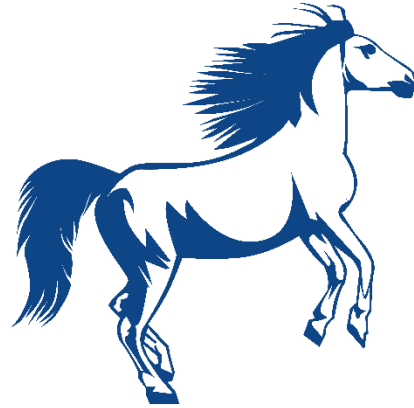


# Hinsdale School District Student Handbook 2023-2024

**Hinsdale School District**

David Ryan, Ed.D.  
Superintendent  
P.O. Box 27  
Hinsdale, NH 03451  
603-336-5728 Ext 7684  
Fax: 603-336-5731

**Office Hours:**  
8:00 am to 4:00 pm

**Hinsdale Elementary School**

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

**Office Hours:**  
8:00 am to 4:00 pm

**Hinsdale Middle High School**

John Barth  
Principal  
49 School Street  
Hinsdale, NH 03451  
603-336-5984 Ext 7820  
Fax: 603-336-7497

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

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

## **Hinsdale School Board Members**

April Anderson, Chair  
Holly Kennedy, Vice Chair  
Jeana Woodbury  
Kaylah Hemlow  
Kendra Gardner

### ***District Goals:***

1. HSD will personalize learning for each student which will result in improved student learning and higher numbers of students reaching proficiency on targeted learning standards by:
  - a. *using a Response to Intervention model* which will provide students with educational opportunities and learning based upon each student's unique needs, interests and learning styles
  - b. developing action plans that will result in improved student learning
  - c. supporting the implementation of the Future Tech Committee's 5 Year Plan
  - d. *HSD will provide students with social/emotional learning opportunities which will enhance students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges; and which will result in students learning the skills they need to in order to be successful in today's world – at home, in school, and later in college and work.*
2. In order to improve parent/community involvement/engagement and in order to help parents develop skills to effectively help their child(ren) reach learning goals, HSD will:
  - a. create a welcoming environment in all schools/facilities/departments
  - b. promote a collaborative relationship with the community through a continued commitment to holding regular community forums
3. HSD will recruit best quality staff, grow best quality staff, and retain best quality staff.
4. HSD will conduct financial business in an efficient and effective manner.
5. HSD will continue to review security audit information and move forward, in a fiscally responsible manner, to ensure our buildings are secure and our students are safe.

### Hinsdale School District Staff

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Shawn Wood, Network Administrator	336-5728	Ext 7863	<a href="mailto:swood@hnhsd.org">swood@hnhsd.org</a>
Connor Martin, Technical Support Specialist	336-5728	Ext 7859	<a href="mailto:cmartin@hnhsd.org">cmartin@hnhsd.org</a>

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## Hinsdale School District 2023-2024 School Year Calendar

August 2023 (2 days)							September 2023 (20 days)							October 2023 (21 days)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						5						1	2	1	2	3	4	5	6	7
6						12	3	X	5	6	7	8	9	8	PD	10	11	12	13	14
13						19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	X	NW	NW	NW	PD	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	PD	PD	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023 (17 days)							December 2023 (15 days)							January 2024 (21 days)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	Q	4						1	2		X	2	3	4	5	6
5	6	7	8	TC	X	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	X	16	17	18	19	20
19	20	21	X	X	X	25	17	18	19	20	21	X	23	21	22	23	24	25	Q	27
26	27	28	29	30			24 31	X	X	X	X	X	30	28	29	30	31			
February 2024 (16 days)							March 2024 (20 days)							April 2024 (17 days)						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2		1	2	3	4	Q	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	PD	12	13	14	15	16	14	15	16	17	18	19	20
18	X	X	X	X	X	24	17	18	19	20	21	22	23	21	X	X	X	X	X	27
25	26	27	28	29			24 31	25	26	27	28	29	30	28	29	30				
May 2024 (21 days)							June 2024 (10 days)							KEY						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	NW = New Staff/Mentor Orientation						
			1	2	3	4							1	X = No School						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	PD = Professional Development Day						
12	13	14	15	16	17	18	9	10	11	12	13	Q	15	TC = Parent - Teacher Conferences						
19	20	21	22	23	PD	25	16	PD	S	S	S	S	22	Q = End of Quarter						
26	X	28	29	30	31		23 30	S	25	26	27	28	29	S = Storm/Snow Days						

August – January = 96 days

February – June = 84 days

180<sup>th</sup> Day = June 14th

Aug. 22-24	New Staff/Mentor Orient.	Nov. 10	Veteran's Day (obs.)	March 11	Professional Dev.
Aug. 25, 28-29	Professional Dev.	Nov. 22-24	Thanksgiving Break	April 22-28	Spring Break
Aug. 30	First Day of School	Dec. 22 - Jan. 2	Holiday Break	May 24	Professional Dev.
Sept. 4	Labor Day	Jan. 15	Martin L. King, Jr./Civil Rights	May 27	Memorial Day (obs.)
Oct. 9	Professional Dev.	Feb. 19	President's Day	June 17	Professional Dev.
Nov. 9	Parent-Teacher Conf.	Feb. 19-23	Winter Break		

This calendar is subject to change due to storms, emergencies, etc. Five "storm/snow" days have been added to be used if needed. Graduation Date to be determined March 2024.

Designated Asbestos Coordinator

The Designated Asbestos Coordinator for School Administrative Unit (SAU) #92 in Hinsdale Schools District is Shawn Lee

The Designated Asbestos Coordinator has received training in order to perform the assigned duties. This training complies with the requirements of § 763.84(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 ACBM 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: Shawn Lee, Facilities Director  
Address: 49 School Street, P.O Box 27, Hinsdale, NH 03451  
Working Phone Number: (603) 336-5728

I, David Ryan, Ed.D., hereby state that the requirements of 40 CFR 763 Subpart E have been or will be met,

  
Signature Superintendent

7-27-2023  
Date

## **Hinsdale School District Food Service Policy Statement 2023-2024 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](http://www.abbeygroup.net).

