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# Hooksett School District

## Parent/Student Handbook

David R. Cawley School (518-5047)

Hooksett Memorial School (485-9890)

Fred C. Underhill School (623-7233)

Fall 2017-2018

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## *Hooksett School District*

HOOKSETT SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 15  
90 FARMER ROAD  
HOOKSETT, NEW HAMPSHIRE 03106  
TELEPHONE 603-622-3731

FRED C. UNDERHILL SCHOOL  
TELEPHONE 603-623-7233

HOOKSETT MEMORIAL SCHOOL  
TELEPHONE 603-485-9890

DAVID R. CAWLEY MIDDLE SCHOOL  
TELEPHONE 603-518 5047

### A Message from the Hooksett School Board:

The Hooksett School Board and Administration provide this handbook to assist in answering questions you may have pertaining to the District's policies and procedures. Please read its contents carefully. We also encourage you to meet your child's teachers and principal and maintain an open dialogue throughout the year. We believe good communication between the school and home to be a high priority.

If you have an issue or concern that cannot be resolved by this handbook, it is your right, as a parent, to seek resolution. To solve individual problems, the board requests that parents initiate contact with their child's teacher and the principal. If the principal has not provided you with an acceptable solution, you may then contact Dr. Charles P. Littlefield at 622-3731 x16 to arrange for placement on our meeting agenda.

We also want to encourage you and all interested members of the community to attend our School Board meetings. We meet on the first and third Tuesday of each month during the school year. The meetings are generally held in the David R. Cawley Middle School Media Center and begin at 6:00 p.m. Every meeting's agenda provides an opportunity for members of the public to address the board. We hope you will join us at our meetings. Your input on any issue is always welcome.

Please feel free to contact our staff members at any time if we can be of assistance to you.

Best wishes for a successful and rewarding year!

Sincerely,  
The Hooksett School Board

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# Fred C. Underhill School

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Benjamin Loi  
Principal

Ralene St. Pierre  
Assistant Principal

Fall 2017

Dear Fred C. Underhill Parents, Guardians, and Students,

Welcome to the 2017-2018 school year! We're looking forward to a successful school year with positive experiences and memories. Fred C. Underhill School is a spectacular school with great students, teachers, and parents! This handbook contains policies and procedures for our school and school district, so please take the time to review its contents.

We are committed to providing your child with opportunities to thrive and grow as learners. We are also dedicated to partnering with you to provide your child with a well-rounded rigorous program. We will also nurture your child's social and emotional growth. It's essential that we continue to foster clear communication and positive working relationships. To our new families, please come be a part of the school through participating in volunteer opportunities and various school activities and events. There are several opportunities for parents to interact and to support the school through the Hooksett Parent-Teacher Association.

Again, we look forward to working with you and your children. Please do not hesitate to contact us if you have any questions. Let's work together to provide your children with the best education possible. Thank you for your continued support and have a great year!

Sincerely,  
Benjamin Loi  
Principal

Ralene St. Pierre  
Assistant Principal

# HOOKSETT MEMORIAL SCHOOL

5 Memorial Drive  
Hooksett, NH 03106  
Phone: (603) 485-9890  
Fax: (603) 485-8574  
<http://memorial.sau15.net>



**STEPHEN HARRISES, PRINCIPAL**  
**ANNE KELLY, ASSISTANT PRINCIPAL**

**JESSICA JORDAN, SCHOOL COUNSELOR**  
**LEA MAGUIRE, SCHOOL COUNSELOR**

Fall 2017

Dear HMS Students and Parents:

Welcome to Hooksett Memorial School! Our school programs provide third, fourth and fifth graders with opportunities for individual growth in academic, social, and emotional areas. We offer a robust academic program that is extended and enriched with numerous school wide activities, as well as co-curricular offerings. The school community is strengthened by the active involvement of parents, volunteers, and the entire school community. We are fortunate to have a beautiful learning environment designed specifically for the upper elementary students.

Our professional and support staff seek to facilitate a 21st Century learning environment for Hooksett Memorial School students. The school is comprised of 21 homeroom teachers, the unified arts team, special education teachers, an advanced learning/enrichment teacher, two reading specialists, Title One tutors and two guidance counselors, one full-time and one part-time. We also have a fine support staff consisting of special education paraprofessionals, a media specialist, school lunch and custodial staffs, and our school secretaries, that enrich our learning environment.

The Hooksett School District's Mission and Belief Statements and the Core Values provide the guiding principles for our educational efforts. In order for Hooksett Memorial School to serve as a positive and effective learning environment for each child, we encourage everyone to work together as a team. We believe that providing a learning environment that is conducive to all learning styles fosters varied and rigorous learning experiences. We feel it truly does "take a village to raise a child," and are confident that the HMS staff, working with all school community members, positively influence learning outcomes. As students, parents, or residents of Hooksett, this is your school. Your participation, input, concerns, and assistance are important in helping provide each of Hooksett's children with the best education that meets their individual needs.

We look forward to working with you during this school year! Thank you as always for your support.

Sincerely,

A handwritten signature in black ink that reads "S HARRISES".

Stephen HARRISES, Principal  
[sharrises@sau15.net](mailto:sharrises@sau15.net)

A handwritten signature in black ink that reads "Annie Kelly".

Annie Kelly, Assistant Principal  
[akelly@sau15.net](mailto:akelly@sau15.net)

## DAVID R. CAWLEY MIDDLE SCHOOL

89 Whitehall Road  
Hooksett, NH 03106  
Phone: (603) 518-5047  
Fax: (603) 518-5086  
hooksett.k12.nh.us/cms



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MATTHEW BENSON, PRINCIPAL  
BRAD LARGY, ASSISTANT PRINCIPAL

ANNE MULLIGAN, GUIDANCE COUNSELOR  
LEA MAGUIRE, GUIDANCE COUNSELOR

Fall 2017

Dear Parents, Guardians, and Students,

Welcome to David R. Cawley Middle School, the 2017 Middle School of the Year where the ultimate goal is to provide students with a rich learning experience that will prepare them for high school, college and careers. Our staff is driven by the expectation that all students will learn at a high level, while fostering a productive and welcoming learning environment. There is nothing more important to us than the intellectual development of our students.

Parents are an integral part of each child's educational team. Communication between all stakeholders is imperative for our students to be successful. We encourage parents to utilize our school's website for weekly updates on school events and view the teachers' websites. These websites include information about the classes and weekly assignments. Parents can also sign up to receive information on Twitter and Facebook through the website. In addition, we encourage parents to access PowerSchool daily to monitor their child's grades.

Encourage your child to become an active member of the school community. Participating in athletics, fine arts, volunteer organizations and other afterschool activities enhance the middle school experience. It is important that students extend their learning beyond the classroom, as they will grow academically and socially.

The purpose of this handbook is to provide basic information regarding the philosophy, procedures, programs, rules, and regulations of David R. Cawley Middle School and the Hooksett School District. Please read it carefully and do not hesitate to contact teachers or administration if you have any questions regarding its contents. We look forward to a successful school year.

Sincerely,

A handwritten signature in black ink that reads "Matthew Benson". The signature is written in a cursive style with a long, sweeping underline.

Matthew Benson  
Principal

A handwritten signature in black ink that reads "Brad Largy". The signature is written in a cursive style with a large, stylized initial "B".

