLOSINGS** - No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by his designee or School Board Chairperson.

**Announcements** - When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she or designee will initiate all related communications to the public by radio, television, website, or other available means.

**Delayed Opening of Schools** - The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

**Closing of Schools Only for the Entire Day** - When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled.

**Afternoon and Evening Program Cancellations** - When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

**Weekend Closings** - When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or an event, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

**EFAA - SCHOOL LUNCH PROGRAM MEAL CHARGES** - The District encourages all parents and guardians (hereinafter “parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.
The school lunch program is required by federal law to operate as a non-profit, which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student’s meals. The District’s policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

**Student Meal Accounts**
The District uses a point-of-sale computerized meal payment system, which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to the Hinsdale School District should be presented to the cashier of the food service entity. A check may also be mailed to Hinsdale School District, P.O. Box 27, Hinsdale, NH (please indicate this is to be put on students account) The District utilizes the services of [https://abbeygroup.net/k12paymentcenter](https://abbeygroup.net/k12paymentcenter). The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture (“USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

A fee of $25.00 will be charged to the parents for each check returned for insufficient funds. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance. Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

**Parental Restrictions on Use of Student Meal Account**
Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student’s meal account afford families an opportunity to develop their student’s understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student’s use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

The District’s policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student’s meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, breakfast, and lunch.

**Balance Statements**
The District will work proactively with parents to maintain a positive balance in their student’s meal account. The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student’s meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, and sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture’s (“USDA”) guidance for school meal programs, and who have a need to access a child’s account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b) (6).

Notice prior to the account-reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The District recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount
of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The District’s proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

**Free or Reduced Price Meals**
The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy. Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents’ handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency (“LEP”) will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The District will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The District will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student’s potential eligibility. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

The District will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

**Students Without Cash in Hand or A Positive Account Balance**
Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student’s parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student’s selected meal be thrown away because of the status of the student’s meal account.

It is the parents’ responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District’s policy is to direct communications to parents about student meal debt. When parents choose to provide meals sent from home, it is the parents’ responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by email or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student’s meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student’s meal account balance debt grows to $15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the Principal may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals. If the student’s meal account debt grows to $30.00 or more the parents will be requested to meet with the principal. When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and
the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources, which are available to assist the family. If a student with a negative balance in their meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt
If the Principal determines that the best available information is that the parents are able to pay the expenses of the student’s meals and the parents decline to cooperate with resolving the debt in a timely manner, a second letter shall be sent to the parents using certified mail, return receipt requested. If parents, continue to fail to provide funds for their student to use the school lunch program, and continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to revenue collection, and to pursue such action only when doing so is in the best interest of the District. The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the parents’ debt for unpaid meal charges shall be owed to the District. Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

Staff Enforcement of Policy/Training
A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs
Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met. To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the school office at phone number Hinsdale Elementary School 336-5332 or Hinsdale Middle High School at 336-5984. To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

This District is an equal opportunity provider.

Nondiscrimination
It is the District’s policy that in the operation of child feeding programs; no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a) (1) (viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting
If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals.
meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C: 29-31.

**EFC - FREE AND REDUCED-PRICE LUNCH POLICY**

In accordance with federal regulations, the Hinsdale School District shall make available to all children of low economic means and children of moderate-income families experiencing financial difficulties free or reduced-priced lunches through the School Lunch Program in the local school. Parents who believe their children are eligible may contact the building principal and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the Board and the Superintendent.

**IJ: INSTRUCTIONAL RESOURCES AND INSTRUCTIONAL RESOURCES PLAN**

The Board is responsible for approving and providing all instructional resources used in the District. All instructional resources will be selected based on their ability to provide quality learning experiences for students in that they:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Represent the many religious, ethnic, and cultural groups that contribute to our American heritage;
6. Are current;
7. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of the American society; and
8. Match the appropriate skill levels of pupils. Administrators and teachers may select instructional materials from a variety of media, including, but not limited to, books, online/internet materials, equipment, newspapers, other media, and instructional technologies. Selection of such materials should be made only after a determination that such materials are developmentally and age appropriate, provide quality learning experiences, and fit within the District's educational goals and philosophies. Each school shall provide instructional resources, including those available online or through interlibrary loan, which provide instruction in:
   a. Accessing information efficiently and effectively;
   b. Evaluating information and sources critically and competently;
   c. Citing sources and not plagiarizing;
   d. Using information accurately and creatively;
   e. Pursuing information related to personal interests;
   f. Appreciating literature and other creative expressions of information;
   g. Striving for excellence in information-seeking and knowledge generation;
   h. Recognizing the importance of information to a democratic society;
   i. Practicing ethical behavior in regard to information and information technology; and
j. Participating effectively in groups to pursue and generate information. Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies shall be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings. Instructional resources maintained by the District shall be catalogued and classified in accordance with applicable NHDOE rules, and should be managed under policies and procedures designed to maximize their use.

**Instructional Resources Plan**

The Superintendent is directed to prepare, maintain and implement a written plan for the ongoing development, organization, acquisition, maintenance, replacement, and updating of instruction resources necessary to support the needs of the user population and the approved curriculum. The plan shall conform to applicable NHDOE requirements (currently found at NHDOE Ed. 306.08(a)(4) and (b)), and should be presented to the School Board every 3 years for periodic review.