### **Student Accounts, Payment and Pricing**

The Food Service program uses the Titan computer point of sale system to track student account transactions. Parents may view student purchase history and receive low balance notifications free of charge. Titan also allows users to deposit money or make payments on account for a nominal fee. Please visit our website at [www.abbeygroup.net](http://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 week of school. 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 any time. *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](http://www.abbeygroup.net). Breakfast and lunch meal prices can be found on our website [www.abbeygroup.net](http://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: <https://family.titank12.com> Parents or guardians can apply or reapply for free and reduced meal benefits at any time during the school year when there is a change in family income. **Free and reduced priced school meals information is strictly confidential.**



FEDERAL ELIGIBILITY INCOME CHART For School Year <b>2023-2024</b>			
Household size	Yearly	Monthly	Weekly
1	\$ 26,973	\$ 2,248	\$ 519
2	\$ 36,482	\$ 3,041	\$ 702
3	\$ 45,991	\$ 3,833	\$ 885
4	\$ 55,500	\$ 4,625	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 1,799
Each additional person:	+ \$9,509	+ \$ 793	+ \$ 183

#### **Alternate Meal Policy**

All accounts are subject to the Account Charge Policy established by your school. Please visit your school's website 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 Services Director. Their email address and phone number can be located at [www.abbeygroup.net/your\\_school/php](http://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](http://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**

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 school’s website 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/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/guardian are then notified.

**We recommend using the Meals Plus online payment feature: <https://family.titank12.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 administrative 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 Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination 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 the 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 the 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, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or write a letter addressed to the USDA containing 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 the USDA by:

1. MAIL: U.S. Department of Agriculture

- Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
2. FAX: (202) 690-7442; or
  3. EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*The USDA is an equal opportunity provider and employer.*

**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 people 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/hnhstd](https://www.twitter/hnhstd)

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 have significant behavior or academic challenges. A student may be referred by a parent, teacher, and staff member, School Resource Officer or self-referred. Problems might include alcohol or drug abuse, severe depression, child abuse, eating disorders 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 business days to determine the need for an evaluation or other intervention. If the team determines and the parent consents to an evaluation, the school will complete the evaluation and have a meeting within 60 calendar days. In this meeting all evaluations will be reviewed. After the review, the team will complete a deliberation form to determine eligibility for the educational disability that is being looked at for that child. If the team determines that the child qualifies for having an educational disability and there is a need for specially designed instruction, a meeting will be completed within 30 calendar days to 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 an 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 a 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, out 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 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, parents/guardian shall be responsible for providing transportation. **All buses are equipped with cameras that have both audio and video recording capabilities.**

#### **PUBLICATION RELEASE GUIDELINES:**

Consistent with the Family Education and Rights Privacy Act (FERPA) 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.
4. Parents may opt out of the release by indicating their desire to opt out on the required form.

#### **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 the 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](mailto: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 of injury and equipment failure limited by the amount of weight it can hold.
- The use of tobacco products, alcohol, and drugs is strictly prohibited per RSA 193-B.
- The playground is not available to the general public due to safety reasons between the hours of 10:30 am to 3:30 pm Monday through Friday for school use only.
- The playground will be 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.

**SAFE 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 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.

### **Hinsdale School District Suicide Prevention Plan**

The purpose of this document is to outline the Hinsdale School District Suicide Prevention Plan. It will focus upon the definitions of terms, the response to suicide and attempts at suicide, and the steps to take for student and staff education per RSA193 J:1:3. The key personnel in the district will be identified as well as resources available. Finally, the plan for Dissemination and Communication of the plan will be addressed.

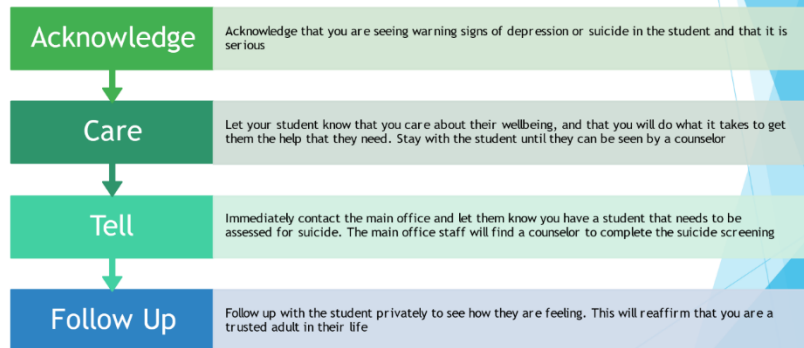
The outcome associated with the document use will be to protect the health and wellbeing of all students by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide and suicide attempts.

### **Definitions**

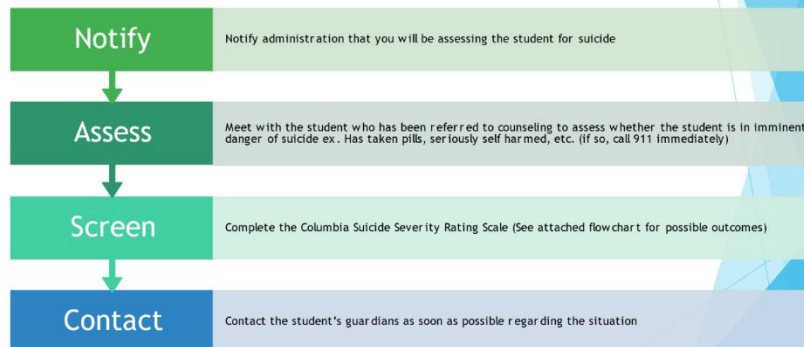
- Risk Factor – Risk factors are characteristics or conditions that increase the chance that a person may try to take their life.
- Risk Assessment - An evaluation of a student who may be at-risk for suicide, conducted by the appropriate designated school staff (e.g., school psychologist, school social worker, school counselor, or in some cases, trained school administrator or teacher). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- Warning sign – Something to look out for when concerned that a person may be suicidal is a change in behavior or the presence of entirely new behaviors. Warning signs warrant greater attention and more immediate intervention than risk factors.
- Protective Factor – Protective factors are characteristics or attributes that reduce the likelihood of attempting or completing suicide. Protective factors are skills, strengths, or resources that help people deal more effectively with stressful events.
- Postvention – Postvention is a term used in the suicide prevention field. The definition is from the US national guidelines developed by Survivors of Suicide Loss Task Force
- Postvention is an organized response in the aftermath of a suicide to accomplish any one or more of the following:
  - To facilitate the healing of individuals from the grief and distress of suicide loss
  - To mitigate other negative effects of exposure to suicide
  - To prevent suicide among people who are at high risk after exposure to suicide