Brad Largy  
Assistant Principal

*"Make Your Mark, Make A Difference"*  
*2017 Middle School of the Year*

# Hooksett PTA

Serving the Fred C. Underhill School, Hooksett Memorial School & David R. Cawley Middle School

June 7, 2017

Dear Students, Parents, Guardians, and Staff of the Hooksett schools,

The Hooksett PTA welcomes all of you to the 2017-2018 school year. Our PTA is your local chapter of the nation's largest child advocacy organization, the National PTA. The Hooksett PTA strives to be a powerful voice for all children, a relevant resource for families and our community, and a strong advocate for the education and wellbeing of every child.

We accomplish this in many ways through Hooksett's three schools. We provide the community with low-cost family engagement opportunities, such as Spooktacular, Get Fit Night, and Bingo Night. We help our students by sponsoring school dances, afterschool clubs, activities, and fun-filled educational assemblies. We provide educators with teacher grants, enrichment funds, and volunteers. We sponsor parent information nights to help educate our parents and community on current, pressing topics.

The Hooksett PTA does all this through your yearly membership and fundraising. Where does your membership fee and fundraising money go, you ask? Some of our yearly budget items include teacher grants, an end-of-the-year gift for each school, assistance for field trips not included in the school budget, Field Day T-shirts in the elementary schools, 5<sup>th</sup> grade T-shirts, Nicky's folders, end-of-the-year BBQ at Cawley, Teacher Appreciation Week, 8<sup>th</sup> grade awards, and a high school scholarship, to name just a few.

We hope you will continue to support us, not just with your membership fee but by occasionally lending a hand. A minimal amount of your time makes a huge difference. Some quick examples include selling dance tickets at Cawley, volunteering a couple hours at a community event, baking a sweet treat, or just coming to a meeting to stay informed.

We invite you to check us out at [www.hooksettpta.blogspot.com](http://www.hooksettpta.blogspot.com). Come join the fun of another exciting school year in Hooksett! We love hearing from our membership. Please bring forward input and suggestions as we gear up to make sure every child in Hooksett has a great school year!

Warmly,

Jillian Godbout  
Hooksett PTA President  
[Hooksettptainfo@gmail.com](mailto:Hooksettptainfo@gmail.com)

2 Sherwood Drive Hooksett, NH 03106  
603-623-7233  
[hooksettpta.blogspot.com](http://hooksettpta.blogspot.com)

**Hooksett School District  
Parent Student Handbook  
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**HOOKSETT SCHOOL DISTRICT**  
**EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION**

The mission of the Hooksett School District is to develop a community of learners who are intellectually curious, resourceful, and respectful of self and others. Academic achievement, through constantly improving standards, is the District's highest priority.

Additionally, the Board expects each school in the district to adopt a written philosophy and a statement of goals and objectives consistent with the state's board of education rules and the following philosophical statements, which are viewed as integral to the teaching/learning process:

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

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

**Regulatory References:**

NH Code of Administrative Rules, Section Ed. 306.05, School Philosophy, Goals, and Objectives

Adopted: February 9, 1989

Adopted: July 12, 1999

Revised: May 2, 2006

**HOOKSETT SCHOOL DISTRICT  
GOALS AND OBJECTIVES**

**The Hooksett School Board has developed the following goals and objectives to give the School District direction and continuity. The School Board believes that the school and the parents should work together so that each child achieves the goals and objectives enumerated below to the best of his or her ability.**

**Each student shall:**

1. Attain mastery of reading, writing, listening, speaking, and math skills.
2. Develop an awareness of and actively explore the enriching influence of fine and folk art, i.e., literature, music, painting, dance sculpture, and other endeavors of refined skills of which man is the author.
3. Develop self-understanding and appreciation, shall become aware of personal strengths, and shall develop those strengths to the maximum.
4. Develop an awareness of various political structures and shall understand the responsibilities of citizenship.
5. Develop sensitivity to and respect for others and be able to relate to others in a positive and constructive manner.
6. Acquire a fundamental understanding of economics as it relates to the production, distribution, and consumption of wealth and resources.
7. Develop an understanding of the natural and applied sciences, including geographical, ecological, and physical environments, as well as computer and other technological developments.
8. Be aware of what constitutes sound emotional attitudes, good physical health and hygiene, and shall learn how to develop and maintain those personal qualities.
9. Learn to utilize effectively the processes of creative, constructive, and critical thinking and to utilize these processes in effective writing and other communication modalities.
10. Actively investigate vocational opportunities, and understand the skills required to pursue a chosen field.
11. Develop a set of values which will reflect concern and respect for the values of others and yet retain individual beliefs.

Adopted: December 19, 1978

Revised: March 7, 1989

Revised: February 18, 1992

Adopted: July 12, 1999

# SAU #15: Auburn, Candia, Hooksett

## Core Values

*Our Schools, Our Students, Our Charge*

### **Core Value # 1**

Schools are for students. All interactions with them must nurture their social, emotional, and academic growth. It is our responsibility to accept all students and treat them with kindness and respect; we are tolerant and non-judgmental. Our decisions are based on what is best for them. We take responsibility for ensuring the success of our students despite the challenges they may face.

It is our responsibility to foster an environment of respect through interactions with each other, parents, and our educational community. Parents are partners in the educational development of their children and are deserving of our acceptance and support. Additionally, all members of our staff are committed to working professionally with each other.

### **Core Value # 2**

Students meet and exceed high academic standards. Our high expectations demand varied and rigorous learning experiences that enable students to think critically, work collaboratively, communicate effectively, and act with integrity. Every student is unique and has different abilities, needs, and learning styles that require varying instructional techniques and strategies. Student success is ensured through the use of purposeful, research based, data informed instruction. We continuously build and maintain the knowledge base and collaborative culture required for high levels of performance for all members of the learning community.

### **Core Value # 3**

We each have the responsibility to ensure the success of all students. The needs of all learners are met when outcome based learning occurs and when students, teachers, and policy makers are empowered by data. All students learn when their passions and talents are coupled with high expectations and academic rigor in a safe and caring environment.

### **Core Value # 4**

Twenty-first century instruction is necessary for twenty-first century learning. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist. Customizable learning tools are used to access information and leverage each individual's learning style. With these technological skills, our students will be prepared to participate in the global community and compete in the global marketplace.

### **Core Value #5**

We believe that it does, in fact, "take a village to raise a child". We have a unique opportunity and an obligation in our homes, our community, our businesses and our schools to influence the learning outcomes of our children. These collaborative partnerships within the community foster thoughtful and relevant learning, promoting the growth of each child.

## II. SCHOOL OPERATING PROCEDURES

### ***Cawley Student Daily Schedule***

Admission... 7:40

Homeroom... 7:40-7:45 a.m.

Announcements/Dismissal.. 2:30-2:40 p.m.

CMS Note: Students who are not in their homerooms at 7:45 am are considered tardy.

### ***Memorial/Underhill Student Daily Schedule***

Teachers on Duty.... 8:40 a.m.

School Starts.... 9:00 a.m.

Dismissal.... 3:25 p.m.

Underhill/Memorial Notes:

1. No child should be on the school grounds before the 1st bell at 8:40 a.m or after 3:40 p.m. unless the child attends the Hooksett Rec Department Before and After School Program at Underhill.
2. Students who are not in their homerooms at 9:00 a.m. are considered tardy.
3. Use of the playground for non-students is off limits from 8:40 a.m. until the last bus leaves.

