



**Student and  
Parent Handbook**

**School Procedures Manual**

**2023-2024**

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## **Henniker Community School Mission**

In partnership with our families and our community Henniker Community School provides a challenging and equitable education for all learners in a safe, respectful environment.

## **Henniker Community School Core Beliefs**

We believe that each child is important and that as a school we must reinforce the self-worth of our students by respecting their individual rights and beliefs and providing them access to a curriculum that accommodates their individual interests, challenges them, and stimulates their inner drive to learn.

We believe that learning happens over a lifetime and is a process involving risk-taking, failure, and success and that as a school we must help students to understand this process as necessary for success in school and in the 21<sup>st</sup> century workplace.

We believe that we are partners in the learning process and that the school can only help each student to develop as creative problem solvers, critical thinkers, and ethical decision makers through an engaging partnership with the Henniker community and its families.

# Student Code of Conduct

## STUDENT RIGHTS:

### Free Public Education

- ❖ Each student has the right to receive an education that is meaningful and useful and which provides equal opportunity regardless of the student's race, marital status, religion, national origin, language, gender or ability.
- ❖ Students have the right to attend public school in the district in which they live.
- ❖ Students have the right to attend public elementary and secondary school until age 21 or graduation.
- ❖ Students have the right to obtain free textbooks and educational materials necessary to assigned courses of study.
- ❖ Students have the right to participate in the making of decisions affecting their lives in school within the limits of school board policies.
- ❖ Students have the right to be represented by the Student Council, selected by free school elections sanctioned by school officials.

### Freedom of Expression

- ❖ Students have the right to express their opinion either verbally or symbolically as long as such expression does not infringe upon the rights of others or coerce others to join in their mode of expression.
- ❖ Students have the right to freedom of speech even if such expression is considered unpopular or controversial. When speaking or writing, students are responsible for:
  - Not being obscene or defamatory,
  - Not ridiculing or causing a person to be ridiculed,
  - Not causing or encouraging unlawful behavior or a serious disruption to the orderly operation of the school.
- ❖ Students have the right to seek truth by examining opposing ideas and to express such ideas in an orderly manner.
- ❖ Students have the right to print and distribute written forms of expression on school grounds. The right does not include the use of the school's copying, communication equipment, and/or consumable supplies.
- ❖ School sponsored publications shall be as free as other news media in the community to report news and to editorialize.

### Assembly and Petition

- ❖ Students have the right to assemble peacefully.
- ❖ Students have the right to organize any club or association for any legal purpose in accordance with school policy.
- ❖ Students have the right to circulate and present petitions.
- ❖ Students have the right to initiate or sign a petition without being subjected to disciplinary measures.

### **Privacy and Student Property**

- ❖ Students have the right to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures.
- ❖ Lockers and desks are public school property and as such students have no expectation of privacy from the school administration.
- ❖ Students have the right to expect that searches will only be conducted by the school administration for cause.

### **Dress and Grooming**

- ❖ Students have the right to expect school authorities to state their requirements for dress and grooming in writing and make such policies widely available to parents and students. Such policies shall be clear and reasonable.

### **Discipline**

- ❖ Each student has the right to fair, consistent and appropriate discipline.
- ❖ Each student has the right to be informed of school rules and sanctions.
- ❖ Students have the right to due process in disciplinary matters, including the right of grievance, a fair hearing, and the right of appeal. Due process requires that an individual be given notice of the violation(s) for which that person is charged and be given the opportunity to answer the charges.
- ❖ Appeal Process: Students have a right to appeal disciplinary action to the Principal, then to the Superintendent, and beyond that to the Henniker School Board.

## **SCHOOL RULES:**

We are HCS. We are

|   |             |
|---|-------------|
| H | Hardworking |
| C | Caring      |
| S | Safe        |

This means adhering to the rules, procedures, and guidelines presented in this handbook, communicated by school officials, and laid out in School Board policy and applicable law. It also means treating one another with respect and:

1. Leaving valuable personal possessions at home, unless they are necessary for an educational purpose and you have parent and teacher permission to have them at school.
2. Turning-off and putting away cell phones and digital devices from the time you arrive at school or board the school bus, until the time that you leave unless their use is authorized for an educational purpose by a supervising classroom teacher.
3. Being appropriate with displays of affection, language, and dress.
4. Being an UpStander. Bullying, cyber-bullying, harassment, and sexual harassment are not tolerated.
5. Being respectful of staff, each other, school property and our learning environment. Graffiti and vandalism are not tolerated.
6. Following sign-out or pass procedures when leaving any classroom location, cafeteria or recess to go to the restroom, nurse, office or going to another teacher / classroom.
7. Following sign-out procedures when leaving school.
8. Remembering that fighting, physical aggression, guns, knives and other weapons, alcohol, drugs, and all forms of tobacco are forbidden on school property. Threats against others or the school will not be tolerated.

**STUDENT CONDUCT PLEDGE:**



**Henniker Community School Mission:** In partnership with our families and community we provide a challenging and equitable education for all learners in a safe, respectful environment.

In keeping with our mission, I will follow school rules, be a good role model, and strive to be an active member of a positive learning community who lives up to what it means to represent H.C.S. I will be hardworking, caring, and safe.



## **DISCIPLINE:**

All students are expected to abide by the school rules and live up to the student conduct pledge. Discipline at Henniker Community School means assisting students in their growth toward becoming responsible and socially appropriate adults. Learning appropriate behavioral responses, positive decision-making, and prevention of future misbehavior are emphasized in all disciplinary action. To that end discipline involves logical consequences, restitution, and relearning.

**Logical consequences** follow behaviors that are unexpected and are designed to prevent behaviors from recurring. Logical consequences could include finishing work missed before attending recess, time/away or taking a break, time away from recess or a desired item, supervision during snack, recess, lunch, or bathroom breaks.

**Restitution** involves the student making amends for his or her actions. Restitution may involve an apology, helping in the classroom, cleaning-up or repairing a damaged item, community help, errands, or writing a note or drawing a picture.

**Relearning** involves the student engaging in an activity to reactivate prior learned knowledge and skills. Relearning may involve the development of a classroom or school behavior plan, working with a social story, or writing a note home.

The disciplinary action taken corresponds to the level of unexpected student behavior demonstrated by the student. Three levels of unexpected behavior and the kinds of disciplinary action students might expect from a staff members at each level are listed below. Repeated infractions at any level will result in further interventions and more significant disciplinary action.

**Level 1 Behaviors** include rule violations and behaviors that may impede orderly classroom procedures, interfere with the normal operation of the school, or disrupt school climate. Disciplinary action for these behaviors is taken by an individual staff member and includes natural consequences and restitution.

**Level 2 Behaviors** significantly disrupt the climate of the school, pose a threat to health and safety, and/or are directed against persons or property. Disciplinary action for these behaviors is taken by school counselors, SSC staff, and/or school administrators and includes natural consequences, restitution, and relearning.

**Level 3 Behaviors** include behaviors that are directed against persons or property, seriously endanger the health or safety of others, and may be illegal or violate school board policy. Violations of law, threats against others or the school community, use of tobacco or other substances are reported to law enforcement.

Included among the disciplinary actions teachers or administrators may implement:

**Recess or lunch detentions:** The student stays in an isolated area supervised by a staff member.

**After-school detention:** If a student receives an after school detention, parents can expect 24-hour prior notification. Detention may be served from 3:00-4:00, on the day of the incident if

the parent can be contacted and transportation arranged. Students will be expected to serve all assigned detentions or be prepared for further disciplinary action.

**Social Probation:** As determined by an administrator, the student may lose the privilege of attending after school activities, recess, field trips, dances, co-curricular activities, and/or Activity Block due to repeated infractions of school rules. Social probation can last up to 30 days.