## Suicide Prevention Protocol

### What to do When you Suspect a Student may be Suicidal

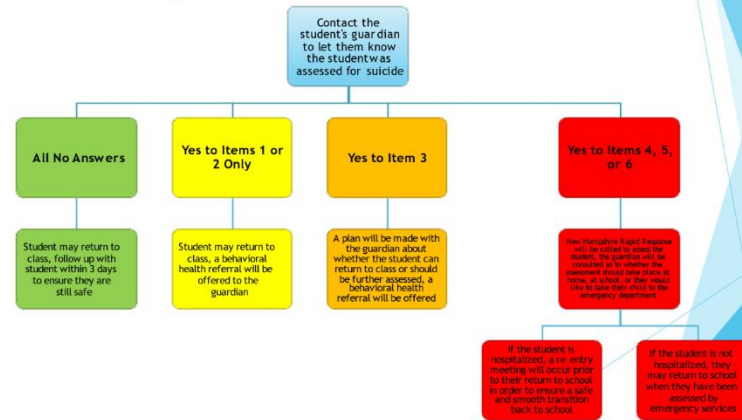


### Counseling Assessment for Risk of Suicide





## When a Student has been Referred to Counseling for a Suicide Risk Assessment



**If you, or someone you know, needs extra support during this time, confidential 24 hour helplines are available:**

Crisis Text Line: Text HOME to 741741

NH Suicide Prevention Hotline: Call 1-800-273-8255

NH Addiction Crisis Line: Call 1-844-711-4357

**If you or someone you know are experiencing a mental health emergency, please do one of the following:**

Call your local police department

Call 911

Call the Mobile Crisis Response Team (800)-688-3544

Go to the nearest Emergency Room

### **Response to Suicide and Suicide Attempts**

The crisis response team will be made up of the school counselors at both schools, the school social workers, a school psychologist if available, and a member of the administration of both schools.

### **Postvention**

The overall goals postvention are:

- Establish a single point of contact with the parents

- Determine the method to inform students, staff and the community
- Provide opportunities for grief support
- Maintain an environment focused on normal educational activities
- Help students and staff cope with their feelings
- Minimize the risk of suicide contagion
- Provide resources for staff to manage the incident
- Maintain open communication with staff
- Prepare a media statement if needed

#### Re-Entry Plan for Student Attempting Suicide

- A school-employed mental health professional or other designee shall be identified to coordinate with the student, their parent or guardian, and any outside health professionals involved with the student.
- A determination will need to be made about making up missed work, the nature of check in and check out, and any other necessary accommodations for the student.
- Periodic check ins will be conducted (frequency to be determined)
- The administration shall disclose to the student's teachers and other relevant staff that the student is returning from a medical absence and may need adjustments for assignments.

#### Suicide Contagion

The Crisis Response Team should meet to identify students who may be at a heightened risk for suicide due to underlying mental disorders or behavioral problems, or who have been exposed to the prior suicide directly or indirectly. Of special concern are those students who:

- Have a history of suicide attempts
- Have a history of depression, trauma, or loss
- Are dealing with stressful life events such as a death or divorce in the family
- Are family members or close friends of the deceased
- Received a phone call, text or other communication from the deceased foretelling the suicide
- Had a last very negative interaction with the deceased
- May have fought with or bullied the deceased.

#### **Student Education**

#### Healthy Choices

Protective factors are the positive conditions or resources that promote resiliency and reduce the potential for youth suicide and harmful choices.

- Close family friends.

- Strong sense of self worth
- Sense of personal control
- Reasonably stable environment
- Best friends
- Responsibility to others
- Activities
- Pets
- Lack of access to lethal means

### Coping Strategies

Developmentally appropriate, student-centered education materials shall be integrated into the curriculum of all K-12 health classes and other classes as appropriate. The content of these age-appropriate materials shall include the importance of safe and healthy choices and coping strategies focused on resiliency building, and how to recognize risk factors and warning signs of mental health conditions and suicide in oneself and others. The content shall also include help-seeking strategies for oneself or others and how to engage school resources and refer friends for help. At the elementary level, school counselors use “I Can” statements to guide and supplement classroom discussions around developmentally appropriate information.

### Risk Factor Recognition

All staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, shall receive at least two hours of annual training (such as but not limited to NAMI Connect Program, or Youth Mental Health First Aid) in suicide awareness and prevention. Such training may include information and professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

The professional development shall include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings (e.g., youth in foster care, group homes, incarcerated youth), those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer and Questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities. Additional professional development in risk assessment and crisis intervention shall be provided to school-employed mental health professionals and school nurses.

### Warning signs

- Talking about death or dying in general.
- Talking about suicide or wanting to die.
- Talking about means or methods to hurt oneself.
- Obtaining a weapon or other means.

- Isolating self from friends and family.
- Feeling life is meaningless, hopeless, or helpless.
- Putting life in order or giving away possessions.
- Picking fights, arguing, irritability, increased anger.
- Sudden improvement in mood after being down or withdrawn.
- Neglect of appearance or hygiene.
- Sleep and/or appetite changes.
- Dropping of activities.
- Direct Verbal Cues such as: “I wish I was dead,” “You’ll be better off without me,” “I’m so tired of it all,” “Pretty soon you won’t have to worry about me,” or, “No one will miss me when I am gone.”

### **Staff Training**

On an annual basis the staff will be trained in each of the following areas:.

Risk Factors – Staff will have knowledge of what a risk factor is and how to recognize them.

Warning Signs – Staff will follow the Suicide protocol procedure and ACT (Acknowledge, Care and Tell) procedure if they recognize any of the warning signs in students.

Protective Factors – Staff will know the protective factors preventing suicide and be able to support students

Response Procedures – At the beginning of each year all staff will review the ACT protocol prior to beginning the school year and in more detail during the annual full training.

Referrals – Based upon a recognition of a warning sign being present staff will notify a school counselor immediately. In the absence of a school counselor being available the principal should be contacted. At no point should the student be left alone.

Postvention – Staff will be trained in postvention methods in the aftermath of a suicide or suicide attempt.

Resources Available – Staff will be given the state hotline and rapid response number. In addition, per RSA the emergency number will be printed on the back of all Identification Cards.

### **Confidentiality**

#### **Confidential Information**

As part of the job performance of the District, employees may produce and receive information that must be kept confidential. Confidential information includes information obtained during the course of employment relating to the conduct of School District internal affairs. It shall also include information relating to students that is otherwise protected by applicable state and federal privacy laws. School District employees shall not disclose nor transmit such confidential information concerning students or others, or confidential internal information and shall use extreme care to protect against negligent or inadvertent disclosure of such

information. Reference board policy GBEAA CONFIDENTIAL STUDENT INFORMATION

### **Designation of Personnel**

District Coordinator – School Psychologist  
Building Liaisons – School Social Workers  
Principals  
Other - Nurses

### **Resources**

**If you, or someone you know, needs extra support during this time, confidential 24 hour helplines are available:**

Crisis Text Line: Text HOME to 741741  
NH Suicide Prevention Hotline: Call 1-800-273-8255  
NH Addiction Crisis Line: Call 1-844-711-4357

**If you or someone you know are experiencing a mental health emergency, please do one of the following:**

Call your local police department  
Call 911  
Call the Mobile Crisis Response Team (800)-688-3544  
Go to the nearest Emergency Room

For mental health emergencies

- **National Suicide Prevention Lifeline – 1-800-273-TALK (8255) (24/7 Line)**
- **Especially for teens – Teen Head Rest – 1-800-639-6095**

**Preventing Suicide: A Toolkit for High Schools**: U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Mental Health Services