### ***Early Dismissal Days***

The Hooksett School District has scheduled one Early Dismissal Day, which is the last day of school.

Early Release at Cawley Middle School is 12:00 p.m.

Early Release at Underhill/Memorial is 12:50 p.m.

### ***Emergency Building Evacuation & Drills***

Over the past several years, there have been incidents across the country in which students have been placed at risk while attending school. These have been the result of natural disasters, hazardous materials, and sometimes violence or threats. While schools are statistically the safest place for students to be, preparedness for any emergency situation is the most effective way to keep students and staff safe. Should it be necessary to evacuate the building during the school day for any reason, the staff will institute the emergency management plan.

### ***Emergency Weather Conditions***

Should extremely hazardous driving or other problems warrant a cancellation, delayed opening or early dismissal of school, all announcements will be made via the local radio and television stations in Manchester. Parents will also be notified via telephone and/or text via the Bright Arrow Emergency Notification System.

1. Delayed opening or school cancellation announcements will be made between 5:00 and 6:30 a.m.
2. Delayed openings will be 2 hours later than the regular start times.
  - a. Starting time for Cawley will be at 9:40 a.m.
  - b. Starting time for Underhill/Memorial will be at 11:00 a.m.
  - c. All students can expect to be picked up at their bus stops **2 hours** later than normally scheduled. For example if your son/daughter is normally picked up at 7:50 a.m., the delayed opening pick up time will

be at 9:50 a.m. **There will be no morning preschool or kindergarten classes on delayed opening days.**

3. Parents are advised to make arrangements in advance with their children in case of an early dismissal.
4. If there is a delay or cancellation of school, a courtesy phone call, text and/or e-mail to each student's home will be made by our **Bright Arrow Emergency Response System**. Notification will be provided to local media outlets simultaneously. Please listen to the local radio/television stations if necessary: **WZID(95.7FM), WGIR(610AM), WKXL (102.3FM, 1450 AM), WFEA(1370 AM), WOKQ(97.5FM) and WMUR, Channel 9 TV and WMUR website**. Please do not call the school, the bus company, teachers, school board members or the radio stations.

### ***School Security/Visitors***

School building doors are locked during the school day. **All parents, visitors, vendors, and contractors must report to the main office upon entering the school.** A "Visitor" pass will be provided when a person has reason to go beyond the office and must be worn prominently. You will be requested to show proper identification, sign in, obtain a pass, and return the pass upon signing out. Visitors to classes must have approval from the office prior to classroom attendance. **We respectfully request that parents do not visit classrooms between 8:35 a.m. and 3:40 p.m. (at Underhill and Memorial) unless prearranged with the classroom teacher.**

### ***Volunteer Program***

**Cawley Middle School, Hooksett Memorial School and Fred C. Underhill School** have volunteer programs that follow the guidelines of the NH Partners in Education Program. Our volunteers serve the school in many capacities and are a valued part of our school teams. We encourage such involvement and invite you to participate. Notices about the program are sent home in the fall. **Volunteers must wear name tags and sign in at the office when arriving and sign out when leaving.** We also respectfully request that volunteers refrain from bringing younger children with them when volunteering during school hours. In addition, volunteers may need a background check and fingerprinting, per HSD Policy IJOC. (See policy in Appendix.)

### III. ATTENDANCE PROCEDURES

#### *Registration*

In order to attend the Hooksett schools, students must be legal residents of the town of Hooksett. To accommodate students who are either in the process of moving into, or out of Hooksett, the School Board has developed specific policies. Upon registration, you must provide a photocopy of your child's birth certificate, proof of physical exam and immunization record for school files. You must also provide proof of residency. The building principal, or his/her designee, may contact you for further explanation of these policies.

#### *Transfers*

When parents and students are moving out of the Hooksett School District, please inform the school secretary in person or in writing. Transfer papers and copies of immunization records will be prepared for you if needed. Once a request for records has been received, all records will be forwarded to the new school.

#### *Immunizations/Physicals*

**The Hooksett School District requires a complete medical examination by a licensed physician within one year prior to entrance to school and again twelve months prior to entrance into sixth grade.** Immunization records must be reviewed and brought up to date by New Hampshire law. As such, parents are required to have a physician complete a medical form, and submit that form to the school. These medical forms are due upon the day of entrance to sixth grade for students who were enrolled in the Hooksett School District during fifth grade. Students who transfer into the Cawley Middle School during the school year are given a thirty day period, effective upon the registration date, to have the medical form completed. Immunization records must be submitted on the registration day. **Students who failed to have the immunization record and medical form completed during the time requirement will be removed from school.**

The following are state statutes which have a direct bearing on student exclusion from school:

#### 200:38 Control and Prevention of Communicable Diseases

1. All children shall be properly immunized prior to school entrance according to the current recommendations of the New Hampshire Immunization Program.
2. Any child may be exempted from the above immunization requirements who presents evidence from his/her physician that immunization will be detrimental to his/her health. A child may be excused from immunization for religious reasons at the discretion of the school board.

#### 200:39 Exclusion from School

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

**Please refer to the school nurses' information on the Hooksett School District's website for information relating to specific student illness and school attendance relating to those issues.**

## ***Attendance***

The importance of punctual and regular attendance for every student cannot be emphasized enough. School attendance directly correlates to academic success. Attendance is required by NH State Statutes.

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

193:1 DUTY OF PUPIL. Every pupil between six and eighteen 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 time 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 to make it undesirable.

193:2 DUTY OF CUSTODIAN. Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session.

## ***Absences***

**Parents/Guardians are required to contact their son/daughter's school to report absences.** The school numbers are as follows: **Cawley Middle School, 518-5047, Underhill, 623-7233, Memorial, 485-9890**, prior to the commencement of the school day on those days when their child is going to be absent from school. Absences will be excused only for illness or sound, pressing and unavoidable activities.

## ***Attendance Monitoring Program***

The purpose of the Attendance Monitoring Program is to provide effective and accurate accountability of student attendance and to provide a safeguard for student absences.

To facilitate proper communication between home and school, we ask your cooperation in completing a form, indicating three (3) telephone numbers where you may be reached, or of someone you would like informed of your child's absence. **Please remember to contact the school with any changes in contact information that are made during the school year.**

Contact procedures for the attendance system are as follows:

1. On days that your child is absent from school, call your son/daughter's school. The numbers are the following: **Cawley Middle School 518-5047 prior to 7:40 am. Underhill 623-7233 prior to 9:00 a.m. and Memorial at 485-9890 prior to 9:00 a.m.** Please leave your child's name, the name of the person calling, the grade level, and the reason for absence.

2. Each morning, the school cross-checks the student absentee list (generated during homeroom attendance) with the list of parents who have called in. If a student is absent and no call has been received, or if the caller is questionable, the school will make parental contact as soon as possible.
3. If a parent has not reported the student absence they will be notified through the Bright Arrow automatic messaging system.
4. The Attendance Monitoring Program is a good faith program designed to insure proper attendance. Attempts to make parental contact will complete the school's obligation.
5. In circumstances where the absence is of concern, the school may contact the Hooksett Police Department.
6. Written absence notes from parents are required if phone contact has not been completed or if there is no phone available in the child's home. If a student is absent more than three days, a doctor's note may be required.