**In-school suspension:** As an alternative to out-of-school suspension, the administrator may assign in-school suspension in which case the student will be isolated from all other students for the entire day or a portion of the day. He/she will be in a supervised area and will be allowed to complete assigned work for the day. Notice of suspension will be included in the student's cumulative file.

**Out-of-school suspension:** Up to ten days of out-of-school suspension may be assigned by an administrator. Out-of-school suspension is usually followed by in-school suspension to help the student transition back to school. Up to an additional ten days of out-of-school suspension may be assigned by the Superintendent of Schools. Notice of suspension will be included in the student's cumulative file.

**The school administration reserves the right to modify consequences assigned to students.**

## Programs And Services

**ACTIVITY BLOCK:** Students in grades 5-8 have activity blocks scheduled periodically throughout the year. Activities rotate throughout the year and students are given an opportunity to choose the activity. Students who have not completed current assignments and/or who have not met behavioral expectations will be assigned to a guided study hall.

**HCS ACTIVITY DAY:** is a day each spring when parents and friends teach crafts, games and unique skills to students. Past activities have included nature walks, fishing, and science experiments.

**ADVISORY PROGRAM (TAG):** Teacher Advisory Group, also known as TAG, is a program for grade 7 and 8 students. Each student is assigned to a faculty advisor and participates in an advisory group with approximately 12-14 other students. Each TAG meets daily.

The purpose of the TAG program is to ensure that each student is well known by at least one adult, to give students a sense of "belonging" to their school, to provide students an opportunity, in a formal way, to deal with issues related to their school experiences that are of concern to them, to allow students the opportunity to suggest topics that might be discussed, and to establish a communication network among students, parents and school staff.

TAG leaders may run special activities throughout the year. Parents should feel free to contact their child's TAG leader whenever they have questions or concerns about their child's academic or social development.

**ATHLETICS AND COCURRICULAR ACTIVITIES:** Students in grades 5-8 have the opportunity for interscholastic competition. Cross country, soccer, and track and field have been offered through the school. Henniker's community sports program offers soccer, basketball, baseball, softball and youth hockey.

Other sports and recreational activities are available through after-school programs offered at the school by outside organizations. These may include, but are not limited to: aerobics, dance, gymnastics, volleyball, skiing, football, golf, tennis, bicycling, hiking, fishing, and scouting. We also have students who participate in unified volleyball and in Special Olympics.

**Attendance at school** for at least ½ day is required on any day that a student expects to participate in an athletic event. Late arrival or an early dismissal will not preclude a student from participating in an event. Students on suspension will be excluded from activities occurring on the same day.

**CHILD FIND:** SAU24/Henniker School District provides a free, appropriate public education to all students with educational disabilities between ages 2.5 and 21 who reside within the jurisdiction of the school district. As part of our Child Find Program, the District wishes to identify and evaluate all children ages 3-21 who may be educationally disabled. If you suspect your child has a disability requiring special education services, contact the following:

For children aged birth to 2.5 years: concerns should be shared with Community Bridges Early Support Services at 603-225-4153.

For children from 2.5 years of age through grade 8: concerns should be shared with the Henniker School District Student Services Coordinator.

For children from grades 9-12 and less than 21 years of age: concerns should be shared with the John Stark Regional High School Student Services Coordinator.

The child find shall include children who are placed unilaterally in private schools within the geographic boundaries of the local school district by their parents without involving the LEA.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) K-12:** Children who cannot yet effectively learn school subjects in English are entitled to services that will allow them to improve their English Language skills.

Particular attention is paid to their skills in reading comprehension, writing and in "higher order" critical thinking skills.

HCS requires a home language survey as a requirement of the enrollment process and uses information from that survey to trigger an assessment by the ESOL coordinator for ESOL services. The overall goal of a program developed for an ESOL student is to provide ESOL instruction of sufficient intensity that the student can successfully access the mainstream curriculum.

For more information about ESOL services at HCS you may contact the Student Services Coordinator.

**EXTENDED LEARNING PROGRAM:** The mission of the Henniker Community School Extended Learning Program is to enhance the learning and develop the talents of all students, within and beyond the existing curriculum. Teachers, parents and students share the responsibility for identifying individual talents and interests, and for using school and community resources to collaboratively provide enrichment experiences which appropriately challenge each individual, thus helping all students to achieve their full learning potential.

**GUIDANCE AND SCHOOL COUNSELING:** Two school counselors and a school psychologist serve our students. The primary function of the school counselor is to assist students either directly or through consultation with parents and staff to:

- develop positive self-esteem;
- understand themselves and others;
- build positive peer relations;
- express themselves and their feelings; and
- make good choices and decisions.

Counselors are available for scheduled meetings with parents, staff and students. They may see students individually, in small groups, or as entire classes. They often are able to assist parents by making referrals to outside agencies, which may be more appropriate for meeting specific individual needs. The counselors may be a resource for conflict resolution and run our Student Success Centers.

Students may be referred to or scheduled to meet with the school psychologist.

**HEALTH SERVICES:** A full time school nurse provides health services to students in the Henniker Community School. The role of the nurse is to promote and protect the health of our students, thus reducing health barriers that may interfere with the attainment of educational goals.

The nurse maintains health records on all students recording such important information as height, weight, results of vision and hearing screening, allergies, special health problems, immunizations and physical examinations. Parents should notify the nurse of any change in their child's health status, especially if it involves a communicable disease.

**KINDERGARTEN:** Henniker Community School offers full-day kindergarten. Kindergarten follows the same school calendar as the rest of the school. The curriculum emphasizes the development of language, social-emotional, literacy and math skills.

**LIBRARY SERVICES:** The mission of the Henniker Community School Library is to ensure that students can effectively locate, evaluate, organize, use and share ideas and information as critical thinkers, lifelong learners and productive citizens. Literacy and a love of reading are actively promoted.

The library provides a variety of materials that support the curriculum as well as student interests. In addition to books, the library also has e-books, audiobooks, magazines, Kindles, Chromebooks, and subscription databases available for student use.

The number of books that a student may borrow varies by grade level and is dependent on the student's borrowing history. Our goal is that students may borrow as many books as they like. Books are generally due after two weeks, but may be renewed as needed.

Students in grades PreK-5 come to the library each week for library instruction and to select books. Library instruction is aligned with the AASL Standards for the 21st Century Learner and ISTE National Educational Technology Standards. Individual students may visit the library during the school day, with a pass from their teacher.

**PARAEDUCATORS (Paras, Paraprofessionals)** help us to provide a challenging and equitable experience for students by working with students individually or in small groups, implementing IEPs, and delivering curriculum. Paraprofessionals, as well as teachers, supervise the students on the playground and in the cafeteria. It is important that students follow their directions, just as they would a teacher.

**PRESCHOOL:** Henniker Community School offers a fully inclusive preschool program for 3- and 4-year-old children. Tuition is set annually by the School Board.

Preschool students may be picked up after the morning session or dropped off for the afternoon session using the drop-off lane at the main office entrance. Drivers are asked to stay with their vehicles.

**PTA:** The Henniker PTA holds meetings each month, September through June. Their officers, executive board, and general membership are dedicated to providing programs and support to enhance the education of the students of Henniker. The PTA is a collaborative endeavor and to be successful needs your help and some of your time.

**SECTION 504 OF THE REHABILITATION ACT OF 1973 & ADA AMENDMENTS OF 2008:** Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities educated in school districts receiving federal financial assistance and this nondiscrimination policy extends to all school programs regardless of whether the specific program receives federal funds directly. This provision extends to both students and staff members. The American Disabilities Act (ADA) contains the same provisions.

Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with a disability receive:

- A Free and Appropriate Education (FAPE)
- An education comparable to a non-disabled student
- Identification, evaluation, and the provision of appropriate services
- Procedural safeguards and parental/student rights

Section 504 protects any student who:

- has a physical or mental impairment that substantially limits one or more major life activity;
- has a record of such impairment;
- is regarded as having such an impairment.

Any student may be referred for consideration of eligibility for Section 504. If a student is determined eligible a 504 Plan is developed to provide reasonable accommodations and/or services.

HCS will make reasonable accommodations and modifications to its programs and activities to accommodate otherwise qualified disabled students, unless such modifications would impose an undue burden on the operation of the particular program, or would alter the fundamental nature or purpose of the program. HCS will seek to assure that the educational services provided to otherwise qualified disabled students are reasonably calculated to afford such students an equal opportunity to achieve educational benefit as is provided to nondisabled students.

The Section 504/ADA Coordinator for HCS is the Student Services Coordinator.

**SPECIAL EDUCATION:** Henniker Community School is committed to meeting the educational needs of all students residing within our school district. The staff includes specialists who provide direct instruction to students needing support and provide assistance to classroom teachers working with many different learning needs. Teachers, parents or other interested individuals should be aware of the referral procedure for sharing concerns regarding the academic progress of an individual student. All parents have rights guaranteed by federal law. These, along with the referral procedures, are available for any parent to review.

**STUDENT SUCCESS CENTER (SSC):** The SSC is a place in our school where all students can access academic, social, emotional and behavioral support. It is available to students who are struggling with the expectations of the school day. Students may be referred by a teacher and/or a parent to the SSC to learn how to identify issues that concern them and develop appropriate strategies for dealing with them. The SSC can also be used proactively by students as a support for working through any immediate issues.

The SSC serves all students and provides direct instruction in social and emotional skills that impact behavior choices. In the SSC, students learn appropriate replacement behaviors and develop a plan to assist them when they need it. The SSC provides support for students to take responsibility for their choices and for how they respond to other people's choices of behavior.

The classroom teacher is always the main contact with parents and will inform parents if he/she has concerns about student behavior. The SSC teacher may also make a phone call home, but it is important to understand that parents can and should make contact with the SSC teacher if they have any questions or concerns at any time.

It is important to understand that consequences for unexpected behavior are assigned by staff referring students to the SSC or by the school administration.

**TITLE I:** In SAU24, Title I funds are used in all of our schools to assist students as early as possible in the areas of math and reading. SAU24 Title I schools include Henniker Community School, Center Woods Elementary School, James Faulkner Elementary School, Weare Middle School, and John Stark Regional High School.

**VOLUNTEERS:** We invite parents, family and community members to become involved in our school. There are many ways to contribute to the education of your own child or the children in your community. Share a special talent, talk about your work, tutor a child in a classroom, organize and lead activities on the playground, help teachers make games or other materials, or become a reading buddy. Volunteers must meet the requirements set out in School Board policy IJOC.

**WEBSITE:** The school maintains a website with links to newsletters, lunch menus, and school calendars.

## School Procedures and Expectations

**APPEALS:** The parent(s)/guardian(s) of a student have the right to appeal disciplinary decisions. Appeals should be made first to the Principal, second to the Superintendent, and finally to the School Board.

### ARRIVAL AND DISMISSAL:

For information about the Before & After School Program at HCS, please contact White Birch Center at 428-7860.

Morning arrival will be from 7:50-8:05. Students will arrive, walk on the green pathway to the appropriate entrance, and proceed directly to their classroom.

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|-----------------------------|--|
| From the bus:               | K-4 students use white building entry<br>Grades 5-6 use courtyard entry and proceed to their staircase<br>Grades 7-8 use courtyard entry |
| Independent Walkers:        | All enter the building at the flagpole entrance  |
| From family transportation: | All students enter the white building from the door at the drop off.   |

Classroom teachers will meet their students at the classroom door daily. Staff members are also posted in our hallways to greet students and to assist students who need help finding their classroom.

Afternoon dismissal will be from 2:20-2:30. Students will be dismissed according to plans posted in Pick Up Patrol (PUP).

If your child needs to be dismissed for an appointment, it should be no later than 2:05 PM so as to not interfere with dismissal.

**ATTENDANCE:** Education is a social process. Significant learning occurs through the interaction of students and teachers. After school help and/or assignments sent home cannot duplicate the give and take that occurs within the classroom during regularly scheduled class time. NH State Law says:

"Every child between 6 and 18 years of age shall attend the public school within the district or a public school outside the district to which he is assigned or an approved private school during all the times the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or make it desirable." (NH RSA 193:1)

School administrators will take whatever steps are necessary to see that students attend school. Parents will be notified if absence or tardiness becomes a problem. If uncorrected, the truant officer will be contacted and asked to investigate. When appropriate, legal action will be taken by the school to ensure student attendance.

School Board Policy JH covers expectations for attendance.

**Absence:** If your child will not be attending school on any given day, report the absence using Pickup Patrol or call the school at 428-3476 by 7:30 AM. There is a voice mail system available to take messages from 3:45 PM to 7:45 AM. This procedure has been set up to protect students and assure both the school and the parents that each child who leaves home in the morning does indeed arrive at school. Office staff will make every effort to contact parents to confirm an absence if no message is received.

**Tardiness:** All students are expected to arrive at school on time. Students arriving after 8:05, the start of school must report to the office before going to class. The accumulation of five tardies in one marking period will result in a follow-up by the guidance counselor with the student and the parents.

**Early Dismissal:** Please make every attempt to avoid scheduling appointments that conflict with a child's school day. If a parent/guardian is aware that the student will be leaving school early, parents should update Pickup Patrol to include dismissal information. Upon arrival at school, parents/guardians should check in with the office to complete the dismissal.

Please note students will only be dismissed/released to the custodial parent(s) or to someone designated in writing by the custodial parent. "Custodial parent" is defined as the "parent(s) with whom the child resides". Students will be released to persons listed as Emergency Contacts in case of emergency. It is the responsibility of all parents to notify the school if changes occur in the legal custodial arrangement for a student and to keep student information current as changes occur. This can be completed as part of annual enrollment or by contacting the school office.

**Missed Work:** Students will be provided with make-up work in case of an absence due to illness. It is important for middle school students to take the responsibility of contacting their teacher(s) for work missed due to absence.

**BOOKS AND OTHER SCHOOL PROPERTY:** Students and families are financially responsible for the replacement cost of any lost/damaged school property. Families will sign receipts for school issued Chromebooks annually.

**BOUNDARIES AND OFF-LIMIT AREAS:** Students are required to remain within the playground boundaries when outside. The playground boundaries are the edge of the playing field, the stonewall behind the play area, and the paved driveway and parking areas. **Students are not permitted to leave the school grounds.**

For safety and supervision reasons, students are not allowed inside the building before the start of school, during lunch recess, or after dismissal unless they have permission from a staff member.

**BUS TRANSPORTATION:** Only students assigned to a bus route are allowed to ride that bus route. Parents are responsible for transporting students to the home of a friend after school.

Riding the bus to and from school is a privilege. Students riding the bus are responsible for following the instructions of the bus driver and observing posted rules. Bus drivers have been instructed to report any behavior problems to the administration. Students whose behavior is a problem may lose their bus riding privileges. See SAU24 Bus Ridership Contract in the addenda.

A bus driver will submit a written referral to the main office for any student misbehavior on the bus which, in his/her opinion, needs follow-up disciplinary action. The school administration will: investigate the behavior, provide written or verbal warning, and contact the parent(s)/guardian(s). After a second report of problem behavior, the school administration will provide logical consequences such as the temporary or indefinite suspension of bus-riding privileges.

Bus routes are posted on the school website.