**After a Suicide: A Toolkit for Schools**: American Foundation for Suicide Prevention and Suicide Prevention Resource Center

**Youth Suicide Prevention, Intervention, and Postvention Guidelines: A Resource for School Personnel**: Maine Youth Suicide Prevention Program

**Trevor Resource Kit** : The Trevor Project

**Supportive Families, Healthy Children: Helping Families with Lesbian, Gay, Bisexual & Transgender (LGBT)** : Children Family Acceptance Project

**Supporting the Grieving Child and Family** : American Academy of Pediatrics  
Crisis and Support Services

[Suicide Prevention Resource Center](#) or 877-438-7772: Education Development Center, Inc, 55 Chapel Street, Newton, MA 02458-1060

[National Alliance on Mental Health- NH](#) resources are listed below:

- [The Connect Program](#)
- [Support for Survivors of Suicide Loss](#)
- [Support for Attempt Survivors](#)
- [Youth Mental Health First Aid](#)

#### **Dissemination and Communication of the Plan**

The plan will be posted on the district website, included in the Student Handbook, and included in the Faculty Handbook. A crisis guide for parents will also be in the same places.

# HINSDALE ELEMENTARY SCHOOL

*Connected ~ Flexible ~ Ready to Learn ~ Cooperative*

Dear Students and Families:

Welcome back, and to our new families, welcome to the Hinsdale community. It is always exciting to start a new year and build upon the successes of the past and learn from our mistakes. Please take the time to review our student handbook since there have been a lot of updates to the discipline policies to make sure they are up to date with current New Hampshire law. We will be developing a K to 12<sup>th</sup> grade portrait of a learner this year to drive the vision for our school and district in the next three to five years as we look to the future.

In the meantime, our school and district goals focus on these areas:

- Personalized learning
- Solid core instruction that is clearly communicated with students and parents
- Creating a culture of kindness and community involvement to create a welcoming environment
- Social emotional learning with clear expectations to help children make sound decisions.
- 

My door is always open so please take a minute to stop by and say hello. I look forward to working with you and your family and I will see you around.

Sincerely,

Joe Boggio

“At Hinsdale Elementary  
School we are a  
community of learners  
and we are a community  
because we are  
**CONNECTED,**  
**Flexible,**  
*Ready to Learn*  
and **COOPERATIVE.”**



HINSDALE  
ELEMENTARY  
SCHOOL





***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 8:40 a.m. and ends at 3:20 p.m. Students may arrive at school beginning at 8:20 AM. No supervision will be provided prior to 8:20 AM

#### **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 buses and car riders will be given an opportunity to eat their breakfast in the classroom after picking it up on their way in the building. There is no breakfast on days when there is a delayed opening. Students will pick up their breakfast upon arrival and take it with them to their classroom.

#### **ARRIVAL AND DISMISSAL – REGULAR & EARLY**

For the 23 – 24 School Year we will use the same drop-off and pickup areas. Buses will once again drop off on School Street between the elementary gym and cafeteria. Car riders will be dropped off in the back parking lot. Finally, preschool only will be dropped off and picked up on the playground side of School Street. All students will enter through the cafeteria door at 8:35. Regular dismissal time for walkers and car riders is 3:20. Car riders should use the back parking lot for drop off and pick up. **Remember School Street is a ONE-WAY street heading towards the High School during the hours of 7 AM to 6 PM.**

#### **THE BUS LANE IS RESERVED FOR BUSES ONLY. YOU MAY BE TICKETED BY THE SRO (After a warning) 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. However, all changes 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. **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:** Except as required by law, 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, and unsafe icy conditions. If the combination of wind and temperature feels like it is 16 degrees or below at recess time we will stay indoors. Please provide boots, coats, leggings, scarves and gloves. Students should have inside shoes as well as boots to wear outside.

#### **ATTENDANCE POLICY:**

Excused Absences:

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

The primary responsibility of the school is learning and instruction. Learning cannot take place if the student is absent. To improve attendance and thereby, improve learning the elementary school has the following standard: (also see Board Attendance Policy JH 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, or send an email to [hesattendance@hnhsd.org](mailto:hesattendance@hnhsd.org) between 7:00 am and 9:00 am. If the office does not receive a call or email 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. No exceptions will be made.**
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. Ten half-days of unexcused absence during the school year constitute habitual truancy per state law. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. 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 Truant 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 they are ready to learn, flexible, connected and cooperative. 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:

#### **Ready to Learn, Flexible, Connected, and Cooperative:**

1. Ready to Learn – prepared with materials and a growth mindset, a good listener
2. Flexible - being open to change and accepting change when it has to occur
3. Connected - having a sense of belonging and caring for one another
4. Cooperative - willing to compromise, share, and be helpful to others

Our Social Emotional Learning (SEL) will focus on supporting students to be self-aware and build skills to self-manage their behavior. Behavior Intervention Plans are based on these four Core Values and students receive instruction and support to meet daily goals. Our focus will be on supporting students in shifting to adjust to the school setting in a consistent way. This will include a Morning Shift, midday check in and an afternoon shift. The morning shift will focus on creating a welcoming atmosphere in the classroom and school and setting the tone for the day by going over the "Roadmap" for the day. Midday check in will provide the students with the opportunity to regain regulation if it has been lost and

the afternoon shift will prepare students to allow them time to reflect on their day and identify successes and failures. Students will be actively taught the schoolwide 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 core values, their classroom teacher will work with the student to identify how/why their behavior did not meet the value 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 core values throughout the school day. If your child receives one of the Student Concern Form (SCF), 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. If a signature is requested, please sign the form and return it to school as soon as possible. If the incident is major or incidents are occurring frequently you will receive an Office Referral Form (ORF)., 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.

## **DISCIPLINE CATEGORIES**

**Minor and Non-Threatening Behavior:** Faculty and staff shall correct difficulties where and when they occur. Our goal is to lead with a regulation strategy to support students having difficulty. Types of interventions will include: breathing activities, self-talk, body awareness activities, nonverbal warnings, verbal warnings, proximity, a parent call as soon as reasonably possible, change of seating assignment, re-teaching the expectations, use of a classroom recovery area, and use of a buddy classroom. When one student's actions, even though minor, impact the learning of other students, that student may be removed from the classroom for a period of time that is appropriate for the age level of the student and until such time as they are ready to learn. All minor behaviors should be managed at the classroom level by staff. Repeated classroom behaviors may require intervention by the principal or his designee. In that case, students will be removed from class and meet with the principal/designee with the goal to return the student to class ready to learn.

Minor infractions include talking back, defiance, class disruption, misuse of property, calling out, and cutting in line. Minor infractions that do not improve, change or stop may become major infractions.

**Consequences:** The consequences for such behavior will be determined by the classroom teacher and will be based on a system of natural and logical consequences that are delivered with real empathy and designed to help the students learn accountability.