### ***Early Dismissal From School***

The professional staff makes every effort to utilize every minute of the 180 days allotted for student learning. Any loss of academic time inevitably interferes with a child's learning. In particular, parents should be mindful that the last hour includes important information that will be missed when children are dismissed early. **An early dismissal not only disrupts your child's academic day, but also that of the teacher and all the other students in the classroom.**

If it is necessary for a student to leave school during the day, he/she must have written permission by the parent stating the time of dismissal and the individual who will be providing transportation. This note should be brought to the main office at the beginning of the day. At the time the student is being dismissed, he/she must report to the main office for check-out. The authorized person picking up the student is required to report to the main office to sign-out the student. At Memorial, dismissals between 3:00 and 3:25 p.m. will be limited to family emergencies. Students need to be picked up either before 3:00 p.m. or outside in the parent pick-up line at 3:25 p.m. **Cawley students need to give the note to the main office. Underhill and Memorial students need to give the note to their homeroom teacher at the start of the day.**

Parent sign-out requirements are also necessary for unforeseen dismissals or when parents call in requesting dismissal of students. These procedures are carried out to ensure the safety of our students.

**A pupil who requests permission to leave school because of illness must check with the nurse.** Students will be allowed to go home only if parents are contacted by the school.

## ***End of School Dismissal***

**For Cawley students** this procedure is also effective for students not riding the school buses home in the afternoon and being transported by someone other than the student's parents. **At Memorial, students being picked up will be dismissed to the north entrance at 3:25 p.m. At Underhill, the students will be picked up in the gym at 3:20 pm.**

Note: At Cawley, there is no parent pick-up list. If you are picking up your child at the end of the school day, your child will meet you outside the front door of the school.

**Any changes in student transportation from Underhill and Memorial must occur prior to 1:30 p.m. Any changes after 1:30 p.m. may not be able to be accommodated. This is to ensure student safety.**

**No child will be dismissed from school until the parent has sent a note to the office requesting release. Children will be released only to the parent/legal guardians or anyone listed on the emergency form unless otherwise instructed in a note of release. Anyone unknown to the office staff will be requested to show proper identification.**

## ***Tardiness***

**Students will be marked tardy to school if they are not in their homerooms at Cawley by 7:45 am, at Memorial and Underhill by 9:00 a.m.** Tardies are excused when a parent reports his/her child to the office and/or writes a note providing the reason for the tardiness. Should neither occur, an unexcused tardy will be recorded. According to RSA 193:2 children are to attend school "during all the time public schools are in session." Continued and excessive tardiness will necessitate a conference between the student's parents and the school administration.

## ***Withdrawal for Family Vacations***

Please understand that while your child is absent from school on a family vacation, your child will miss direct instruction and classroom experiences that are difficult to duplicate. However, your child's teachers may provide a portion of the assigned written work before you leave. The remainder will be assigned upon his/her return. Since assignments may involve new concepts or skills, your child may need your guidance in completing them. Arrangements for when assigned work is due will need to be made with your child's teachers.

Procedures for parents or guardians wishing to withdraw their children during the school year for a vacation or other reasons are as follows:

- A. Notify the school in writing with the dates and reason for the child's extended absence.
- B. Upon request with at least three days notice, teachers may provide a portion of the anticipated assignments prior to departure. The remaining assignments will be provided upon the child's return.

## ***Emergency Information***

Students will be given the emergency information form at the beginning of the school year to be updated. Please make changes as needed, sign, date and return. It is very important that this sheet be filled-out thoroughly and in detail by a parent/guardian. Should emergencies arise, it is necessary that we have people we can contact

immediately for each child. **Please contact the school should the child's address, telephone number, e-mail address, or parent's work number change during the course of the school year.**

Should an emergency occur that requires a school lockdown or evacuation, all Hooksett schools will follow the emergency protocols set forth by the District. It may be difficult for parents to contact school officials during such an event. Communication with parents and the community will take place according to the district policies. Parents should be patient and wait for news from the district office.

### ***Parent/Guardianship***

The school should be notified in writing with specific instructions concerning parent/guardian issues. Appropriate court/custody papers are required for the file to enforce special situations. **Any changes and appropriate documentation needs to be filed as soon as possible after these changes are in effect.**

## **IV. ACADEMIC INFORMATION**

### ***Curriculum***

The Hooksett School District has high expectations for our students and teachers. Our comprehensive curriculum aligned to NH Core Standards provides varied and rigorous learning experiences that enable students to think critically, work collaboratively, communicate effectively, and act with integrity. Student success is ensured through the use of purposeful, research based, data informed instruction. We continuously build and maintain the knowledge base and collaborative culture required for high levels of performance for all members of the learning community. Grade level curriculum brochures are available on our website and provide a sampling of the skills and understandings we focus on in each content area.

### ***Art, Music, Physical Education, Media Center, and Health Education Programs***

Students are provided with weekly sessions of Art, Music, and Physical Education instruction developed according to the Unified Arts Curriculum of the Hooksett School District. Our Art, Music and Physical Education teachers strive to integrate their programs with classroom instruction as appropriate. Students also receive regular instruction in Health, per our Unified Arts Curriculum. Each student has access to the Library/Media Center, for book exchange and/or instruction.

Each child is required to participate in the Physical Education program on a regular basis unless the school receives a written excuse from a doctor stating the reasons why the pupil should be excused. For safety reasons, students must wear sneakers to participate in Physical Education.

The Media Centers in the Hooksett School District are for students to enjoy. Research, pleasure reading, and computers are available for students to seek out and increase their knowledge. Books, magazines, etc. must be signed out with the librarian prior to usage. Lost books or other borrowed materials will result in replacement cost charges.

### ***Classroom Preparation***

Students are expected to be prepared for all classes during the school day. At Cawley and Memorial, books, notebooks, pens or pencils, and daily homework assignments are standard requirements. Each student at Cawley and Memorial is given an agenda book to help organize daily assignments.

### ***Homework***

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

Assignments may vary in length, but the approximate amount of homework per week is as follows:

- Grade 1 Not more than one half hour to one hour.
- Grade 2 One hour to one and one half hour.
- Grade 3 Two hours.
- Grade 4 Three hours.
- Grade 5 Three and one half hours.
- Grade 6 Five hours.
- Grade 7 Six hours.
- Grade 8 Seven hours.

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

1. Setting aside a time when homework is to be completed. Be consistent.
2. Provide a quiet place to study.
3. Establish time limits
4. Establish a quiet household during homework time.

All schools have a web presence to enable teachers and parents to monitor student homework, to reduce student homework delinquency, and to improve student learning. Information will be given to students and is available on the school websites. At Cawley, teachers post assignments for the week on the Cawley Middle School website.

### ***Grading System and Reporting***

**At Cawley, students will receive a report card at the end of each nine-week term and a progress report in the middle of each quarter.** Student progress may also be monitored through the school's web-based student management system, Powerschool. Additional progress reports will be distributed by teachers as deemed appropriate. Parents are strongly encouraged to contact teachers with concerns about student grades.

**At Underhill and Memorial, students will receive a report card at the end of each fourteen week term and receive a progress report in the middle of each of those trimesters.**

#### **Cawley and Memorial Grading Scale**

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

### ***Cawley***

Students whose grade point average is below 60 will be assigned a 60 point average for that quarter. This will be important in factoring the student's yearly average.

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on a report card becomes an "F" two weeks from the date the student receives the card. Make-up work and scheduling is the responsibility of the student.