**COMMUNICATION:** It is our goal to maintain open communication between school and home to best serve the interests of our students. There are many ways to learn about events and programs including handouts,



newsletters, and our website. Should you have questions or concerns not covered in the above communications, please feel free to call the school at 428-3476.

**School-to-home and home-to-school:**

Parents / Guardians should utilize the *Pick-Up Patrol* app to communicate their student's end of day pick up or transportation plan. Information about *Pick Up Patrol* can be found on the school website. Changes to plans should be submitted before 2:00. If there is a need for a change of plans after 2:00, please call the office.

Parents and teachers are encouraged to keep an open line of communication with each other. Every teacher has a telephone extension, a voice-mail system where messages can be received at any time, and an email address. Please take advantage of this opportunity to communicate at a convenient time any questions or concerns that you may have. Phone calls to teachers during the school day will be routed to voicemail.

Issues are resolved most efficiently when directed to the staff member who has immediate contact with the student. Therefore, your child's teacher is usually your first and best contact in such cases. However, others available to assist you are guidance counselors, psychologist, school nurse, secretaries, and administrators. If you are in doubt as to whom to contact, simply state the nature of your concern to the receptionist and your call will be directed to the appropriate staff member. If you remain concerned after having spoken to the staff member, we request that you contact a building administrator.

The typical chain to follow when concerns are not resolved is: teacher, other staff (counselors, nurse, psychologist, therapist), Special Services Coordinator, Assistant Principal/Principal, Superintendent, School Board.

**Telephones** are available for student use during the school day with teacher permission. Students should not be connecting with parents/guardians from cell phones.

**Cell phones** are not permitted for student use during the school day. Please refer to the "Cell Phone and Digital Device Agreement" (page 23).

**COMPUTER USAGE & INTERNET**

See Henniker School District Policy IJNDB

K-8 Students will be issued 1:1 Chromebooks for the school year. The Chromebook is an important learning tool and is to be used for educational purposes only. Using the Chromebook means agreeing to the Acceptable Use Guidelines in the HCS Student and Parent Handbook and abiding by all local, state, and federal laws.

Student and Parent Technology Expectations for Chromebooks

- Treat the Google Chromebook with care. Be mindful not to drop it, get it wet, leave it outdoors, or use it with food or drink nearby.
- Store the Chromebook in a safe location when not in use.
- Expected use and care of Chromebooks is the responsibility of the student and parent when outside of school. Student use should be monitored for security and safety.
- Do not modify any software on the Chromebook.
- Charge your Chromebook every day for school use.
- Chrome books are HCS school property, students and families will be responsible for the repair cost of any damage to their school issued chrome book which can be attributed to mishandling, misuse, or neglect.

Students in grades K-5 will leave their Chromebooks at school. Students in grades 6-8 may transport their devices between school and home.

Our supply lists ask that students have earbuds/headphones (with microphone capability) to keep in their classroom (K-5) or backpack (6-8).

**DANCE AND SOCIALS:** Henniker Community School students in grades five through eight may attend socials/dances which have been advertised for their grade level. A permission form acknowledging parent/student understanding of the following rules will be sent home to be signed by both and returned to the school office **at least** one day before the date of the dance/social to allow the student to attend these events.

1. Students absent from school because of illness or suspension will not be allowed to attend the dance on the day of the absence.
2. Students will not be allowed to leave the dance early unless the Student Council Advisor receives written permission from the parent and the student is dismissed to an adult. Once a student leaves, s/he will not be allowed to return.
3. Guests may attend socials/dances which have been advertised for their grade level if a guest request form has been completed and returned to the office at least two days before the dance to be approved by the school administration. Request forms are available in the main office.
4. Parents are welcome to attend and are encouraged to volunteer as chaperones.
5. Parents should arrange to have their students picked up by the designated time. (Stragglers remaining MAY lose future social/dance privileges.)
6. Students will not be allowed to run around inside the building or engage in aggressive physical behavior. Anyone asked to leave the dance for unacceptable behavior may forfeit his/her right to attend future socials or dances.
7. Students are expected to dress appropriately and follow the school dress code.
8. Students on social probation due to disciplinary infractions will lose the privilege of attending dances.
9. All cell phones will be turned off and put away until the end of the social/dance. If they are in use during the social/dance supervising staff will hold the cell phone until the end of the social/dance.

**DISCIPLINE:** The student code of conduct outlines the rights, rules, and consequences that students and parents may expect.

**DRESS:** Students are expected to be well groomed and appropriately dressed. Any form of dress that distracts or is disruptive to the education process will not be accepted.

**Safety** - Sneakers are the best footwear for students involved in a number of activities during the school day. Children may be excluded from activities if their participation is deemed to be unsafe due to clothing and footwear.

**Weather** - Dressing in layers is the best way to prepare for a comfortable day. The temperature varies greatly from early morning to mid-afternoon, from inside to outside.

**Style** - Children should be dressed comfortably in clothes that are appropriate for school activities.

**Distractions** - Printed messages on clothing that reference the drugs, alcohol, tobacco or are obscene are not permitted in school. Hats/head coverings may be worn inside the building when they don't present a distraction or safety concern. Parents are encouraged to exercise discretion when dressing children in clothing that is disruptive to the educational process.

Any student dressed in a manner deemed by the administration to be unsafe, distracting or disruptive will be asked to phone his/her parents who will need to provide a change of clothes as soon as possible. The student will be held out of class until the change is made. If a parent cannot be reached or is unable to provide a change of clothes, the student will be given the choice of alternate clothing provided by the school or placed on an

in-school suspension for the remainder of the day. We appreciate parental support in enforcing this code and maintaining a safe and respectful school atmosphere.

**EMERGENCY DISMISSAL AND REUNIFICATION:** Should an event at the school mandate reunification of students with their parent/guardian, notification will be via the same alert system used for snow cancellations and delays. The notification will include the location for student pickup. At the reunification site, parents/guardians should be prepared to present a photo ID and complete a dismissal form. Copies of these forms are available on the school website. Thank you for your patience with reunification. We share the same goal: getting you and your son/daughter back together as quickly as possible.

**EMERGENCY DRILLS:** Emergency drills will be conducted over the course of the school year to teach students ways to maintain their safety and health in various situations. Students are expected to follow adult directions and procedures during these drills.

**FIELDWORK:** Over the course of a school year students will continue their learning outside of the classroom by conducting fieldwork. Students are expected to provide their own lunch and pay any cost of admission to work sites. Parents are often invited to serve as chaperones.

A permission slip for "walking field trips" is sent home for parents to sign at the start of the school year. This will be in effect all year and will enable teachers to take classes to destinations and/or on walks in or around the center of Henniker. No trips will be taken without written notification to parents.

Transportation for other trips is provided by school bus and/or parent drivers who meet the requirements of School Board policy.

In accordance with NH law, any child less than 6 years of age AND less than 55 inches in height shall be properly fastened and secured by a child passenger restraint which is in accordance with the safety standards approved by the US Dept of Transportation. When traveling for school purposes in a private vehicle, children must ride in an approved booster seat if they fall within the above-mentioned guidelines.

Parents will be asked to provide the booster seats for fieldwork transportation.

**FOOD SERVICE:** Food service is provided by a contracted vendor. Menus are published monthly and available online and at the school office. A variety of healthy and nutritious options are available daily. Please notify the foodservice office in writing if your student has food allergies or sensitivities or if you wish to put purchasing restrictions/limitations on their account.

Payments are made on a debit system. Deposits can be made to students' accounts at any time online or in an envelope (marked with the student's full name, grade or homeroom, date, and amount enclosed). No student will be denied a meal at lunch but should a student have a negative balance they will only be served a standard lunch until the balance is paid in full (no a la carte items).