**IJO – SCHOOL, FAMILY AND COMMUNITY PARTNERSHIPS**

The School Board recognizes the importance of having a strong partnership between the school system and the parents of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents of all students enrolled in District schools. The Superintendent is directed to implement these standards.

- District schools are a welcoming place, clearly accessible to parents and the
Community.

- Communication between home and school is regular, two-way and meaningful.
- Parents are full partners in the educational decisions that affect children and families.
- Parents will be encouraged to visit their schools for beginning of the year events such as "Open House" and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals.
- Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and adolescent development throughout the year.
- Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.
- For the purposes of this policy, the term “parent” refers to any adult – mother, father, older sibling, aunt, uncle, grandparent, and guardian, mentor – who plays a significant role in the care of a student or students enrolled in District Schools.
- Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.
- The support of area businesses, agencies and faith-based organizations will be sought through financial, goods and services, and volunteer contributions.

- Partnerships will be developed with local organizations, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning.
- Student participation in community service will be encouraged.
- Business partnerships will also be developed to assist students in the successful transition to employment or further education.

**IJOA - FIELD TRIPS AND EXCURSIONS**

Field trips may be authorized by the Principal. The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal at least one month in advance. A Warning and Consent Form should be sent to the parents of each child participating for a signature and return. **This is to be done after the field trip has been authorized.** No child may leave the school ground on a field trip unless the form has been signed by the parents. Consent Forms of those attending should be filed with the Principal at least three days before the trip. Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

**Any overnight field trips must have the approval of the Board.**

**All field trips over 100 miles from Hinsdale must be approved by the Board**

**IJOA - VOLUNTEERS**

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

**Designated Volunteers**

Designated volunteers will be required to undergo a background investigation and a criminal records check. “Designated volunteer” means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

**Volunteer Application & Selection**

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal’s office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

Assignment shall be made by the school administrator or designee.
Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

**Volunteer Duties**

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certificated staff.

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student’s teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as Appendix IJOC-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

**Coaches**

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the all other regulations and standards as set by NHIAA.

**JEB - AGE OF ENTRANCE**

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

A student may enter kindergarten if his/her chronological age will be five before December 1 of the year of entering school.

A Student may enter the four year pre-school if his/her chronological age will be four before September 30 of the year of entering school.

A Student may enter the three year pre-school if his/her chronological age will be three before September 30 of the year of entering school.

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

In-coming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade 1 in another
community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

**JH - ATTENDANCE, ABSENTEEISM AND TRUANCY**
The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

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

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Parents must call the school and inform the District of the student’s illness or absence. For all absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

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

**Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. Family vacations are NOT ACCEPTABLE under recent state student requirements on needing to attend school. The District will take specific action, if student absences are based on family vacations not taken during regular school calendar vacation dates.

**Truancy**

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

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

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

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

**Intervention Process to Address Truancy**
The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above. When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District’s policies and administrative guidelines on student discipline; and
5. Determination as to whether school record
keeping practices and parental notification of the student's absences have an effect on the child's attendance.

**Parental Involvement in Truancy Intervention**

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

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

**Developing and Coordinating Strategies for Truancy Reduction**

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

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

**Parental Notification of Truancy Policy**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board. Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

**JHC - STUDENT EARLY RELEASE PRECAUTIONS**

School district staff will not permit a student to leave school during the school day unless the student is accompanied by the student's parent/guardian, or other person so authorized by the school district and the student's parents/guardians. In all situations, the Principal shall approve the early release.

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict the release of a student to the other parent will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian, or written designee of the parent or guardian, or to other individuals or agencies as permitted or required by law.

2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.

3. Students who are 17 years old and living independently and students 18 years old or older must validate their own attendance and dismissal.

4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. The parent or guardian will still be required to enter the school building and sign the student out.

5. If it is determined that a student who is ill or sick should be taken home, the school nurse will contact the student’s parent or guardian to arrange for an early release. The school nurse will also notify the Principal.

**JIC - STUDENT CONDUCT**

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety
of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption. Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. Students may also be disciplined for off-campus behavior in accordance with the provisions of Policies JICDD and JICK.

Terms and levels of discipline are established in Policy JICD. Disciplinary measures include, but are not limited to, removal from the classroom, detention, and in-school suspension, and out-of-school suspension, restriction from activities, probation, and expulsion. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student’s presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty. Expulsion means the permanent denial of a pupil’s attendance at school for any of the reasons listed in RSA 193:13, II and III

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Following the suspension of a special education student, an informal evaluation of the student’s placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

**JICA - STUDENT DRESS CODE**

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, or divisive the principal shall take appropriate action to correct the situation.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate, or will be sent home to change.