## ***Parent/Teacher Conferences***

While parents are free to schedule conferences with their child's teachers at any point during the year, the annual parent-teacher conference day is scheduled on November 1. Communication between parents and teachers is a key ingredient to effective student achievement. When parents have questions regarding their child's progress at other times during the year, they are strongly encouraged to contact the child's teacher to schedule a conference via note, email or a phone call. The classroom teacher is a parent's first point of contact.

## ***Cawley HAWKS Honor Roll***

HAWKS (Hooksett Award Winning Kids) is a community-sponsored student motivation program designed to reward Cawley Middle School students who meet the following criteria:

1. Honor Roll
2. No More Than One Office Detention
3. No Internal, External, or Bus Suspensions
4. No "N's" or "U's" in Effort or Conduct

Parents will receive notification of their child's success.

Honor rolls are generated and published at the end of each grading period. The Honor Roll is developed as follows:

High Flying HAWKS...All A's and not more than one B

HAWKS ..... A's, B's and not more than one C

All classes are included in factoring the Honor Roll

## ***Promotion and Retention***

It is the position of the Hooksett School District that all students will be provided with a wide range of resources to meet their individual needs, and as such promotion to the next grade is our expectation. However, promotion or retention of a student shall be made in the best interests of the student after careful evaluation of the student's overall academic achievements, his/her social and emotional maturity, and any other relevant information. (See policy in Appendix.)

## ***Academic Support Programs***

Support services in Reading, Language Arts and Mathematics are provided by the Reading Specialists, Title I, the ESOL (English Speakers of Other Languages) Program, and ALPs (Advancing Learning-Program) Referrals for such services are based on student performance and assessment data, and/or recommendations by teachers/parents. Written permission is required for participation in these programs.

## ***Special Education***

Special Education services currently provided at all Hooksett Schools include Speech and Language Therapy, Occupational Therapy, Counseling and instructional programs through the Resource Room and Special Needs classes. Other related services may be provided upon recommendation of the building Special Education team. The district special education office number is 485-5104. (See policy in Appendix.)

## ***Summer School/Academy***

Cawley and Memorial schools hold summer school/academy for third through eighth graders. The program is designed to meet the needs of students who require more schooling in the areas of social studies, science, math and language arts/reading. Information regarding summer school/academy will be available in the spring. Underhill holds similar support programs for selected students entering first or second grade.

Cawley students who fail two or more core classes for the year will be required to attend Summer Academy.

## ***Student Records***

The school may, without the consent of either the students or his/her parents, release student records contained in the administrative or supplementary classification to the school officials within the District who have proper educational purpose in examining the information.

No other person may have access to a student's records except under the following circumstances.

- A. When proper written consent to the release of such records has been obtained:
  - a. The consent must be given by the student's parents or guardian except when a student reaches the age of 18 years.
  - b. The written consent must specify the records to be released. Blanket permission for the release of information will not be accepted.
- B. Under compulsion of law.
- C. When data for outside research purposes is released in such a form that no individual student is identifiable.

These procedures are in keeping with Hooksett School District policy, which conforms to the Family Education Rights and Privacy Act of 1974. (See policy in Appendix.)

## V. BEHAVIORAL EXPECTATIONS AND GUIDELINES

### *Code of Conduct & Behavioral Guidelines*

Underhill and Memorial Schools are active participants in the Positive Behavioral Interventions and Supports program (PBIS) to help us maintain the highest standards of education for each child in a safe and nurturing environment. The program addresses the issue of behavior in a proactive and positive manner. At Underhill and Memorial the children are taught three basic principles for behavior:

Be Responsible  
Be Safe  
Be Respectful

At the **Cawley Middle School**, we firmly believe that behavioral guidelines all relate to the three R's of respect:

Respect Yourself  
Respect Others  
Respect Property

In order to safeguard all students' rights to a proper education, students at **Cawley, Memorial, and Underhill** are expected to follow the rules and regulations of the school administration. Students are required to observe the customary rules of courtesy and politeness which contribute to order as established by the acceptable standards of the school and community.

In regards to student safety, The Hooksett School District has strict guidelines for reporting and investigating incidents of bullying. (See policy in Appendix.)

Infractions of any classroom or school rule may result in one of the following, depending on the seriousness of the infraction:

- A. lunch detention
- B. teacher-held detention
- C. office detention
- D. suspension from activities
- E. internal suspension
- F. external suspension
- G. expulsion

A general description of the above consequences may include the following infractions:

- A. Lunch detention - Students are required to eat lunch at a separate table, in their classroom or in the main office for one or more days due to infractions of cafeteria rules.
- B. Teacher-held detention - Students may be required to remain after school for detention when their actions in the classroom warrant such. This includes rudeness, consistent rules violation, and any other unacceptable classroom behavior. Parents will be notified of detentions 24 hours in advance. Transportation home is the responsibility of the parent.
- C. Office detention - Students may be required to remain after school for an office detention when their actions warrant such. These include excessive teacher-held detentions, consistent office visits, abuse of school equipment and facilities, including computers and software and any other unacceptable behavior. Office

detentions will conclude at 3:30 p.m. at Cawley and 4:00 p.m. at Memorial. Parents will be notified of detentions in advance. Transportation home is the responsibility of the parent.

- D. Activity suspension - Should students fail to respond to routine discipline procedures, suspension from activities such as dances, Student Council activity days, assemblies, etc. may occur.
- E. Internal suspension - Results for students who have accumulated many detentions or whose behavior is of such a serious nature that removal from the classroom for a period of time is necessary. Serious offenses include profanity, stealing, extreme rudeness, gross disrespect, threatening, horseplay, minor physical altercations, and internal and external bullying.
- F. External suspension - Students who consistently violate school rules, who are frequently required to be removed from class, are extremely disrespectful, stealing valuable property, threatening, and/or possession of cigarettes, possession of weapons, firecrackers, or explosives, fighting which involves throwing punches or kicking, possession and/or consumption of alcohol and/or illicit substances, or other offenses which are so serious as to require that the student be removed from the building for a period of time. Make-up work is allowed for both internal and external suspensions. Parents will be notified in writing and be contacted by phone if a student has received an internal or external suspension. Suspensions which are longer than ten days will follow the guidelines as established in NH Education Law 193:13. (See Weapons on School Property policy in Appendix.)

### ***Punctuality to Class at Cawley Middle School***

Students are to be in their assigned area when each period begins. Students who receive three (3) unexcused tardies for each half-year semester may be assigned an office after-school detention. Each additional tardy will result in after-school detention.

### ***Corridors***

Students should be in the corridors only at the beginning and end of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during classes must have passes. Student are asked to be courteous at all times and keep to the right when moving in the halls.

### ***Due Process***

Due process is the procedure by which students are able to state their case and defend their actions during the disciplinary procedure. Students will be afforded the opportunity to understand the reasons for disciplinary actions and the opportunity to persuade the official that the consequence may not be justified. Every student has the right to due process.

### ***Lockers/Locks***

For the convenience of students, Hooksett Schools does provide for assignment of lockers to students for the purpose of storing lawful materials. School lockers, gym lockers, and desks are provided to students as a convenience but remain the property of the Hooksett School District. School officials reserve the right to inspect lockers and desks anytime and students should not have an expectation of privacy.

## ***Cawley, Memorial, and Underhill Busing***

Bus stops are established by the bus contractor and SAU #15 administration. Students may be required to walk up to .6 of a mile to his/her bus stop. Parents who wish for their child to walk to and from school should request so in writing and submit the letter to the main office. Students are not permitted to ride a bike, skateboard, scooter or the like to school.