Henniker Community School participates in the Free and Reduced Lunch Program and forms are sent home with each student at the beginning of the school year. Families who fall within the financial categories outlined on the forms should complete and return these applications for free and reduced cost lunch. Parents will be informed when applications have been reviewed and approved or denied. All information is kept confidential as required by Federal regulation. Family circumstances can change during the school year. For that reason, free and reduced applications can be completed at any time during the school year but will apply only to meals served after the date the application is received. Free and reduced funds cannot be used to cover past balances. Contact the school nurse for information about this program.

**Breakfast/Snack** is served daily. All students have the opportunity to purchase breakfast/snack each day. Breakfast/Snack is delivered to K-6 students at their snack time. Students in grades seven and eight have breakfast/snack in the cafeteria.

**Lunch** is served daily. At least three choices are offered to all students at their scheduled time.

**GRADES AND GRADE REPORTING:** Grades are an evaluation of how well a student performs against content and skill standards as demonstrated through classroom activities and assignments. The school year is divided into three marking periods called trimesters. Student progress will be reported to parents throughout the term in various formats depending on the grade level. At the end of each term the school will provide the student and his/her parents with a summary report of his/her academic and social development. Parents are encouraged to contact the teacher(s) at any time to discuss concerns.

Under some circumstances, an "incomplete" status may be given at the middle school level. In such instances, a student must have completed the work by the third week of the next term, or by June 30 in the case of the final term.

**GRADE 9 PROMOTION:** Students must be passing all core subjects to be eligible for promotion to grade 9. Students who do not meet the requirements for promotion will not participate in the promotion ceremony or be permitted to participate in end-of-year activities. They will be expected to attend classes through the end of the school year with the goal of improving their grades to the point that they will be eligible for high school in September. Should any student fail to bring his/her grades to a passing status by the end of the week he/she will need to complete an approved summer school program in order to be eligible for promotion to grade 9.

The date for the eighth grade promotion ceremony will be determined in the spring and parent notification will be made.

#### **HEALTH GUIDELINES:**

1. If a child must take prescription medication during school hours, you and your physician must sign a Prescription Medication form. Medication must be properly labeled and in the original prescription container. Over-the-counter medications can be given for occasional use with written parental permission. These forms are available in the school office.  
Fieldwork: Parents are responsible for discussing the administration of medication with the student's teacher(s). Field trip medication forms and information are available from your child's teacher.
2. Students entering the Henniker Community School for the first time must have up-to-date immunizations and show evidence of a physical examination completed within the last year. Children who do not comply with requirements for immunization or physicals may be excluded from school until they do so (see also IMMUNIZATIONS, pg. 20).
3. Head lice screenings are done upon notification to the nurse that there is a concern. The student will be checked for lice and if the student is positive for lice, the parents will be notified and the student will be sent home for treatment. Once the student has been treated, he/she may return to school but must be checked by the nurse prior to returning to the classroom. Should the student continue to have nits after the treatment, the nurse will continue to work with the student and family to eliminate the head lice. If more than one student develops head lice in the same classroom, random checks will be done in that classroom. Letters are sent out periodically throughout the school year as a reminder to parents to check their student's heads for head lice.
4. If your child has had a fever greater than 100.0 degrees or vomited, they cannot attend school until they have been at least 24 hours without an additional episode of vomiting and also fever free without the use of medications to relieve fever.
5. Concussion Protocol: Concussions and head injuries do occur in children and adolescents. Head injuries may occur both within and outside of the recognized school day to students participating in sports, extracurricular activities and other non-school related recreational activities. The risk of significant complications can occur when a concussion or head injury is not properly evaluated and managed. Students are likely to experience cognitive difficulties that affect academic performance during this recovery period. Parents / Guardians, the student, teachers and the school nurse will work together to create a plan to support the student during recovery.

**HOMEWORK** serves an important purpose in the student's school life. It is a means of reviewing and reinforcing the lessons taught in school. In general, new material is not assigned as homework. Students may be assigned homework for practice, preparation, or extension. Homework is also a way to help the student to develop work and study habits that will assist him/her throughout the years spent in school.

In order to give students an opportunity to develop various kinds of skills, teachers will give many types of homework assignments, some of which may not be written assignments. Assignments could include reading, practicing math facts, conducting an interview, doing research, collecting items, watching an assigned educational video, or working on an on-going project.

Homework may be assigned Monday through Thursday nights. Students who have long term assignments may find they need to complete work on weekends if they have not kept pace with the work during the school week.

We encourage parents to help their child develop routines that are effective to the successful completion of homework assignments. The following are recommendations to meet this goal:

- Provide your child with a quiet place to work.
- Set a regular time for doing homework each day and stick to it. Students involved in after-school sports may need extra assistance in managing homework time.
- Encourage the use of an assignment book with assignments clearly written down.
- Assist by offering helpful explanations and seeing that homework is neat and complete. Talk about the assignments with your child. NEVER do an assignment for your child.
- Check with your child's teacher if an assignment is not clear. Cooperate with the teacher to make homework more effective.
- Email your child's teacher if you find your child struggling with an assignment.
- Support the teacher or team policy related to consequences for uncompleted homework.

**HOMEWORK CLUB:** After school supervised homework sessions are provided on select days for students in grades 5-8; call the office for a schedule. Parents need to send a permission slip for students to attend and provide transportation home.

**IMMUNIZATIONS:** The State of New Hampshire requires that children who are attending public or private schools show proof of adequate immunization (for a listing of immunization requirements by age, please visit the New Hampshire Department of Health and Human Services (DHHS) website: [www.dhhs.nh.gov/dphs/immunization/schools.htm](http://www.dhhs.nh.gov/dphs/immunization/schools.htm)). We also require a physical within one year prior to school entry.

Immunization requirements may be waived for medical or religious reasons. If medical reasons: provide evidence from your physician that the immunization would be detrimental to your child's health. For religious reasons: provide a notarized religious exemption form; the form can be found at the DHHS website and at the school nurse's office.

**INSURANCE:** Student accident insurance, from which parents can select coverage for only the school day or twenty-four hour coverage is offered through a third-party. If your child is participating in our sports program, you should seriously consider this coverage or show proof of some other insurance.

**LOCKERS AND BACKPACKS:** Each student in grades six to eight will be assigned one hall locker. They are to be used for storing books, school materials, coats, lunches, and appropriate personal items. All personal items are to be stored inside the student's locker and not left on the hallway floors. The lockers are the property of the Henniker School District, the school reserves the right to inspect student lockers and backpacks, if there is sufficient cause to suspect a locker or backpack is being used for the storage of unauthorized materials. Students shall not change locker assignments without following established procedures to do so.

Students may bring backpacks to and from school but will not be permitted to take them from class to class without grade level team and school administration approval. Students should plan to visit their lockers before school, at break and after recess to get what is needed for the following period.

**LOST AND FOUND:** Lost and found items are displayed outside the main office. Periodically items left in the lost and found are donated to charity. Check the Lost and Found promptly for missing items. All items brought to school should be labeled with the child's name to prevent loss.

**NURSE:** Students who need to see the school nurse must get a pass from their teacher or the teacher on duty before going to the nurse's office, except in case of a medical emergency.

If the school nurse determines a student is not well enough to remain in school the parent will be notified by telephone. It is the parent's responsibility to arrange transportation home as soon as possible. If the parent cannot be reached, the nurse will contact the person(s) listed as the child's emergency contact.

**PARENT CONFERENCES:** Parent/teacher conferences are the best way to communicate about student progress. Annual conferences are held in the first trimester each year and as needed or requested by the parents or the teacher. Parents are invited to contact classroom teachers, guidance counselors, TAG leaders or administration if they wish to schedule a conference.