**Simple guidelines for school appropriate dress are:**

- No hats (including hoods) are to be worn in the school buildings.
• No items depicting drugs, alcohol, tobacco or any other inappropriate messages.
  • No heavy chains or spiked jewelry.
  • Tube tops and tops with spaghetti straps are not allowed. Straps of outer garments must be wide enough to completely cover any undergarments.
  • Muscle shirts must be worn with a sports bra or other appropriate secondary garment and may not be cut lower than the secondary garment.
  • Tops must appropriately cover so that there is no cleavage showing.
  • Bare-midriff blouses, sheer garments that reveal undergarments, short-shorts, etc., are also not acceptable in a school setting.
  • Skirts, dresses, or shorts must reach the tip of a student’s extended fingertip when the arm is held straight down to the student’s side or come to within three and one half inches of the top of the student’s knees.
  • Con Skirts (body conforming skirts that are tight and short) are not allowed.
  • Pants need to be worn at the waist. Pants with revealing holes above the extended fingertip, and pajama pants are not allowed.
  • Sandals or open-toed shoes are not allowed in chemical lab classes.
  • ‘Jeggings’, ‘Leggings’, ‘Yoga Pants, or any other tight-fitting fashion item, must be worn with a top that complies with the extended arm and fingertip/3 ½” above the knee cap rule.
  • If someone is sent to the office for a dress code violation, they will be required to change regardless of whether they can pull the garment down or up to comply.
  • Sneakers are required for participation in Physical Education classes.

Additional information for Elementary School Parents:
• School wear should be appropriate to the weather at all times; “layering” (for example: wearing a short sleeve shirt with a sweater) is advised in spring and fall as weather is unpredictable. Winter wear should include a warm coat with working fasteners, snow pants, boots, hats, mittens or gloves.
• Shoes that may cause a child to fall, such as clogs, flip-flops, house slippers, high heels, skate-shoes or untied shoes, are not permitted in school.
• It is recommended that students bring gym shoes to keep at school. Sneakers are required for participation in Physical Education classes. Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy.

Students whose clothing does not meet the school dress code will not be allowed to attend class until the students clothing is in line with the dress code regulations. A student who misses class as a results of non-compliance with the dress code shall have that absence considered as an unexcused class absence and will fall under that provision of the student handbook.

If a student is unable to address the concern, parents or guardians, shall be called to bring appropriate clothing to the school. A student will not be permitted to attend class until the issue is appropriately addressed.

Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in Policy JIC and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law.

A. Disciplinary Measures – "Definitions". Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.

1. "Removal from the classroom" means a student is sent to the building Principal’s office. It is within the discretion of the person in charge of the classroom to remove the student.

2. "Detention" means the student’s presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.

3. "In-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.

4. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.

a. "Short-term suspension" means a suspension of ten (10) school days or less. Ed 317.04(a)(1).
b. "Long-term suspension" means the continuation of a short-term suspension under RSA 193:13, I (b)-(c), and also means a suspension in excess of ten (10) school days under Ed 317.04(a)(2).
5. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.
6. "Probation" means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
7. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

B. Standards for Removal from Classroom and Detention.
Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class. Likewise, classroom teachers may assign students to detention for similar conduct. The building Principal may assign students to detention under the same standard.

C. Standards for In-School Suspension, Restriction of Activities, and Probation.
The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law. Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

D. Process for Out-of-School Suspension.
The power of suspension is authorized for gross misconduct, for neglect, or refusal to conform to School District policies and rules as follows:
1. Short-term Suspensions. The building Principal (as designee of the Superintendent) is authorized to suspend a student for ten (10) school days or less. The Principal shall consult with the Superintendent prior to issuing any suspension. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension. Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).
2. Long-term Suspensions. The Superintendent (note: 193:13 and Ed. 317 both authorize the School Board to designate a representative to issue long term suspensions.) is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

Prior to a long-term suspension, the student will be afforded an informal hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing before the School Board, but the process must comply with the requirements of Ed 317.04 (f)(2) and Ed 317.04 (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision. Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

E. Process for Expulsion.
1. Any pupil may be expelled by the School Board for (a) an act of theft, destruction, or violence as defined in RSA Chapter 193-D, (b) for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or (c) for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school. An expulsion under this paragraph will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request. The Board will determine whether and in what manner it will consider any such request.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent.
expulsion under this provision shall be for a period of not less than twelve (12) months.

3. **Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.**

4. Any decision by the Board to expel a student may be appealed to the State Board of Education.

5. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Sections E.1 and E.2 above on a case-by-case basis.

F. **Sub-committee of Board.** For purposes of sections D and E of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

G. **Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. **Notice.**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

JICDD - STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

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 cyberbullying will be addressed in accordance with the provisions of Board policy JICK.

Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student’s user name, password or other authenticating information to a student’s personal social media account.

However, the District may request to a student or a student’s parent/guardian that the student voluntarily share printed copies of specific information from a student’s personal social media account if such information is relevant to an ongoing District investigation.

JICH - DRUG AND ALCOHOL USE BY STUDENTS

The Hinsdale 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, and 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. For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act. Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH. Students reasonably suspected to be under the influence of drugs or alcohol may be subjected to urine drug testing or Breathalyzer testing administered by the school nurse or designee using an industry approved testing instrument. Parent/guardian and police notification will be made before/after the testing. Disciplinary consequences may include random follow-up drug testing.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district’s disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student’s medical provider explaining the need for the exception.

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices.