The school is not responsible for student behavior at bus stops. This is a parent and neighborhood responsibility. Once a student boards a bus, and only at that time, does he/she become the direct responsibility of the school district. This responsibility ends when the student is delivered to the bus stop at the close of the school day.

In view of the fact that riding a school bus is an extension of the classroom, the District shall require students to conduct themselves on the bus in a manner consistent with established school and statutory standards, including, but not limited to RSA 155, Smoking on School Property and RSA 193:B, Drug Free School Zones. Note: Drivers are authorized to assign seats.

In cases where a student does not conduct him/herself properly on the bus, a Bus Discipline Report will be brought to the attention of the administration by the bus driver. A discussion will be held with the student to determine ways in which his/her behavior may improve. A copy of the report may be sent home to the parent for notification.

In accordance with RSA 189:9-A, a bus suspension is not to be interpreted as dismissal from school. Should a bus suspension occur, transportation to and from school becomes the responsibility of the parents.

### Bus Rules & Regulations:

1. Observe classroom conduct
2. Be courteous, use no profane language
3. Do not eat or drink on bus
4. Keep bus clean
5. Cooperate with driver
6. Do not smoke
7. Do not damage bus or equipment
8. Stay in your seat
9. Keep head, hands, and feet inside bus
10. Do not fight, push, or shove
11. Do not tamper with bus equipment
12. Do not bring pets on bus
13. Do not bring flammable materials on bus

### Bus Discipline Guidelines:

First Write-Up: Consequences will range from a written notification to parents up to a three (3) day suspension of school bus privileges.

Second Write-Up: Consequences will range from a three (3) to five (5) day suspension of school bus privileges.

Third Write-Up: Consequences will range from a five (5) to ten (10) day suspension of school bus privileges.

Fourth Write-Up: Student will have school bus privileges suspended for the remainder of the school year. The suspension will take effect forty-eight (48) hours after the Principal's decision. During the 48 hour period, the student's parents may request to meet with the Superintendent to appeal the decision. Should the principal's decision stand, the suspension will go into effect as scheduled. The parent may then request to appear before the Hooksett School Board to seek a restoration of bus privileges, but not before a minimum of twenty (20) school days have passed since the suspension of riding privileges took effect. Should privileges be restored and another write-up occur, bus privileges will be revoked for the remainder of the year.

#### Neighborhood Bus Stops:

Per Hooksett School District policies EE and EEAC, bus stops are established by the SAU Administration and the busing contractor. Neighborhood bus stops shall be established whenever possible. Students will be transported to and from the stop closest to their residence. They may be required to walk up to .6 of a mile to their bus stop.

#### Bus Stops/Routing

Given the tightness of bus routing schedules, students are to be at the bus stop upon bus arrival in order to expect transportation. Students should arrive at the stop 10 minutes before the bus is scheduled to arrive in order to compensate for normal deviation of arrival time. Appropriate standards of conduct are expected at the bus stop.

**Students who wish to ride a different bus, or get off at a stop that is not his/her regular stop, must bring in a written note to receive a bus pass from the school office.**

**Underhill** and **Memorial** students must give the request to their homeroom teacher at the start of the day. We do not accept any student's word regarding changes. A note (or a phone call if you forget to write a note) helps to eliminate confusion at the end of the day. All notifications must be received by 1:30 p.m. for student safety.

**At Cawley only** - you may email the administration changes concerning bus dismissal changes.

Please be sure that the note contains the following information:

**Child's full name**  
**Teacher's name**  
**Regular bus #**  
**Bus # to switch to**  
**Date this will happen**

The Hooksett School District has contracted with Goffstown Trucking to provide bus transportation for its students. The following are the contacts and phone numbers parents are to use if a problem occurs:

- Step 1: Call Goffstown Trucking at 222-2248 to report a problem.
- Step 2: If no resolution is reached call the SAU #15 Business Administrator at 622-3731.

Responsibility for the safe conduct of school children to and from school rests with the Hooksett School Board, as defined by RSA 263:38a, and in accordance with that responsibility, the following shall apply:

- A. Students shall not cross major thoroughfares or any road or intersection deemed hazardous by the Hooksett School Board.
- B. Students assigned to a bus shall ride to and from school, unless transported by a family member or an individual approved by the parent.
- C. Students shall not elect to ride or walk dependent on the weather conditions of a particular day unless the office is notified in writing prior.

### ***Cawley, Memorial, and Underhill Dress for School***

Students shall be required to demonstrate proper attention to personal cleanliness, neatness, and appropriate standards of dress. Shirts should cover the entire torso at all times, even in movement. Garments that reveal the midriff or cleavage, tank tops with narrow straps, T-shirts which display inappropriate messages, and clothing which is significantly torn or ripped are not to be worn to school. The length of skirts and shorts are to be mid-thigh or lower. Undergarments should not be visible at any time. Coats and jackets are not to be worn during the school day unless warranted by building conditions. Head gear, hats, and inappropriate eyewear are not to be worn inside the school building. Appropriate footwear shall be worn at all times. Students are not allowed to carry backpacks during the school day. Sneakers are required when participating in Physical Education classes.

### ***Cawley, Memorial, and Underhill Personal Property***

Cell phones, digital devices and other such equipment may be brought to school to be used for a classroom project and other curriculum related activities. They must have teacher approval and the **devices must be registered with the school**. Devices may be used on the bus, however they must be used respectfully and responsibly. (See Policy JICJ in Appendix.)

Cigarettes, electronic cigarettes, lighters, matches, knives, wallet chains or other chains, laser pointers and any other material deemed dangerous or inappropriate will be confiscated. In accordance with the district's weapons policy, the police may be contacted. (See Weapons in School policy in appendix.)

The school is not responsible for items which have been misplaced or stolen. Large sums of money should not be brought to school. Have your student place his/her name on all personal articles including lunch bags. There is a lost and found area where misplaced items can be located. Valuable items such as glasses, rings, money, etc. will be sent to the main office. Lost items are either given away or discarded when unclaimed after a period of time.

For safety and health reasons, animals/pets are not allowed in the school building, unless prior arrangements have been made with school administration.

Children are not allowed to ride bicycles, skateboards, scooters, etc. to school because of the large amount of traffic entering and exiting the school parking lot during the time the children would be coming to and leaving the school.

***School Telephone Use***

Students are required to seek permission from the main office for telephone use. Using the telephone is limited to calls that are necessary and of an urgent nature. Students should not use the school phone to make arrangements that are not school related.

## **VI. HEALTH, WELLNESS, AND SAFETY**

### ***Recess at Memorial and Underhill***

Fresh air and active play are very beneficial to growing children. All children are expected to participate in outdoor activities unless participating in other assigned co-curricular activities or excused for medical reasons. A letter from a physician is required for the latter. Please see that your children come to school appropriately dressed for the prevailing weather conditions - including boots, mittens, hats, appropriate footwear, etc.

### ***Snack Time at Memorial and Underhill***

Daily snack time is part of the routine for each student. Please provide your child with a snack. We encourage nutritious snacks, such as fruits, raw vegetables, crackers, cheese, etc.

### ***Emergency Management Team***

All Hooksett Schools have established Emergency Management Teams. The purpose of the EMT is to organize and coordinate an appropriate response to any crisis which may have emotional or physical consequences for the student and faculty population.