## **SUSPENSION AND EXPULSION OF PUPILS**

### ***NH RSA 193:13 Suspension and Expulsion of Pupils***

*(a) The superintendent or his designee in writing by the superintendent, is authorized to suspend students from school for a period not to exceed 10 school days for:*

- ☐ Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or

- ☐ Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

*(b) The school board or representative designated in writing of the school board is authorized, following a hearing, to continue the suspension of a pupil for a period in excess of 10 school days. The school board's designee may be the superintendent or any other individual but may not be the individual who suspended the pupil for the first 10 days under subparagraph (a). Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the pupil seeks to enroll.*

*(c) Any suspension in excess of 10 school days imposed under subparagraph (b) by any person other than the school board is appealable to the school board, provided that the superintendent received such an appeal in writing within 10 days after the issuance of the decision being appealed. The school board shall hold a hearing on the appeal but shall have discretion to hear evidence or to rely upon a record of a hearing conducted under subparagraph (b). The suspension under subparagraph (b) shall be enforced while that appeal is pending, unless the school board stays the suspension while the appeal is pending.*

*2. Any pupil may be expelled from school by the local school board for behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the local board. Any expulsion shall be reviewed if requested before the start of each school year and further, any parent or guardian has the right to appeal such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.*

*3. Any pupil who brings or possesses a firearm as defined under section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.*

### **Pupil Safety and Violence Prevention**

In accordance with RSA 193-F and policy JICK the Hinsdale School District will provide an educational setting that is safe, secure, kind, and free from bullying and cyberbullying. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying and cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this policy may be subject to disciplinary action up to and including expulsion.

### **Bullying Reporting**

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

### **Student Reporting**

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the principal. If the student is more comfortable reporting the alleged act to a person other than the principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the principal shall commence an investigation consistent with the provisions of Section XI of policy JICK.

### **Staff Reporting**

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

### **Bullying Education**

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.

**Staff Training on Bullying**

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

**Notification of Bullying**

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).

**Major Behavior:** Making threats, bullying, bringing or carrying weapons to school or seriously disrupting school routines are examples of dangerous behavior and will be regarded as serious violations of the school behavior code. Possession of drugs and alcohol, stealing, vandalism and arson are other examples. Any major infraction should result in the student being sent to the principal's office immediately to ensure the safety of all the students.

**Short-Term Out of School Suspension:** The building Principal or representative designated in writing by the Superintendent is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. New Hampshire RSA 193:13 requires that a student be suspended or dismissed from school. A suspension may be imposed for:

**Consequences**

- Not following expectations outlined in the behavior plan – 1 day
- Repeatedly not following expectations outlined in the behavior plan – 3 days
- Acts of Aggression – 1 day
- Repeated Acts of Aggression – 3 days
- Fighting – 1 day
- Fighting causing injury – 3 days
- Fighting resulting in serious bodily harm – 10 days
- Minor Theft Value under \$20 – 1 day plus restitution
- Theft over \$20 but less than \$100 – 2 days day plus restitution
- Major Theft value over \$100 – 3 days day plus restitution
- Extreme Verbal Abuse of Students or Staff – 3 days
- Hate or Kill Lists – 5 days
- Leaving school grounds – 5 days
- Bullying or Cyberbullying – up to 10 days
- Direct Threats to students or staff – 10 days

A meeting between the principal, parents/guardians and student must occur before the student returns to school. One of the school counselors may be included in this meeting.

### **Long-Term Out of School Suspension**

The Superintendent may extend the suspension of students in excess of ten (10) school days. Long-term suspensions apply to an act of theft, destruction, or violence as defined in RSA 193-D, bullying pursuant to school district policy when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student, or possession of a firearm, BB gun, or paintball gun or other deadly weapons as defined in RSA 625:11 V Parents, guardians, or students have the right to appeal suspensions in excess of ten (10) school days to the local school board.

### **Expulsion**

According to NH law RSA 193:13 the school board may expel a student from school. Parents, guardians, and students may appeal an expulsion by the school board to the NH State Board of Education. Parents, guardians, and students may request a review of an expulsion prior to the start of a new school year. An expulsion shall be valid throughout the school districts in New Hampshire. Any pupil may be expelled from school by the local school board or board of trustees for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- (a) A repeated act under subparagraph I(b);
- (b) Any act of physical or sexual assault that would be a felony if committed by an adult;
- (c) Any act of violence pursuant to RSA 651:5, XIII; or
- (d) Criminal threatening pursuant to RSA 631:4, II(a). [...]

### **Student Due Process Short-Term Suspension**

In all cases when a short-term suspension may apply students have the following rights. The student is entitled to receive at least:

- notice of the specific charges and the proposed punishment
- an explanation of the evidence against the student, and
- an opportunity to challenge the charges in front of an objective person, usually in an informal conference or hearing with the principal.
- A written statement to the student and at least one of the student's parents or guardians explaining any disciplinary action against the student.



### **Student Due Process Short-Term Suspension**

- Written communication prior to the hearing of the charges and an explanation of the evidence against the pupil
- A written decision which includes the legal and factual basis for the conclusion that the pupil should be suspended
- If the hearing was conducted by the school board's designee, the decision may be appealed to the school board
- If the hearing was conducted by the school board the decision may be appealed to the NH State Board of Education

### **Student Due Process In Expulsion by the School Board**

- A formal hearing shall be held before any expulsion
- Consideration of the students age, disciplinary history, whether the student has a disability, the seriousness of the violation, whether a positive behavior support program has been in place and whether a lesser intervention would properly address the violation
- If the hearing is held after the expiration of a short-term suspension, the student shall be entitled to return to school after the short-term suspension has expired and pending the expulsion hearing.
- Written notice of the date, time and place of the hearing
- The notice shall also include the charges and the nature of the evidence against the pupil and
- The superintendent's written recommendation for the school board action and a description of the process used by the superintendent to reach his/her conclusion.
- The notice shall be delivered at least 5 days prior to the hearing
- The student has the right to appeal the decision to the NH State Board of Education within 20 calendar days of receipt of the written decision of the school board.

**FIELD TRIPS and FIELD DAY:** 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 Student 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. At HES breakfast is \$1.75 and lunch is \$2.75. Milk is \$0.60. Free & Reduced forms are available in the office. **We encourage every eligible 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. 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, laptops 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. Laptop replacement can be very expensive so make sure you stress proper care of the laptops provided. 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 a 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 are 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 ages 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 3:30 pm Monday through Friday.
- 15. Video surveillance cameras are located on all school grounds.**

**ELEMENTARY SCHEDULE:** In order to schedule: Art, Library, Music and Physical Education efficiently the school has switched to a six-day schedule. The day number for each day will be posted on the elementary school website and a reminder will always be included in the school newsletter. In the event that school is cancelled then the day we return to school will remain the same. For instance, there is a snow day on a scheduled day 2. The next time we return to school it is still a day 2. The advantage to the six-day schedule is students who have a special on Monday don't always miss that special.