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

Consequences for Violating this Policy
First Offense: Warning and confiscation of the electronic communication device for the remainder of the school day. Second Offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student’s parent/guardian must pick up the device from the principal or superintendent’s office. Third Offense: The electronic communication device will not be brought to school.

Any further violations of this policy will result in the student’s loss of possession of the electronic communication device for the remainder of the school year. The student’s parent/guardian must pick up the cell phone from the principal or superintendent’s office at the expiration of that length of time. At the principal’s discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.

JICK - PUPIL SAFETY AND VIOLENCE PREVENTION – Bullying
1. Definitions (RSA 193-F:3)

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.

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 cyber-bullying 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.

The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

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.

Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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

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

IV. Protection of all Pupils (RSA 193-F:4, II(c))
This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))
The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

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

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

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

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

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

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

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

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

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

Additional Notice and School District Programs
The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.
VII. Procedure for Reporting Bullying  
(RSA 193-F:4, II(f))

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

1. **Student Reporting**

   a. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

   b. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.

   c. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

   d. 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.

2. **Staff Reporting**

   a. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

   b. 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.

   c. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.

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

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

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

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

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

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such 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))

Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party
to the complaint, then the Superintendent shall
direct another district employee to conduct the
investigation.

2. The investigation may include documented
interviews with the alleged victim, alleged
perpetrator and any witnesses. All interviews
shall be conducted privately, separately and
shall be confidential. Each individual will be
interviewed separately and at no time will the
alleged victim and perpetrator be interviewed
together during the investigation.

3. If the alleged bullying was in whole or in part
cyberbullying, the Principal may ask students
and/or parents to provide the District with
printed copies of e-mails, text messages,
website pages, or other similar electronic
communications.

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

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

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

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

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

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

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

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

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.

2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals
A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian’s receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian’s receipt of the Superintendent’s decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n))
The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy,

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.

JICL -SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District’s technological resources primarily 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.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student’s user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District’s Acceptable Use Agreement.

JICL-R -ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

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, 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 for 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 network services.

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, such as the Internet, will only be used by the authorized user. Account owners 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.

5. The District does not allow personal hardware (example: computers, printers, or other devices) on the Hinsdale School District network without prior approval of the Hinsdale School District Technology Coordinator.

Unacceptable Use

The District has the right to take disciplinary action, remove computer 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 computer worms or viruses, 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 computer 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 computers.

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 disk space utilization by users.

4. Determine what appropriate use is.

5. Remove a user's access to the 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 from 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, "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 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.
JIH - STUDENT SEARCHES AND THEIR PROPERTY

SEARCHES OF STUDENTS AND THEIR PROPERTY

The superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.

5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.

7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.

8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy

JIHB - SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event a student uses a vehicle on school property with the permission of the school district, the district may conduct an authorized search of the student's vehicle for the purpose of obtaining evidence of a violation of school rules or policies. Searches shall be conducted by district personnel having a reasonable suspicion that the vehicle contains evidence of a violation of school rules or policies. Students shall not use any vehicle on school property in a manner that is disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

In conducting searches of student automobiles, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

In the event an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a
student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. The principal shall fill out a vehicle search form, which will be maintained by the district.

**JIHD STUDENT INTERVIEWS AND INTERROGATIONS**

**Interviews by School Administrators**

When a violation of Board policy or school rules occurs, the school principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student’s family, no contact with the student's family will be made.

**Interrogations by School Administrators**

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

**Interviews and Interrogations by Law Enforcement Officers**

Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students’ class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

**JJA - STUDENT ACTIVITIES & ORGANIZATIONS**

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests. Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community. Any student organization must be recommended by the Principal and approved by the Board.

**Eligibility**

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks. In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

**Participation**

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The Superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

**Participation Fees**

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

**JJIB - INTERSCHOLASTIC ATHLETICS**

The Board will offer interscholastic athletics subject to budgetary considerations. The
purpose of interscholastic athletics is both educational and recreational. The athletic program should encourage participation by as many students as reasonably possible and should be carried on with the best interests of the participants as the first consideration. This should be done in conjunction with the academic program. Participation in interscholastic athletics at the middle and high school levels is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association and other rules adopted by the Superintendent and the Principal.

**JJIC - ELIGIBILITY FOR SCHOOL ATHLETICS**

The Hinsdale School Board encourages all students to achieve to their fullest academic potential. While school athletics provide an opportunity for students to develop other skills and knowledge outside the classroom, the Hinsdale School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, hereby establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school athletics. High school students will be required to meet academic standards established by this policy for participation in school athletics. Eligibility requirements are as follows:

1. Scholaristic Standing (Grades 7-12) No pupil who has failed any class for which they are actively enrolled or received grade of Withdrawal F (WF) in the first quarter may represent their school as a member of an athletic team. Effective at the end of second marking period in January 2008 students must achieve a 70 or better in all subjects in order to be eligible and not have an WF.
2. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no effect on eligibility.
3. Summer school grades will be averaged in accordance with current Hinsdale School Board policy.
4. Students who lose their academic eligibility while participating in an athletic activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in athletic activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
5. Transfer students' academic eligibility for participation in an athletic activity will be determined initially by their incoming GPA. These eligibility criteria will apply through and include the student's first semester of attendance in the school district. Transfer students whose incoming GPA does not meet the academic requirements will be denied academic eligibility during their first semester in the school district. After their first semester as a student in the school district, the GPA requirements in item No. 1 shall apply. 
6. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student’s Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities. The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