**PHYSICAL EDUCATION:** Students must bring appropriate gym clothes and shoes as defined by the physical education teacher. To help maintain the gym floor students are required to have sneakers with non-marking soles and to be sure the soles are free of dirt and rocks before entering the gym. All students are expected to comply with the rules concerning locker use and locker room behavior.

**POSTERS/SIGNS/NOTICES:** Anyone wishing to post signs, posters or notices in the school building must receive prior approval from the school administration regarding content, size, number, and location.

**PROMOTION, RETENTION, AND ASSIGNMENT OF STUDENTS:** Students are assigned to grades appropriate to their chronological age, developmental age, and academic achievement level. Teachers, administrators, and parents work together to make the best possible decision for students.

Promotion is based on successful attainment of grade level expectations. It is expected that all students will be promoted but occasionally it is in the best interest of a child to be retained. Parents are kept informed throughout the year by progress reports, report cards and notification from guidance and/or administration if students are in danger of failing. Conferences can be scheduled at any time to discuss possible interventions and/or design an Academic Achievement Plan. It is not the responsibility of the school to provide summer school to make up for inadequate grades. However, attendance at an approved summer program will be considered in making promotion decisions.

Retention decisions for students in grades K-6 are made after a student's performance in two of the three literacy areas (reading, writing, and math) is determined to be significantly below standard and according to the following timeline:

- First parent conference (Nov-Feb) to alert parent to concerns, create an academic intervention plan and consider referral to special education.
- Second parent conference (March-April) to discuss interventions in place, modify the plan, and consider retention. A Light's Retention Scale and Student Profile will be started at this time. A copy of the intervention plan will be forwarded to the administration.
- Third parent conference (May-June) to discuss supports in place, results of Light's Retention Scale, Student Profile, and pros and cons of retention. Administration will be present at this meeting.
- Fourth parent conference (June) to confirm decision and design an instructional plan for the following year.

**RECESS:** Students should report to the playground during their scheduled recesses unless they have permission to stay in the classroom with a teacher. Students are not permitted back to the corridors, classrooms or bathrooms without permission from staff member. On days of inclement weather, students will be released to those designated areas where there is proper supervision. All students should respond promptly to the recess bell and proceed to their class by the designated time.



**Winter Recess Guidelines:** Based on revised wind chill guidelines by Weather Bureau (temps include wind chill factor)

+10° and above = outdoor recess

0° to +10° = shortened/monitored outdoor recess

Below zero = indoor recess

**Winter Recess Dress:** Students should dress warmly and expect to be outdoors before school and at recess time unless the temperature, wind chill or ice conditions require indoor recess per the guidelines above.

**Preschool through Grade 4** students who have snow pants and boots will be allowed on the slope and lower field. Students with boots but no snow pants will be allowed to use playground equipment provided it is dry. Without proper gear these students will be restricted to the paved area of the upper playground.

**Grade 5-8** students should wear coats when outdoors during break and/or lunch recess. Boots (e.g. winter boots, hiking boots or work boots) must be worn to spend time on the lower field when conditions warrant. Staff will make this determination.

**SAU24:** Henniker Community School is one of the schools administered by NH School Supervisory Administration Unit 24. The SAU provides administrative services to Henniker Community School including curriculum development, human resources, payroll, professional development, and purchasing support. The SAU office can be reached at (603) 428-3269.

**SCHOOL BOARD:** The Henniker School Board holds regular meetings on the first Wednesday of the month. These meetings are open to the public and all citizens are welcome to attend. Anyone wishing to place a topic on the agenda should contact the Superintendent's Office in writing no later than Monday of the preceding week. Meetings are held in the school library and begin at 6:00 PM. Agendas are posted at the school, at the Post Office, and on the SAU website.

**SCHOOL PROPERTY:** School property is paid for by the residents and taxpayers of Henniker. Students will be held financially responsible for any damage to school property. Beyond being held financially responsible, students should realize the appearance of the school is a reflection on all of us. When members of the community or visitors from outside the community come into the school what they see will tell them about our students and staff. We all take pride in our school and care for it accordingly.

**SCHOOL SECURITY:** To help maintain a safe and secure environment video cameras are operated inside and outside the building. Entrance to the school during school hours is through the main entrance via buzzer; visitors can expect to state their name and the purpose of their visit prior to admittance.

**STUDENT COUNCIL:** The Henniker Community School Student Council is the social and political voice of the student body for the purpose of organizing student and class government, influencing the establishment of school rules and policies, and raising money to benefit the school and community. Students should understand the purpose of the Student Council and are encouraged to use the Student Council as a means for creating change and improvement within the school.

**STUDENT SUPPLY LIST:**

| Grades K-4   | Grades 5-8   |
|--|--|
| Backpack<br>Lunch box w/ice pack (for cold lunch)              | Backpack<br>Lunch box w/ice pack (for cold lunch)              |
| Daily Water Bottle labeled with student name                   | Daily Water Bottle labeled with student name                   |
| Earbuds/Headphones with microphone in baggie with student name | Earbuds/Headphones with microphone in baggie with student name |
| 1 box of pencils-12 count                                      | 1 box of pencils-12 count                                      |
| 1 box of washable markers -10 count                            | 1 box of thin washable markers -10 count                       |
| 1 pencil box   | 1 pencil zipper pouch/bag                                      |

**VACATIONS AND FAMILY TRIPS:** Families are urged to schedule their vacations and family trips during the times that coincide with breaks in the school calendar. A student's consistent presence in the classroom positively correlates to academic and social growth. Written prior notice should be provided to the school administration for trips scheduled during school. Parents will be provided with information about the curriculum to be covered during the time of absence and students will be responsible for the learning. Teachers will NOT be expected to provide make-up work and tutorial help to compensate for a family trip taken during a period when school is in session.

**VISITORS:** Visitors must enter by the main entrance and report to the school office to register as a visitor. Visitors are required to wear a pass while in the school and sign out at the main office prior to departure.

If a student wishes to have a guest visit school, he/she must request a visitor's pass form at the office, have all teachers concerned sign the form and return it to the office at least 48 hours before the day of the requested visit. The form must be approved by the school administration prior to scheduling the visit.

**WEATHER CANCELLATION, DELAY, CLOSURE OR EARLY DISMISSAL:** On occasions when bad weather, hazardous driving conditions, or an emergency situation interferes with the regular school opening, announcements will be made via a phone/email messaging system and on local radio/TV stations by 7 AM, or 9 AM if the first announcement was for a delayed opening. For the phone/email system to be most effective it is important that we have your day/home work numbers and your email address on file. This can be completed as part of annual enrollment or by contacting the school office.

**Cancellation:** No school and no school activities.

**Delayed Start:** School will begin 2 hours later than is regularly scheduled. Bus pick-ups will also run 2 hours later than regularly scheduled. Dismissal time will not be affected. Staff report for morning recess at 9:50 so it is imperative that parents do not drop children at school prior to that time.

**Closure and Early Dismissal:** School closing and no school activities. School staff will implement each child's early dismissal plan.



## **SAU 24 Student Violence Prevention and Management Plan**

### **SAU 24 Student Violence Prevention and Management**

(See Policies: JKAA - Use of Child restraint and Seclusion; JLDBA - Behavior Management and Intervention; EBB - Safe Schools Practices)

All staff involved in physical intervention to instances of violent student behavior receive Safety Care training. There is an initial training and an annual recertification by a certified trainer. Staff not trained in Safety Care are expected to respond to violent student behavior using the standard procedures outlined above while avoiding physical intervention and limiting their responses to the level of their training.