### **SCHOOL SPECIALS**

**ART:** Art classes meet once in a 6 day cycle 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 in a 6 day cycle. In 3<sup>rd</sup> 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 first thing in the morning each day. 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 in a 6 day cycle 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, and 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.

**IDENTIFIED 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 another 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 7643.

**TESTING: Throughout** the year, standardized tests 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 NWEA, Measures of Academic Progress (MAP) testing, NH Statewide Assessment System (NHSAS), and the National Assessment of Educational Progress (NAEP). 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 and NAEP are summative tests 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 1, 2023.** 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 1, 2023, no exceptions will be made.**

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 will 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.**

## HINSDALE MIDDLE/HIGH SCHOOL

49 School Street  
Hinsdale, New Hampshire  
Telephone 603-336-5984  
Fax 603-336-7497



Principal, John Barth  
Assistant Principal, Chris Ponce

School Colors: Blue and White  
School Mascot: Pacers

Dear Student and Parents/Guardians:

As the new school year begins it is important to take the time to familiarize yourselves with our handbook. Hinsdale Middle High School Core Values states that we are a community which believes in providing a rich, rigorous, and supportive school experience for all learners. We place value on whole person wellness through:

- Perserverance
- Advocacy
- Collaboration
- Empathy

- Responsibility

- Scholarship

We believe this to be the essence of 21st Century Learning. Hinsdale Middle/High School students will graduate as positive, adaptive individuals prepared to pursue their goals and participate as responsible, contributing members of their community and the world. We strive for our students to be leaders in the classroom, in co-curricular activities, and in our community.

One way to help support students is to provide them with a tool to enable their success. This handbook is one of the tools that will help students to be successful. The handbook includes our School Code of Conduct and valuable information on student life.

If students use the handbook as a guide and resource about our core values, they will be better positioned to become successful learners who will be active contributors to the Hinsdale community.

I look forward to watching you grow and positively contribute to our school and community.

Sincerely,

John J. Barth

Principal

## **GRADUATION REQUIREMENTS**

### **4.0 English**

**3.5 Social Studies** (e.g., American Studies 1/ NH History Embedded.) and ½ credit of 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**

### **17.5 Required Credits**

### **7 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 Board of Education 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 ILBAA, 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 175th 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 or 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 IHBI, Alternative Learning Plans*, shall apply in such an event.

### **ACCELERATED GRADUATION**

Students planning an accelerated path to complete graduation must have a written plan approved by **May 30<sup>th</sup>** of the school year prior to the proposed completion date. IT IS THE STUDENTS RESPONSIBILITY TO ENSURE THAT PLAN HAS BEEN APPROVED AND IS IN PROCESS. FURTHERMORE, IT IS THE STUDENTS RESPONSIBILITY TO CHECK IN ON ANY AND ALL END OF YEAR ACTIVITIES.

### **ADVISORY/SOCIAL EMOTIONAL LEARNING:**

The primary purpose of the morning advisory is to provide every student with an advisor, whose role will include assisting in implementation of the social/emotional learning curriculum and providing oversight for student progress on 21<sup>st</sup> Century Learning Expectations. 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. Students who pass based on the completion of their 21<sup>st</sup> 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 also be 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. Hinsdale Middle/High School 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 must call the school, at 336-5984, between 7:00am and 9:00am. If the office does not receive a call regarding an absence, the school will attempt to reach a parent/guardian to confirm an absence. The School Resource Officer may also become involved.**

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

1. Must include the date and specific reason for the absence.
2. Must be signed by the parent/guardian.
3. Must accompany the students when they return to school.
4. Must be handed in to the office or email at [hmhsattendance@hnhsd.org](mailto:hmhsattendance@hnhsd.org)

**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 and remain in school for the rest of the day in order to participate in extra-curricular 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 and remain in school for the rest of the day.** The administration has discretion to reinstate a student's participation privileges.

For those students whose parents/guardians wish them to be dismissed from school early for legitimate reasons (set forth below), 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. Notes from doctors' appointments, college visits or court appearances must be on letterhead, signed by the appropriate official, and turned in as soon as possible after the students returns to school.

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

### **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.

### **Tardy to School /Class**

Students may be late twice per quarter without penalty. **Upon the third tardy and every tardy there after:**

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 at 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**

It 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 Truant Officer is hereby designated as the district employee responsible for overseeing truancy issues.

**AUTOMOBILE USE:** The privilege of driving a motor vehicle to and from school is extended to students. Due to the limited amount of parking, it is by permit only. Permits are issued to school staff and faculty and to the student body based upon the availability of spaces. Please see the office for the paperwork necessary. All other vehicles are to be parked in the parking lot at Heritage Park. **Automobiles parked illegally are subject to towing at the owner's expense. Periodic checks will be made by the 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 the school grounds.
3. Reckless driving or failure to follow the rules of the road.
4. Being in or around a vehicle during the school day.
5. Parking in an unauthorized area.
6. Loss of driver's license.
7. Transporting students other than siblings to or from school with prior written permission from both the driver and passenger(s) parents/guardians stating a time frame for such transportation.
8. Repeated tardiness.
9. Failure to meet academic, attendance, and behavioral expectations.
10. Students 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.
11. Students with negative balances during the school year may lose driving privileges until balance is paid.

Please see Hinsdale High School Student Application for Private Transportation for complete details

#### **BELL SCHEDULE:**

7:45 Warning Bell  
7:50 Begin Advisory  
8:15 End Advisory  
8:18 Begin Period One  
9:06 End Period One  
9:09 Begin Period Two  
9:57 End Period Two  
10:00 Begin Period Three  
10:48 End Period Three  
10:52 Begin Period Four A  
11:17 End Period Four A  
11:21 Begin Period Four B  
11:46 End Period Four B  
11:50 Begin Period Four C  
12:15 End Period Four C  
12:18 Begin Period Five

#### **Two-Hour Delay/ Rotating**

Warning Bell 9:45  
9:50 Begin Advisory  
9:57 End Advisory  
Omit pd 1 & 2  
10:00 Begin Three  
10:48 End Three  
10:52 Begin Four A  
11:17 End Four A  
11:21 Begin Four B  
11:46 End Four B  
11:50 Begin Four C  
12:15 End Four C  
12:18 Begin Five  
1:05 End Five  
1:08 Begin Six  
1:55 End Six

1:05	End Period Five	1:58	Begin Seven
1:08	Begin Period Six	2:45	End Seven
1:55	End Period Six		
1:58	Begin Period Seven		
2:45	End Period Seven		

Students may enter the building at 7:30 AM.