**JJIF - GUIDELINES FOR PROPER SPORTSMANSHIP**

To promote sportsmanship and foster the development of good character, sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes. Participation in athletic programs is a privilege, not a right. To earn that privilege, student-athletes and coaches must abide by the following rules of good sportsmanship:

**Coaches**

1. Shall abide by the rules of the game in letter and in spirit.
2. Shall respect the integrity and judgment of the officials/referees.
3. Sets the tone of conduct for student-athletes, spectators, team members and citizens.
4. Must visibly show that s/he values fair, honest rivalries, courteous relations and graceful acceptance of the results.
5. Shall take corrective action on any student-athlete who violates the code of conduct found within this policy.

**Student-Athletes/Participants**

1. Maintain academic eligibility standards as determined by the Board.
2. Be respectful and courteous of opposing teams and officials.
3. Refrain from disrespectfully addressing officials and opposing teams, antics to intimidate, taunting, fighting, or using profanity.
4. Respect the integrity and judgment of officials and accept their decisions without question.
5. Be modest when successful and gracious in
defeat.
Any student-athlete found to have violated this policy may be subject to appropriate discipline to be administered by either the coach or the school administrators. Such discipline may range from temporary to permanent suspension of the student-athlete's participation on the athletic team. Disciplinary measures will be considered on a case-by-case basis.

**JKAA - USE OF RESTRAINTS AND SECLUSION**

**Definitions:**

1. (a) “Restraint” means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

(b) Restraint shall not include:

   (1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

   (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

   (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

   (4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

   The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

   2. “Medication restraint” occurs when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior.

   3. “Mechanical restraint” occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

   4. “Physical restraint” occurs when a manual method is used to restrict a child’s freedom of movement or normal access to his or her body.

   5. “Seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

**Procedures for Managing The Behavior of Students:**

The Superintendent is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

**Circumstances in Which Restraint May Be Used:**

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.
Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

**Circumstances in Which Seclusion May Be Used:**

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student’s behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

**Prohibition of Dangerous Restraint Techniques:**

The School Board recognizes and hereby prohibits the use of “dangerous restraint techniques” as defined in RSA 126-U:4.

**Reporting Requirements and Parental Notification:**

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student’s parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child’s parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student’s aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student’s parent or guardian as soon as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7, V.

**Transportation:** (RSA 126-U:12)

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

**JKB - DETENTION OF STUDENTS**

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student’s transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student. Detention in one day is to be limited to 60 minutes.
JLF - WELLNESS POLICY

Preamble

Hinsdale School District (hereo referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.

Conversely, less-than–adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District. Specific measurable goals and outcomes are identified within each section below.

- The District will coordinate the wellness policy with other aspects of school management, including the District’s School Improvement Plan, when appropriate.
- The District will work with its food service provider to make sure that all components of this policy are met.
- **School Wellness Committee**
  - *Committee Role and Membership*

The District will convene a representative district wellness committee (hereo referred to as the DWC or work within an existing school health committee) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (hereo referred as “wellness policy”).

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

**Leadership**

The Superintendent or designee(s) will convene the DWC and facilitate development of and
updates to the wellness policy, and will ensure each school’s compliance with the policy. The designated official for oversight is The Executive Assistant to the Superintendent 603-366-5984 ext. 7684. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school-level wellness policy coordinators.

I. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan
The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation, and generate an annual progress report. This wellness policy and the progress reports can be found at: http://www.hnhsd.org/?page_id=825

Recordkeeping
The District will retain records to document compliance with the requirements of the wellness policy at SAU 92 Hinsdale School District Office and/or on. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy
The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District’s events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments
At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District’s wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
- A description of the progress made in attaining the goals of the District’s wellness policy. The position/person responsible for managing the triennial assessment and contact information is Executive Assistant to the Superintendent 603-336-5782 ext. 7684

The DWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy. The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy
The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications
The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District
II. **Nutrition**

**School Meals**

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of schoolchildren, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District may participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Summer Food Service Program (SFSP): The District also operates additional nutrition-related programs and activities including the afterschool program snack. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

- **Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.**
- **The District child nutrition program will accommodate students with special dietary needs.**
- **Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria).**
- **Students are served lunch at a reasonable and appropriate time of day.**
- **Lunch will follow the recess period to better support learning and healthy eating.**
- **Participation in Federal child nutrition programs will be promoted among students and**
families to help ensure that families know what programs are available in their children’s school.

- The District will implement at least four of the following five Farm to School activities (meets Healthy Schools Program Gold-level criteria; mark/circle the four activities the District plans to do):
  - Local and/or regional products are incorporated into the school meal program;
  - Messages about agriculture and nutrition are reinforced throughout the learning environment;
  - School hosts a school garden;
  - School hosts field trips to local farms; and
  - School utilizes promotions or special events, such as tastings, that highlight the local/regional products.