After responding to a student behavior incident, documentation of the incident is required. Depending on the response, different forms are completed, as follows;

- Intentional Physical Contact Report
- Safe School Zone Incident Report
- Incident Report - Restraint, Seclusion

If an employee is injured during response to a violent behavior he/she immediately alerts the supervisor and submits a "first report of injury" (form 8WC) to the SAU 24 Human Resource office. SAU 24 Human Resource office submits the report to Primex within five days of the incident.

### **Joint Loss and Emergency Management**

(See policy: EB - Joint Loss Management Committee)

At the SAU, a spreadsheet is maintained with information from the first report of injury and the other forms related to the injury. Quarterly, those spreadsheets are shared with the Joint Loss Committees in each building for their analysis.

The Joint Loss Committee is charged with investigating the reports and creating prevention protocols for all staff to reduce violent acts and injuries caused by students.

The Superintendent coordinates the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students.

## Legal Notices

### **NOTICE OF NON-DISCRIMINATION POLICY**

The Henniker School District does not discriminate on the basis of race, color, national origin, age, sex or handicap in its educational programs and activities including employment of personnel.

### **NOTICE OF HARASSMENT POLICIES**

It is the policy of the Henniker School District to promote and maintain a learning and working environment that is free from harassment. All forms of harassment - sexual, teasing and bullying - are prohibited and they are a violation of this policy. These policies are to be interpreted and administered in relation to the other policies of the District and in the event there is a conflict within the policies, the policy or procedure requiring the higher standard of conduct shall apply. Copies of all policies are available on the school website.

### **NOTICE REGARDING ASBESTOS CONTAINING MATERIALS AND ASBESTOS MANAGEMENT PLAN**

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Emergency Response Act (AHERA). AHERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing materials (ACBM) that may be present in the school environment. As required under AHERA, Henniker Community School maintains an Asbestos Management Plan (AMP) and keep the AMP on file at the school and the School Administrative Unit (SAU) office. The AMP is available for review during school hours, Monday through Friday.

Periodic surveillance of known asbestos in the Henniker Community School is performed every six months by a designated person to assess the condition of the ACBM. Six month assessment results are maintained and are also available for review in the AMP.

For additional information, please contact our Local Educational Agency Designee, Tom Weston, at 603-428-3476 or [tom.weston@sau24.org](mailto:tom.weston@sau24.org).

### **NOTICE REGARDING USE OF TOBACCO ON SCHOOL GROUNDS**

New Hampshire state law and Henniker School Board policy prohibits use of all tobacco products by anyone at any time in the Henniker Community School buildings or on the school campus.

### **PARENTAL RIGHT TO INFORMATION ABOUT TEACHERS**

Title I, Part A of ESEA (The No Child Left Behind Act of 2001) allows parents in Title I schools that offer either school wide or targeted assistance services to request certain information about their child's teachers. The information that you have a right to request on your child's teacher is:

- Whether the teacher has met New Hampshire qualifications and licensing criteria for the grade levels and subjects the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived;
- The baccalaureate degree major or certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

### **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### **Title IX Policy**

Title IX Policy Notification Statement (Policy ACAC)

The District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District. All inquiries regarding compliance and/or reporting of Title IX may be directed to:

Martha LeMahieu, Title IX Coordinator  
258 Western Ave.  
Henniker, NH 03242  
(603) 428-3269 ext. 260  
[Martha.lemahieu@sau24.org](mailto:Martha.lemahieu@sau24.org)

Copies of all **Henniker School District policies** are available on the district website:  
<http://www.sau24.org/index.php/2015-05-20-14-29-30>

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

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

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

### **STEP ONE: School Enrollment**

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

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

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

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

### **STEP TWO: Enrollment Dispute**

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

- Resolution of the dispute shall be facilitated by the superintendent of designee as expeditiously as possible in accordance with McKinney-Vento requirements and the local education agency (school district) dispute policy.
- If more than one school district is involved in a residency dispute, the respective superintendents shall jointly make such a decision.
- In the case of an unaccompanied youth, the Local Homeless Liaison shall assist the youth in the dispute process.
- A written explanation of the superintendent's decision regarding a school enrollment shall be provided to the parent, guardian, student of lawful age, or unaccompanied youth including a statement regarding the right to appeal the decision to the commissioner of NH Dept. of Education.

### **STEP THREE: Appeal Process**

When an agreement cannot be reached, the Commission of the Department of Education, or designee, shall make a determination within 14 days of notice of the residency dispute and such determination shall be final.

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

A written explanation shall be provided to the parties of record and a copy of such explanation shall be kept on file by the Department of Education. Any person aggrieved by the decision of the Commissioner may appeal the determination by a court of competent jurisdiction.

## **Henniker Community School Cell Phone and Digital Device Agreement**

There are times when parents need to be in contact with their children after school hours and we recognize that cell phones and other digital devices have become important communication tools. Digital devices include but are not limited to cell phones, smartwatches, tablets, laptop computers, Chromebooks, and cameras. Once you and your child have read the agreement, please sign in the appropriate area below.

NH has strict expectations for consent to audio and video recordings. All individual expectations for privacy and consent apply to any permitted use of cell phones and other digital devices.

Expected Behaviors for cell phones and other digital devices:

- During the School Day: cell phones and other digital devices will be turned off and stored in a student's backpack or locker for the entirety of the school day.
- At school activities: unless authorized by a supervising adult, cell phones and other digital devices will remain turned off and stored.
- On the school bus: cell phones and other digital devices may be used for independent listening using headphones on the school bus.

By signing below I acknowledge

- Unexpected use of a device will result in the device being turned over to school personnel for the rest of the day/activity.
- I am responsible for damage or loss to my device.
- There should be no communication by cell phone or digital device between a child and a parent during the school day. Students may use school phones to contact home. Parents should contact the office to connect with their student.
- There should be no contact by cell phone or digital device with your child during a school emergency. Parents will be kept informed by our electronic notification system in case of such an emergency. This is for the safety of all the children and leaves airways open for emergency responders.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAU 24 Bus Ridership Contract**

Bus discipline is an important safety-related issue. All school rules apply while riding the bus. State law allows school districts to suspend the right of pupils to ride on a school bus when said students fail to conform to the reasonable rules and regulations. Students who receive a discipline report will be given a disciplinary action. Disciplinary action may include suspension from the bus, as well as from school. As provided by state law, any bus suspensions to continue beyond 20 school days must be approved by the School Board (NH RSA 189:9-a). If a student has been suspended from riding the bus, it is the parent/guardian's responsibility to transport the student to and from school during the days the suspension is in effect.

### **RULES FOR SAFE TRANSPORTATION**

Students transported by school bus shall be under the authority of the bus driver, who is delegated by the School Board. Disorderly conduct, including abusive language, or refusal to submit to the authority of the driver, shall be sufficient reason for a student to be denied transportation.

1. Follow all of the bus driver's directions.
2. All school rules apply to the bus.
3. Students must follow set procedures for getting on and off the bus.
4. Sit properly in your seat.
  - a. Feet not in aisle.
  - b. Facing forward.
  - c. No standing up while the bus is moving.
  - d. Nothing out the window.
5. No eating or drinking on the bus.
6. Taunting and teasing of others- of other students and the driver will not be tolerated (harassment/bullying is against the law).
7. Keep hands to yourself.
8. Behavior that makes the bus ride unsafe or unpleasant for students or the driver is not allowed.

### **TYPICAL CONSEQUENCES FOR NEGATIVE BUS BEHAVIOR**

**(Depending on the age of the student and the severity of the incident)**

1. Bus driver response to behavior.
2. School disciplinary action and parent contact.
3. 1-3 day bus suspension
4. 3-5 day bus suspension
5. 5-10 day bus suspension and a meeting with child, parent, and administration
6. 10-20 day bus suspension and a meeting with the child, parent, and superintendent.
7. 20 + day bus suspension to be determined by the school board.