The EMT is designed to manage public situations which may have either a short or long term impact on the entire student body or staff. These situations include, but are not limited to, the following: death or serious injury to a faculty person, staff member or student; death or serious injury to a famous political individual; community, environmental or natural disaster emergencies, violent act in the school or community which may have an immediate impact upon the student body and school staff.

The membership of the EMT includes the Principal, Assistant Principal, School Counselor, Faculty Member, School Secretary and School Nurse. The EMT consults with the Maintenance Director, representatives of the Hooksett Police and Fire Departments, and the Transportation Supervisor on an ongoing basis. Other individuals and organizations are brought in as needed.

### ***Student Reunification***

In the event of a lockdown or off-site evacuation Hooksett Schools may enable their Student Reunification Plan. Parents should not come to the school to pick up their children until cleared to do so by school personnel or law enforcement. Student/Parent Reunification may or may not take place at the school. In the event of a lockdown or off-site evacuation, parents should regularly check the school website or (if necessary) the Hooksett Police Department website for information. School Personnel will do their best to communicate with parents via Bright Arrow or the School website, but please understand that your child's safety takes precedence over all other functions during an emergency. Parents **should not call or text their child's cell phones directly** during a lockdown as complete silence is imperative for your child's safety. Thank you for your understanding and compliance with these guidelines.

### ***School Resource Officer***

The Hooksett Police Department assigns a School Resource Officer to provide enhanced safety for all Hooksett schools. The officer supports school administration, regarding safety or truancy issues, consults with building Emergency Management Team, and serves as an accessible resource to children, parents, and school staff. Specific,

detailed contact information for the Hooksett School Resource Officer is available by contacting the schools or via the district website.

### ***Substance Abuse***

Possession and/or utilization of cigarettes, electronic cigarettes, alcohol and/or illegal drugs is not permitted by students on school premises. Student offenders will be subject to suspension from school, police will be notified, and the student may be required to attend further instruction in an individualized program developed by the school nurse and school counselor.

Students who bring drug and/or alcohol look-alike substances with the intent to deceive others will also be subject to suspension and/or other disciplinary action. This procedure is also effective for field trips and school-sponsored functions. (See policies JICG and JICH in Appendix.)

### ***Guidance/Crisis Intervention Procedures***

The purpose of the guidance program is to help each individual student achieve his/her highest potential socially, emotionally and academically. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Regularly scheduled appointments with students who are in need.

The Guidance Counselor is a member of the School's Crisis Intervention Team. The team refers students to appropriate agencies when they are reported to be involved in cases of child abuse and neglect, suicide and/or psychiatric emergencies, assaults and threats.

The Counselor maintains a working relationship with the Merrimack County Division for Children and Youth Services, and the Hooksett Police Department.

Procedures used by the team are outlined in the "Reporting Guidelines for New Hampshire School Personnel Regarding Suspected Child Abuse and Neglect (October, 1985)". In addition, the team follows school policies regarding the requirement of subpoenas for the use of school records by outside investigators and for court appearances of school personnel.

In addition to the counselor, other members of the team include the school principal, school nurse, and the Hooksett Police Department's School Resource Officer.

When it is necessary for the Division for Children, Youth and Family Services, the police, or the county attorney investigator to interview a child at school, the following procedures will be followed:

1. If the interviewer is not known to a member of the Crisis Intervention Team, credentials will be checked for validity prior to the interview.
2. A quiet, secluded area in the building will be provided so that confidentiality may be maintained.
3. A member of the Crisis Intervention Team may be present during the interview to protect the child's rights and to provide emotional support.
4. Follow-up counseling services will be provided to the child if deemed appropriate.

## **Health Services**

A full time school nurse is provided for the health needs of Hooksett students. The nurse is available to perform the required functions for students as listed below:

1. Annual hearing and vision screening
2. Pediculosis screening when deemed necessary
3. Maintain up-to-date cumulative health records on each child
4. Assess and refer students in need of medical and dental care
5. Assume responsibility, in the absence of physician, for the care of a student or staff member who has suffered injury or illness
6. Observe students on a regular basis with regard to health, developmental, and emotional needs
7. Investigate extended absences which are due to illness
8. Advise and direct the exclusion and readmission of students in connection with infectious and contagious diseases

The care of a sick child is a parental responsibility. If the child is ill, he/she is to be kept home. Children will not be allowed to stay inside during recess or stay out of physical education activities without a physician's written request. If a child becomes ill in school, care will be provided until a parent or parent designee can be contacted to pick up the child.

The parent should notify the school office if a child is going to be absent. Please notify the Health Office if the child has a communicable disease (i.e. chicken pox, strep throat, scarlet fever, conjunctivitis, head lice, etc.), has suffered an injury or has an illness that requires accommodation during the school day.

## **Allergies**

The school nurse must have documentation of allergies from a physician. Accommodations will be made based on the physician's recommendations.

## **Medication**

If, under exceptional circumstances, a child is required to take any medication (prescribed or over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer such when the following conditions have been met:

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

## **Immunization and Medical Examination of Students**

### ***New Hampshire State Law:***

**RSA 202:32** A complete medical examination by a licensed physician upon or prior to entrance into the public school system and thereafter as often as deemed necessary by the local school authority. (Hooksett requires a complete physical exam within one year prior to entrance into kindergarten or first grade, and within six months prior to entering sixth grade.)

**RSA 200:38-III** Tuberculosis skin testing is no longer required for children in NH schools. However, for low risk groups it is recommended that Mantoux tuberculin testing be performed once during childhood coinciding with a routine health appraisal such as a preschool physical examination.

**RSA 200:38-I** According to the New Hampshire Code of Administrative Rules He-P 301.13(a) "Every parent or guardian of a child to be admitted or enrolled in any New Hampshire public or nonpublic school or childcare agency shall, prior to his admittance, provide documentary proof to the admitting official of acceptable immunization of the child as specified in HE-P 301.14. The immunizations listed below must be completed prior to school entry:

1. Diphtheria, Pertussis, and Tetanus (DPT) (Adult type TD when over age 7) - 4 doses, at least 1 given on or after the 4th birthday.
2. Polio Vaccine - 3 doses, at least one given on or after the 4th birthday.
3. Measles, Mumps and Rubella (MMR) 1 dose, given at 12 months or older. A second dose of measles vaccine is required for entrance into seventh grade.
4. Hepatitis B-3 doses - for children born on or after January 1, 1993. (Doses 1 & 2 separated by at least 28 days; doses 2 & 3 separated by a minimum of 2 months provided the 3rd dose is administered at 6 months of age or older.
5. Varicella-students in grades K-3 need 2 doses or laboratory confirmation of disease.

Documentary proof of immunization consist of a letter or record from a previous school, a physician's statement on office letterhead or a copy of the child's official immunization card.

### **Exemptions From Immunizations**

NH State Statute 141C:20-c Exemptions.

A child shall be exempt from immunization if:

- I. A physician licensed under RSA 329 certifies that immunization against a particular disease may be detrimental to the child's health. The exemption shall exist only for the length of time, in the opinion of the physician, such immunization would be detrimental to the child. an exemption form immunization for one disease shall not affect other required immunizations.
- II. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a notarized form stating that the child has not been immunized because of religious beliefs.

If you object to immunizations for religious reasons, please call our school office immediately and our staff will forward an official New Hampshire Religious Exemption Form. This form must be notarized and returned to our office prior to the start of school.