Staff Qualifications and Professional Development
All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA’s Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water
To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water.
- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages
The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthy foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

Rewards and incentive: The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior. [Meets Healthy Schools Program Silver-level criteria]

Fundraising
Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas
Additional promotion techniques that the Snacks in School nutrition standards.

Ensuring 100% of foods and beverages to students meet the USDA Smart Lunchroom techniques through the school meal programs using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at http://www.foodplanner.healthiergeneration.org

**Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA’s nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthy
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others’ healthy dietary behavior

**Food and Beverage Marketing in Schools**

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.
while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District’s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards and whichever is stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition, services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### III. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students’ physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during, and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection).

All schools in the district will be encouraged to participate in Let's Move! Active Schools (www.letsmoveschools.org) in order to successfully address all CSPAP areas. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason this does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students. To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

The District will work with schools to ensure that inventories of physical activity supplies and equipment are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible.

**Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active
lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 75 minutes per week throughout the school year. All District secondary students (middle and high school) are required to take the equivalent of one academic year of physical education. The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student. Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions (meets Healthy Schools Program Silver-level criteria). All physical education teachers in Hinsdale will be required to participate in at least a once a year professional development in education (meets Healthy Schools Program Silver-level criteria). All physical education classes in [District] are taught by licensed teachers who are certified or endorsed to teach physical education (meets Healthy Schools Program Gold-level criteria).

Waivers, exemptions, or substitutions for physical education classes are not granted.

**Essential Physical Activity Topics in Health Education**

Health education will be required in all grades (elementary) and the district will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

**Recess (Elementary)**

All elementary schools will offer at least 20 minutes of recess on all days during the school year this policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

**Outdoor recess** will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being
physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)
The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity break to students during and between classroom times at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

Active Academics
Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day. The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities
The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school.

Active Transport
The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in six or more of the activities below; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

Other Activities that Promote Student Wellness
The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships
The District will foster relationships with community partners (e.g., Parks and Recreation Committee, hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy’s implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement
The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts. As described in the “Community Involvement, Outreach, and Communications” subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district’s website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff. Ann Marie Diorio (adiorio@hnhsd.org), Katie Savory (ksavory@hnhsd.org) and Victoria Martel (vmartel@hnhsd.org).

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include walking program, exercising programs, nutritional information using the Yammer option. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

JLCD ADMINISTERING MEDICATION TO STUDENTS

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student’s health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.

2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student’s health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student’s parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse’s office or other suitable location.
Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, autoinjectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student’s parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication during the School Day, are followed.

**JLCDA- ADMINISTERING MEDICATION TO BEFORE AND AFTER SCHOOL PROGRAMMING**

**Medication Procedure for Medications at After School Program**

1. Refer to Technical Advisory ED 3/311.02: It refers to the school day as being anytime during the school day, school activities, after school activities and field trips.
2. Delegation refers to the nurse designating the duties to another person who the school nurse has trained and feels is competent in the duty.
3. It is the responsibility of the school nurse to be sure that appropriate training takes place, there is a method of transferring and documenting who is accepting the responsibility of the medication, providing a means of documenting if the medication is administered.

**Responsibilities of Activity Director:**

1. Notify the school nurse of the activity taking place and provide the school nurse with a list of students that will be participating.
2. Review the permission slip with the school nurse as to the health issues that the parent has written on the permission slip to see if it matches that information in the nurse’s office.
3. After School Program parents need to be made aware that the school nurse is not in the building during after school hours.
4. At least one person in charge of the program must be CPR/First Aid certified per guidelines set for by the NH Department of Education.
5. The Director should meet with the school nurse prior to the program starting to set up training sessions for possible health concerns such as: anaphylactic reactions, asthma, diabetes, bleeding disorders, food allergies, etc.
6. It is the duty of the Program Director to notify other program staff of health problems as presented by the school nurse that might require a student to need medications.
7. The Director of the Program will provide a safe and easily accessible place to store the medications.
8. The director of the program or the person designated by the school nurse or principal shall assist the student with taking the medication by:
   a. Making such medication available to the student as needed
   b. Observing the student as he/she takes or does not take the medication
   c. Recording the date and time the medication was given and by signing the designee’s signature.

**Responsibilities of the School Nurse:**

1. Meet with the program director for after school programs/activities to review the permission slips that have come in to see if they correlated to the health forms.
2. The after school/activity program permission slip should contain a clause that states: in the absence of the school nurse I authorize the principal or designee to administer prescription medications as needed and as prescribed by my physician and per doctor’s orders.
3. The school nurse may delegate the administration of medications, if appropriate to others pursuant to RSA 326-B Nurse Practice Act and Nur 404.
4. After being notified by the after school program/activity director set up a meeting where training can take place.
5. Develop a form that will transfer and document the transfer of any medications needed during the after school program.
6. Provide the after school/activity program director with the doctor’s orders for medication and an individual health plan if it is appropriate.
7. The medication will be given to the designee of the program in the appropriate labeled bottle with the pharmacy label attached noting student’s name, name of medication, dosage and time to be given. This is matched against a copy of the doctor’s order that will be provided.
8. The nurse and designees will follow the guidelines as stated in Technical Advisory 311.02, Medications during the school day.