**BIKE RIDERS:** Students riding bicycles to school must wear helmets and secure bicycles in the bike racks provided the district is not responsible for stolen or lost bicycles.

#### **BOOKS AND EQUIPMENT/COMPUTERS CARE:**

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/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 show 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 maintain 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. Attending monthly meetings.

**All officers are expected to be at all events. If you do not fulfil your duties, you may 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 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 dance for the full duration of the event.** All 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 through Friday. Students receive detention notices in school. Detentions run from 2:50 to 3:30PM. 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 or dentist.

**Administration detentions** will be served in the afternoon, on the last school day of the week from 2:50 to 4:00 PM. Students will receive detention notices in school. Criteria for an administration detention will be automatic on second weekly office referral, skipping a standard office detention, or as determined by administration. Students are expected to be on time, sit quietly, and have work to complete. If no work is available, the administrator will give the student an assignment. Students are expected to serve their detention before going to any extra-curricular activity. If

a student does not serve an administration detention, he/she will be assigned to In-School Suspension on the next school day, and extra-curricular activities may be suspended. In the event that a student cannot serve an administration detention, a minimum of twenty-four-hour notice from parents/guardian is required. At that time, the administration **may** reschedule it to the following week. Administration may cancel or postpone as needed.

### **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 on 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 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 may not consume energy drinks that do not meet the standards outlined in the Hinsdale School District Health and Wellness Policy. 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.

### **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 a school counselor. Appointments can be made for students to meet with their counselors during study hall periods.

Students are allowed to add/drop classes during the first two 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 “WP” their cumulative average at the time of withdrawal if 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:

One day late - 10 points off

Two days late - 20 points off

Three days late- 30 points off

\*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 from 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.), Attendance F’s (F\*) or Windham Regional Career Center (WRCC) may be omitted from being included in Honor Roll on the published lists. Students need to carry more than 5 classes to be considered for Honor Roll.



### **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 5 days from the close of a marking quarter.

### **LUNCH PROGRAM**

Each student will eat A, B or C, lunch, each being 30 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. At HMHS, breakfast is \$1.75 and lunch is \$3.25.

### **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 a 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**

<b>100-97= A+</b>	<b>96-94=A</b>	<b>93-90=A-</b>
<b>89-87= B+</b>	<b>86-84=B</b>	<b>83-80=B-</b>
<b>79-77= C+</b>	<b>76-74= C</b>	<b>73-70=C-</b>
<b>69-68= D+</b>	<b>67-66=D</b>	<b>65= D-</b>
<b>64-0= F</b>		

### **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 year). 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 the 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 and Semi-Formals.

**Members are expected to attend ALL meetings and events, to participate in community service, and maintain their academic achievement.**

### **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 at the beginning of the school year for one study hall period. A student's standing will be evaluated bi-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 of 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 will result in loss of privileges.**
- Students are expected to arrive on time for classes including advisory.
- Students not scheduled for a class must be present in the study hall or must leave the 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 the study hall in the rare event that substitutes are not available, you must remain in the 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 a 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)**

Hinsdale Middle/High School is proud to have a tradition of active membership in the PTSA (Parent Teachers Students Association) from students and parents. Meetings take place on 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 students and parents who do not have internet access available to monitor their progress using Power School. Students and parents are requested to notify the school counseling office if they do not have internet access.

## **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](http://www.hnhsd.org), and click on the Parent Area to access the link to the parent portal. Your password and account information should have been received in the summer mailing prior to the opening of school. 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. Grading for each quarter will be available online in PowerSchool approximately one week after marks close. Report cards are only sent home at the end of the year. The yearly calendar is set by the Hinsdale School Board.

## **STUDY HALL REGULATIONS**

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

1. Report to study hall 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. High School students can use cell phones during study hall. If all their regular schoolwork is completed, students will be expected to have an appropriate free reading book with them and be reading.
8. Students will not be allowed passes to participate in Physical Education classes.
9. Food or water is only permitted in the cafeteria; they are not permitted in any other part of the building.

## 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.

- 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 the teacher's 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. **The School Resource Officer may also become involved.** 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 and in writing when their child is suspended. The principal or his designee may suspend a student for up to ten days. It is the responsibility of the student or parents to get the necessary materials. Upon return to school, and prior to attending classes, the parent(s) and student may be requested to meet with the principal and the student's school counselor.

## **CODE OF CONDUCT AT HINSDALE MIDDLE/HIGH SCHOOL, ON BUSES, and at OFF CAMPUS SCHOOL SPONSORED ACTIVITIES**

Parents, school board members, the faculty, and staff of Hinsdale Middle/High School are immensely proud of Hinsdale Middle/High School students and are interested in encouraging all students to do their best. Toward that end, the code of conduct has been collaboratively developed. It is to be used as an overview rather than as an all-inclusive document. **The principal will determine the severity of the consequences.**

Violations of the Code of Conduct are defined as Level 1, Level 2, Level 3 behaviors. When disciplinary actions are needed, Hinsdale Middle/High School will strive to maintain a constructive approach that focuses on positive behavior change and minimizes any interruption of the educational process. Age and maturity levels require several types of disciplinary action. These factors will be considered when corrective measures are needed.

**LEVEL 1:** (Conduct which impedes the orderly operation of the classroom or school.) These misbehaviors are initially handled by an individual classroom teacher and 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 offence. 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
- 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 a long term suspension and/or 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 activities. 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 people 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**

### **JICJ – ELECTRONIC COMMUNICATION DEVICES**

*Category Recommended - While these policies are not required by law, they are highly recommended for effective school board operations.*

The school community recognizes that the use of electronic communication devices has become commonplace in our society. The use of electronic communication devices creates opportunities and challenges for school districts around the country. The ethical and responsible use of this technology is a critical educational concern in our 21<sup>st</sup> Century global society.

This policy refers to the use of personal electronic communication devices (such as, but not limited to, cell phones, Bluetooth headphones, smart watches, etc.) in the educational setting. This policy employs a developmental approach (elementary, middle, and high school) to the use of personal electronic communication devices in the educational setting.

Elementary school students are prohibited from using personal electronic communication devices on school grounds and during school activities including classes, study halls, lunch, recess, and any other school activity. Elementary school students shall keep personal electronic communication devices safely out of sight, silent, or powered down during the school day, and on school sponsored transportation. Electronic communication devices may be used in a responsible, ethical, and legal manner on transportation to/from athletic events, field trips and other co-curricular activities.

Middle school students are prohibited from using personal electronic communication devices on school grounds and during school activities including classes, lunch periods, passing time, and any activity devoted to teaching and learning. Middle school students are prohibited from using personal electronic devices on any assessment, specifically if it involves academic dishonesty. The only exception to this rule is when a teacher or supervising employee specifically authorizes students to use such devices for a specific and delineated educational purpose. Middle school students shall keep personal communication devices out of sight, silent, or powered down during the school day and on school sponsored transportation. A supervising school employee may direct any student to place their personal communication device safely in a storage area for later retrieval. Electronic communication devices may be used in a responsible, ethical, and legal manner on transportation to/from athletic events, field trips and other co-curricular activities.