My child and I have read the Bus Ridership Contract and understand it is my child's responsibility to maintain appropriate bus behavior or they may lose the privilege of riding the bus.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_



## APPENDIX A

### Annual Notification of Rights under FERPA Directory Information Public Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students will submit to the School principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the school to amend a record will write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA

Re-adopted: 4/30/12 SAU Board  
Adopted: 5/19/11 SAU Board  
1<sup>st</sup> Reading: 5/19/11

requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that SAU #24 schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

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Adopted: 5/19/11 SAU Board  
1<sup>st</sup> Reading: 5/19/11



- To State and local officials or authorities to whom information is specially allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

#### DIRECTORY INFORMATION PUBLIC NOTICE

SAU #24 Directory Information includes the following:

- Name of student
- Weight and height of athletes
- Field of study, courses taken
- Participation in officially recognized activities or sports
- Date of attendance, degrees and awards
- The most recent previous school attended

An SAU #24 school district will release such directory information at its discretion to external sources without prior written consent of the student's parents/eligible student unless the parents/eligible student has provided a written request that is received by September 15 of each school year that all or part of that directory information be withheld. This right to opt out is limited by §99.37(c).

Re-adopted: 4/30/12 SAU Board  
 Adopted: 5/19/11 SAU Board  
 1<sup>st</sup> Reading: 5/19/11

**Student and Parent Handbook**  
**Athletics Addendum**  
**Henniker School District**

**ACADEMIC FOCUS:** student-athletes are students first. They are responsible for their academic performance and should plan their time so that they have sufficient time for their academic work. Student athletes struggling with time management should speak to their coach and their teachers to help resolve conflicts. Students who are not meeting academic or behavioral expectations in their classes are subject to penalty of playtime

**AMBASSADORS IN ATHLETICS:** student-athletes are Ambassadors of Kindness in athletics. Student behavior and conduct should meet the standards of the school rule Be K.I.N.D. always.

There shall be no activities by individuals or teams that are designed to humiliate, initiate, degrade, or intimidate another student-athlete. Any form of hazing, or knowledge of hazing taking place and not reporting it, is prohibited, grounds for suspension, and fully governed by State law.

**ATTENDANCE AND PARTICIPATION:** student-athletes must be in attendance at least half of the school day in order to participate in tryouts, practices, or contests. Exceptions may be made by the school administration in advance.

A student may be declared ineligible for athletic participation (suspended from play or from a team) if they conduct themselves in a manner that would reflect unfavorably upon the school or other students. In addition to the School Rules outlined in the Student and Parent Handbook, this includes game disqualifications made by referees/officials at events, poor sportsmanship on or off the field/playing surface, taunting, and other such behaviors.

Student-athletes who have been suspended from school may neither participate in nor attend athletic contests or practices during the period of their suspension.

The due process safeguards of the Student and Parent Handbook apply to athletics participation (see Student and Parent Handbook).

Team participation is for a season. If a student-athlete is unable to complete a season with a team, they may not join another team during the same season without prior approval of the school administration.

**AWARDS AND RECOGNITIONS:** student-athletes who missed 20% or more of the athletic contests of a season due to disciplinary reasons shall not qualify for team-based Spirit, coaches, or MVP awards.

**CANCELLATIONS:** if school is canceled or closed due to weather, attendance at practices or contests which are still held will not be mandatory. The Superintendent and/or school administration will make a determination as to whether students may participate in practices or contests when school is canceled or closed.

**FACILITIES USE:** student-athletes will access facilities and fields only with prior authorization and adult supervision; student-athletes are responsible for monitoring their supervision status.

Student-athletes are responsible for keeping all fields, facilities, and locker rooms neat and tidy. All should be ready for regular maintenance/cleaning when practices and contests are over. Student-athletes are to remove and clean cleats before entering school facilities or locker rooms.

**FORMS REQUIRED:** prior to any student athlete participating in tryouts, the school must have on file the following:

Seasonal Medical Release completed and signed by a parent or Guardian

Annual Physical Form completed by a doctor following a physical examination which clears the student-athlete for participation

Athletic Addendum Acknowledgement signed by the student athlete and a parent/guardian acknowledging receipt and review of the expectations of the School District outlined in the Athletic Addendum

**INJURY AND RETURN TO PLAY:** student-athletes should immediately report injury to a coach or the school health office. All injuries need to be given proper attention. Following an injury that requires medical attention a note from an attending medical personnel is needed to return to the activity.

In the event an injury occurs during practice or competition the coach will complete an accident report.

Injured student-athletes should attend practices and games as they are able, and participate socially as a part of the team. Injured student-athletes may return to play when cleared by a doctor or the school health office.

Student-athletes are encouraged to get sufficient rest each night and to ensure they maintain a healthy nutritional diet both in and out of season.

**MEDIA RELATIONS:** coaches will communicate with local media about contest results. Efforts should be made to stress positive displays of sportsmanship by student-athletes, coaches, and spectators. All official communications are the responsibility of the assigned coach. Communications by coaches, student-athletes, and parents/guardians that criticize officials or decisions made by officials during a game or an event will not be tolerated. Coaches and student-athletes may be suspended and parents/guardians may lose privileges to attend school events for violations.

**MULTI-SPORT PARTICIPATION:** with prior approval of the school administration, student-athletes may participate in two teams simultaneously. The student-athlete participation will favor team sports and contests over individual sports, and contests over practices.

**PLAYING TIME:** playing time is determined by the coach and is based both on student-athlete ability and compliance with team and school expectations. In some instances, rules set by a sport's governing body may restrict the time the student-athlete may play or the number of substitutions that may be made by a coach during play.

Conversations about playing time should be coordinated in advance with a coach; immediately before or after a contest is not an appropriate time for these conversations as the coach has many responsibilities with the team and student-athletes to attend to. If conversations with the coach at predetermined times do not satisfy concerns, additional conversation can be scheduled with a member of the school administration.

**TEAM CAPTAINS AND MANAGERS:** coaches may elect to allow / appoint a team captain and/or team manager. Clear, written expectations for those roles must be pre-approved by the school administration and provided to candidates for acceptance.

Team captains accept the responsibilities of team leadership and serve as role models at school and in athletics. Team captains may be removed from their post by the school administration for failure to meet the established expectations.

Team managers accept the responsibilities of team management and serve as role models at school and in athletics. Team managers may be removed from their post by the school administration for failure to meet the established expectations.

**TRANSPORTATION:** the School District will arrange for transportation of team members, managers, captains, and coaches for contests. Athletes are expected to travel with their team unless other arrangements are pre-approved by the school administration. Athletes may return home from matches or competitions with a parent/guardian by using established pick-up/sign-out procedures as outlined in the Student and Parent Handbook

School expectations and procedures for athletics transportation are the same as for regular bus transportation. The bus driver and team coaches are responsible for student safety on the bus. Failure to meet expectations on the bus may result in suspension from team activity.

**UNIFORMS AND EQUIPMENT:** student-athletes are responsible for the care and regular cleaning of issued uniforms and equipment. Uniforms and equipment are the property of the Henniker School District, shall be returned at the conclusion of the season (or suspension of play) and shall not be worn/used for non-school use. If a uniform/equipment is damaged or lost by the student-athlete, the student-athlete should make the coach aware. As is the case with all District property, the student-athlete will be held responsible for payment of the replacement cost of the item/items. No athlete shall be allowed to try out or play another sport until all outstanding uniforms and equipment are either returned or repaid in full.

**VANDALISM/THEFT:** destroying, damaging, defacing, or theft of any private or school property at a practice or contest, home or away, will result in suspension from the team. The school administration will determine the length of the suspension and any conditions necessary for return to play in accordance with the discipline guidelines in the Student and Parent Handbook.