**JLCG - EXCLUSION OF STUDENTS FROM SCHOOL FOR ILLNESS**

A student may be excluded from the classroom when he/she exhibits symptoms of a contagious or communicable illness. The school nurse is responsible for determining whether a student should be excluded from school for such an illness. Parents will be notified if their child is excluded from school for such an illness and provided with criteria for readmission. Criteria for excluding students from school under this policy are found Appendix JLCG-R.

**JLCJ - CONCUSSIONS AND HEAD INJURIES**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration. Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition. For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions. The Board will review any changes that have been made in procedures for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org.

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach’s Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

**Removal from Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a
student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play. The District may limit a student-athlete’s participation as determined by the student’s treating health care provider.

Concussion Awareness and Education
To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district’s physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students
In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student’s ability to learn. In the event a student has a concussion, that student’s teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student’s parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion. Section 504 accommodations may be developed in accordance with applicable law and board policies.

JLD - SCHOOL GUIDANCE AND COUNSELING PROGRAM
The School Board is committed to ensuring a high quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement, and personal growth, which is provided to all District students in an equitable manner. The program will include the following:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career development for all students through classroom programs and other services.
- A summary report of student performance in achievement, attendance, and behavior shall be provided to the board at least once a year, addressing the effectiveness of the school counseling program.
- All provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that, at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to embrace their full potential and achieve their academic and personal aspirations. The guidance counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career planning. The Superintendent shall develop and have on file a comprehensive K-12 School counseling program implementation plan consistent with this policy and kept current biennially.

JLDBA - BEHAVIOR MANAGEMENT AND INTERVENTION
It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning. Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action. The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.
It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education. All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board’s policy review process.

JLF - REPORTING CHILD ABUSE OR NEGLECT

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

A written report shall be made by the principal within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

JLIE - STUDENT AUTOMOBILE USE

Improper use of a motor vehicle on school grounds can result in suspension from school (in school or away from school) for a period of time not to exceed five (5) days. Driving a motor vehicle from school grounds during the school day without written authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension. Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused.

Prior to driving or parking on school grounds, Students will be required to register motor vehicles in the main office and will be required to have a school sticker on the motor vehicle. If a student leaves the school grounds in a motor vehicle without authorization, parents will be notified and the Student will be subject to disciplinary action, including suspension from school.

JRA - STUDENT RECORDS AND ACCESS

ACCESS TO STUDENT RECORDS - FERPA

General Statement. It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

Education Record. For the purposes of this policy and in accordance with FERPA, the term “educational record” is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche.

Directory Information. For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term “directory information” means:

- Students' name, address, telephone number, date and place of birth, dates of enrollment
- Parents'/guardians' name and address
- Students' grade level, enrollment status and dates of attendance
- Students’ photograph
- Students' participation in recognized school activities and sports
- Weight and height of members of athletic
teams

• Students' diplomas, certificates, awards and honors received

The District may release or disclose student directory information without prior consent of the student’s parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students that the District may publish directory information without their prior consent. Parents/eligible students will be given until September 15 to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all direction information shall not be released will only be valid for that school year and must be re-issued each school year.

**Personally Identifiable Information.**

“Personally identifiable information” is defined as data or information which makes the subject of a record known, including a student’s name, the student’s or student’s family’s address; the name of the student’s parent or other family members; a personal identifier such as a student’s Social Security number; the student’s date of birth, place of birth, or mother’s maiden name; or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

**Annual Notification/Rights of Parents and Eligible Students.** Within the first four weeks of each school year, the District will publish notice to parents and eligible students of their rights under State and Federal law and this policy. The District will send home with each student a notice listing these rights. The notice will include:

1. The rights of parents or eligible students to inspect and review the student’s education records;
2. The intent of the District to limit the disclosure of information in a student’s record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student’s parents or an eligible student to seek to correct parts of the student’s educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent’s or eligible student’s request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student’s parents or an eligible student should follow to obtain copies of this policy.

**Procedure To Inspect Education Records.**

Parents or eligible students may inspect and review education records which they are entitled to. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student’s records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student’s school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals will determine if a review at that site is reasonable.

Parents/eligible students should submit to the school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect. The principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.). The principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 30 days or earlier after the principal’s receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites or health, a parent or eligible student cannot personally inspect and review a student’s education records, the principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the principal will seek consultation with the Superintendent and/or the District’s attorney to determine how best to proceed.

**Procedures To Seek To Correction of Education Records.** Parents of students or eligible students have a right to seek to change any part of the student’s records which they believe is inaccurate, misleading or in violation
of student rights. To establish an orderly process to review and correct the education records for a requester, following processes are established.

1. **First-level decision.** When a parent or eligible student finds an item in the student’s education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the principal should make the correction. If the records are changed to the parent’s/eligible student’s satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction. If the principal believes that the record should not be changed, he/she shall:
   1. Provide the requester a copy of the questioned records at no cost;
   2. Ask the parent/eligible student to initiate a written request for the change, which will be forwarded to the Superintendent;
   3. Forward the written request to the Superintendent; and
   4. Inform the parents/eligible student that the matter has been forwarded to the Superintendent for subsequent processing.