High school students are prohibited from using personal electronic communication devices in the classroom and during passing time. High school students are prohibited from using personal electronic devices on any assessment, specifically if it involves academic dishonesty. The only exception to this rule is when a teacher or supervising employee specifically authorizes students to use such devices for a specific and delineated educational purpose. High school students shall keep personal communication devices out of sight, silent, or powered down during the school day, other than during authorized periods. A supervising school employee may direct any student to place their personal communication device safely in a storage area for later retrieval. The legal, ethical, respectful, and non-disruptive use of personal communication devices will be permitted for high school students before and after school, during study hall, and during lunch. Electronic communication devices may be used in a responsible, ethical, and legal manner on transportation to/from athletic events, field trips and other co-curricular activities.

The use of personal electronic communication devices for unauthorized photographing, video or audio recording is expressly prohibited anywhere on school premises and school sponsored activities. Distributing photos, audio or video recordings of individuals is prohibited. The use of personal electronic communication devices is prohibited in school restrooms, locker rooms, or any area where any individual has a reasonable expectation of privacy.

Any use of personal communication devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policy, procedures, or school rules, or engaging in other misconduct.

The irresponsible, unethical, or illegal use of personal electronic communication devices in the educational setting, at school-sponsored activities, and on school transportation is disruptive to teaching and learning and is strictly prohibited. It is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Cyberbullying and sexting are strictly prohibited. Any student found to have engaged in such conduct shall be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity.

If students need to place an emergency phone call during the school day, they should request a pass to the main office. In the event of an immediate emergency, parents/guardians should call the school's main office.

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

The district shall provide opportunities to educate students and families on the ethical and responsible use of current and emerging technologies in the educational setting.

The Superintendent/designee 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.

The administration shall carry out the provisions of this policy as outlined in the student code of conduct.



Revised: September 2014

Revised: February 2006, May 2006, April 2010

First reading of the Hinsdale School Board 1-14-15

Final Reading of the Hinsdale School Board 2-10-15

Reviewed: August 17, 2022

First Reading: January 12, 2023

First Reading after review by the School Board Policy Committee: May 3, 2023 (former policy name: *JICJ - Unauthorized Communication Devices*)

Final Reading: June 13, 2023

### **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, and the device will need to be turned in to the office at the beginning of each day for five (5) school days.

**Third 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's office. The student will turn in the cell phone to the main office for ten (10) school days at the beginning of each day. At the principal's discretion, the student may receive detention or in-school suspension.

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 exceeding five (5) days.

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

## **TESTING**

NH State testing will be conducted for students in grades 6-8 and 11 please check the website for dates. All students are required to take the test. Students and parents are encouraged to put forth their best efforts during the weeks of the testing periods to demonstrate proficiency in the areas tested by the state. Testing dates and times are subject to change.

## **WINDHAM REGIONAL CAREER CENTER (WRCC)**

Up to three credits may be available towards graduation. Students attending the WRCC (WINDHAM REGIONAL CAREER CENTER) 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 without written permission from both parents.
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. Students/parents will sign a WRCC Contract.
8. Honor roll for WRCC will be calculated after WRCC grades are final.

Students with excessive absences and disciplinary records at the WRCC will be reviewed concerning continued attendance at the center.

# Hinsdale School Board Policies

## To Parents/Guardians:

**Please see some key policies using the links below. It is your obligation to reach out to the school district if you have any questions regarding school policies and procedures. Furthermore, it is your responsibility to inform your child(ren) that it is their responsibility to follow all of the school rules.**

**For the complete Policy Manual please see the website or go to: <https://bit.ly/3Jq9Fvh>**

## Policy

[AC - Non-Discrimination](#)

[ACE - Procedural Safeguards: Non-Discrimination](#)

[ADB - Drug-Free Workplace](#)

[ADC - Tobacco Products Ban Use and Possession](#)

[EBCA - Crisis Prevention and Emergency Response Plans](#)

[EBCB - Fire and All Hazard Drills](#)

[EBCE - School Closings](#)

[EFAA - School Lunch Program Meal Charges](#)

[EFC - Free and Reduced-Price Lunch Policy](#)

[GBEC - Drug Free Schools](#)

[IJ - Instructional Resources and Instructional Resources Plan](#)

[IJO - Community Resources](#)

[IJOA - Field Trip and Excursions](#)

[IJOE - Volunteers](#)

[IKB - Homework](#)

[IKL - Academic Integrity and Honesty](#)

[JEB - Age of Entrance](#)

[JH - Attendance, Absenteeism and Truancy](#)

[JHC - Student Early Release Precautions](#)

[JIC - Student Conduct](#)

[JICA - Student Dress Code](#)

[JICD - Student Discipline and Due Process](#)

[JICDD - Student Discipline/Out-of-School Actions](#)

[JICH - Drug and Alcohol Use by Students](#)

[JICJ - Unauthorized Communication Devices](#)

[JICK - Pupil Safety and Violence Prevention – Bullying](#)  
[JICL - School District Internet Access for Students](#)  
[JICL-R - Acceptable Internet Use Procedures – Students](#)  
[JIH - Student Searches and Their Property](#)  
[JHJB - Searches of Student Automobiles on School Property](#)  
[JHJD - Student Interviews and Interrogations](#)  
[JJA - Student Activities & Organizations](#)  
[JJIB - Interscholastic Athletics](#)  
[JJIC- Eligibility for School Athletics](#)  
[JJIF - Guidelines for Proper Sportsmanship](#)  
[JKAA - Use of Restraints and Seclusion](#)  
[JKB - Detention of Students](#)  
[JLCD - Administering Medication to Students](#)  
[JLCDA - Administering Medication to Before & After School](#)  
[JLCF – District Wellness Policy](#)  
[JLCG - Exclusion of Students from School](#)  
[JLCI - Coordinated School Health Program](#)  
[JLCJ-Concussions & Head Injuries](#)  
[JLD - School Guidance Programs and Services](#)  
[JLDBA - Behavior Management and Intervention](#)  
[JLDBB - Suicide Prevention & Response](#)  
[JLF - Reporting Child Abuse or Neglect](#)  
[JLIE - Student Automobile Use](#)  
[JRA - Access to Student Records – FERPA](#)  
[KA - School, Family and Community Partnerships](#)  
[KB - Title I Parent Involvement in Education](#)  
[KE - Public Complaints](#)  
[KEB - Public Complaints about School Personnel](#)  
[KFA - Public Conduct on School Property](#)  
[KI - Visitors to the Schools](#)