2. **Second-level decision.** If the parent/eligible student wishes to challenge the principal’s decision not to change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the principal asking that the matter be appealed to the Superintendent. The principal will forward to the Superintendent the request. The Superintendent shall, within ten business days after receiving notification of the request:
   1. Review the request;
   2. Discuss the request with other school officials;
   3. Make a decision to comply or decline to comply with the request;
   4. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
   5. Contact the parents/eligible student of his/her decision concern the request for amendment.

If the Superintendent determines the records should be amended, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been amended and the correction is satisfactory. If the records are changed to the parent’s/eligible student’s satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction. If the Superintendent determines the records are will not be amended, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the school board.

3. **Third-level decision.** If the parents or eligible student are not satisfied with the Superintendent’s decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the Superintendent’s written decision in level-two. The Superintendent will inform the school board of the request for a hearing and will work with the school board to schedule a hearing within 45 days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The school board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request/complaint. Parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The school board will issue its final decision in writing within 30 days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The school board will base its decision solely on the evidence presented at the hearing. The school board’s written decision will include a summary of the evidence and the reasons for its decision.

If the school board determines that the student record should be changed or amended, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been changed or amended. At this meeting, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction. The school board’s decision will be final.
Disclosure of Student Records and Student Information. In addition to directory information, the District may disclose student records and student information without consent to the following parties or under the following conditions.

1. School Officials with a Legitimate Educational Interest. School officials with a legitimate educational interest may access student records. “Legitimate education interest” refers to school officials or employees who need to know information in a student’s education record in order to perform the employee’s employment responsibilities and duties.

2. Other schools into which a student is transferring or enrolling.

3. Officials for audit or evaluation purposes.


5. Organizations conducting certain studies for, or on behalf of the school district. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction.

6. Accrediting organizations.

7. Judicial orders or lawfully issued subpoenas.


Maintenance of Student Records and Data. The principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with application retention schedules as may be established by law.

Disclosures Made From Education Records. The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student’s education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student’s cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student’s education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student, requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student’s education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

KA/IJO – SCHOOL, FAMILY AND COMMUNITY PARTNERSHIPS

The Hinsdale School Board recognizes the importance of having a strong partnership between the school system and the parents of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools the community and the parents of all students enrolled in District schools. The Superintendent is directed to implement these standards.

• District schools are a welcoming place, clearly accessible to parents and the community.

• Communication between home and school is regular, two-way, and meaningful.

• Parents are full partners in the educational decisions that affect children and families.

• Parents will be encouraged to visit their schools for beginning of the year events such as “Open House” and new student orientations. These events will be used to disseminate
information on school policies, discipline procedures, assessment tools, and school goals.

- Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and adolescent development throughout the year.
- Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.
- For the purposes of this policy, the term "parent" refers to any adult - mother, father, older sibling, aunt, uncle, grandparent, and guardian, mentor - who plays a significant role in the care of a student or students enrolled in District Schools.
- Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.
- The support of area businesses, agencies, and faith-based organizations will be sought through financial, goods and services, and volunteer contributions.
- Partnerships will be developed with local organizations, local city and county governments, natural resources, and talented individuals to strengthen school programs, family practices, and student learning.
- Student participation in community service will be encouraged.
- Business partnerships will also be developed to assist students in the successful transition to employment or further education.

**KB - TITLE I PARENT INVOLVEMENT IN EDUCATION**

This policy is required only for districts receiving Title I funds. The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law, the District will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals. In addition to the required annual meeting, at least three additional meetings shall be held for parents of children participating in the Title I program. These meetings shall be used to:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.

2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Build the schools' and parents' capacity for strong parental involvement.

4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the schools served.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs. The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to
be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

**KE - PUBLIC COMPLAINTS**

The Hinsdale School Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation.
2. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent, they may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

**KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION**

Any complaint presented to the Hinsdale School Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint, and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint, which, in its sole judgment, would interfere with the Superintendent ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a
complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board. 

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;

2. Damage or threaten to damage another’s property;

3. Damage or deface School District property;

4. Violate any New Hampshire law, or town or county ordinance;

5. Smoke or otherwise use tobacco products;

6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;

7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);

8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;

9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;

10. Violate other District policies or regulations, or an authorized District employee’s directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue “no trespass” letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district’s educational purpose.

KFA - PUBLIC CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

KFAA - PUBLIC CONDUCT ON SCHOOL PROPERTY -- ATHLETIC EVENTS

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

It is the policy of this Hinsdale School Board that any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event and/or denied admission to school events for up to a year, after a board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

• using vulgar or obscene language or gestures

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.
Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

• possessing or being under the influence of any alcoholic beverage or illegal substance
• possessing a weapon
• fighting or otherwise striking or threatening another person
• failing to obey the instructions of a security officer or school district employee
• engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:
1. The date, time, and place of a board hearing
2. A description of the unsportsmanlike conduct
3. The proposed time period that admission to school events will be denied

KI - VISITORS TO THE SCHOOLS
All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher. No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.