The following policy on immunization has been established to comply with laws enacted by the New Hampshire General Court:

Students new to the District, not meeting the immunization requirements must present to the nurse of the school, prior to entrance, a written statement from a licensed physician that the immunization program has been started and the date of the completion of such program.

When it comes to the attention of the school nurse that a student is not fulfilling the requirements of immunization as laid down in a written statement from a physician, she shall notify the parents of the school's policy.

If the immunization requirements are not complied with, the child shall be excluded from attendance until the program of immunization has been completed or until a certificate is received from a licensed physician indicating that the child has met the requirements of RSA:200.

If you have any questions or we can be of any assistance, please call the school, or the State of New Hampshire Department of Health and Human Services, Office of Community and Public Health, Immunization Program at 1-800-852-3345, ext. 4501, or 271-4501.

### ***Cawley, Memorial, and Underhill Hot Lunch and Cafeteria Services***

Student behavior in the cafeteria is to be based on courtesy, cleanliness and safety. At Underhill and Memorial, students are not allowed to purchase snacks, sold as a separate entity, unless they have eaten either a purchased lunch or a brown bag lunch. Students who are without a lunch or lunch money will be provided with a lunch on that day but all money must be paid to the lunch program as soon as possible. School lunch personnel will notify parents of delinquent accounts. (Free and reduced lunch is provided to eligible students as required by federal regulations.) Contact the Food Service Director for application. (See policy in Appendix.)

## VII. SCHOOL PROGRAMS

### *Athletics and Co-Curricular Programs*

#### I. Philosophy and Procedures:

Extracurricular athletics and co-curricular programs in Hooksett are voluntary student programs. Though we strongly encourage students to do so, none are obligated to take part in athletics or co-curricular programs. The goal of our interscholastic program is to establish self-discipline, socialization skills, fair play through interaction with team members, coaches, and officials, and to better develop physical skills. The goal of our co-curricular program is to offer students other positive activities in which middle schoolers can work together for a common purpose.

Because the programs are voluntary, and because those participating are representative of the community of Hooksett, it is necessary that we set our standards high. Student-athletes and co-curricular participants must maintain acceptable academic requirements and display proper citizenship and sportsmanship skills. They are required to conduct themselves in an appropriate manner.

Since it is a privilege to represent Hooksett in athletic and co-curricular competitions, it follows logically that the school has the responsibility to revoke that privilege when the student does not conduct himself/herself in an acceptable manner. Proper conduct is required of students on the athletic field, and in the school and community.

#### II. Participant Regulations:

##### A. Academic Eligibility

It is important for youngsters to understand that the maintenance of good grades is of primary importance. In order for students to participate on an interscholastic or co-curricular team, the following academic conditions must be met:

1. Participants must pass all classes at report card time.
2. Participants must not receive more than one failing grade at progress check time.
3. Students who do not meet the aforementioned criteria (1 and 2) will be suspended from participation for two weeks. Two weeks will be allowed to meet the criteria or permanent seasonal participation will be suspended.

##### B. Conduct Standards: Athletics & Co-curricular Activities

1. Detentions/Suspension: Proper conduct during school, on the field of play, and during transport to and from games and activities is required of all students. No student will be allowed to participate in athletics/activities who has received more than three (3) office detentions, either teacher-held or office during the course of the season. Upon receiving his/her fourth (4th) detention, the student athlete will be notified of his/her suspension from athletic/activity participation. **On that day a student-athlete is to serve an internal and external suspension or detention, he/she is not allowed to participate in either that day's game/activity or practice.**
2. Coach/Advisor's Prerogative: Our advisors and coaches dedicate a great deal of time training students.

It is within their bounds to recommend dismissal of students from participating to the school Administration. The administration will make the decision.

3. Athletic/Activity Suspension: The school reserves the right to suspend students from participation in athletics or co-curricular activities when it deems it necessary. Suspension from sports and activities may occur for reasons such as use of tobacco, drugs and alcohol on or off school grounds, inappropriate conduct, or other inappropriate activity.
4. Absences From Games/Events/Performances/Dances:
  - a. Should personal circumstances dictate that a student-athlete miss a scheduled game or practice, a written note, or email must be provided by the parent.
  - b. Students not in school on the day of a game or practice may not participate in any after-school event.
5. Transportation: Parents are asked to be prompt and punctual in picking up students following activities, practices and games. Students will be made aware of ending times of activities, games and practices in advance. Chronic tardiness of parents picking up students may result in student dismissal from participation. **Students need to take school provided transportation to all events. A student may be dismissed from an event with written permission from their parents.**
6. Tryouts: Appropriate qualifying conditions will be established by the coach and Athletic Director to determine student eligibility. Coaches may delay judgment on individuals who are injured and/or sick, and thus, unable to participate. A tryout session for the individual may be established, within a reasonable timeframe, for such a student.
7. Commitment: Since many times coaches are required to deny participation to students who desire to play because of a large number of candidates, it is expected that those students who do qualify for the team make a full and reasonable commitment to games and practices. **The school team schedule is to take precedent over non-school teams. Failure to comply with this procedure may result in student dismissal.**

#### C. Health Standards

1. Physical Examinations: No student shall be eligible to represent Hooksett in athletics unless there is a physician's statement on file certifying that the student has passed an adequate physical examination and that in the opinion of the examining physician he/she is fully able to participate in athletics.
2. Insurance: It is strongly suggested that all student-athletes be covered by some form of medical insurance.
3. Health Attitudes: It is well known at the present time that smoking, drinking alcoholic beverages, and the use of drugs are unhealthy. It is important that student-athletes eat well-balanced meals and get sufficient rest each night.

## ***Athletic and Co-Curricular Programs***

**Cawley Middle School** offers an extensive athletic and co-curricular program for its students. These programs include the following clubs, organizations, and athletic teams:

Boys' Baseball	Hawktalk (student newspaper)
Boys' Basketball	Jazz Band
Boys' Soccer	Literary Magazine
Cheerleading	Math Team
Cross Country	National Junior Honor Society
Field Hockey	Builders' Club
Girls' Basketball	FIRST Robotics
Girls' Softball	GPS Club
Girls' Soccer	STEM Club
Volleyball	Student Council
Golf	
Spring Track and Field	
Boys' Lacrosse	
Girls' Lacrosse	

**Hooksett Memorial School** offers co-curricular programs and activities for its students. These programs include the following:

Band	Chorus
Computer Lab	Destination Imagination
School Store	Girls on the Run
Walking Club	Kids Making a Difference

## ***Spectators Attending Co-Curricular Events***

All spectators attending school sponsored athletic events and other activities should display appropriate behavior at all times. Spectators who are unruly or inappropriate will be asked to leave the event. Parents are not to sit with participants.

## ***Dances***

Dances are held periodically for Cawley students. The Student Council sponsors a dance to help raise revenue for each class treasury as well as other organizations. Dances begin promptly at 6:30 pm and conclude at 9:00 pm. Only Cawley Middle School students are allowed to attend. Students must be in school the day of the dance in order to attend. The school dress code applies to all dances. 6th graders will be dismissed at 8:45 p.m. and 7th and 8th graders will be dismissed at 8:55 p.m. Parents are to park their cars and get out and pick up their child at the gym door. No child will be released into the parking lot alone.

## VIII. MISCELLANEOUS INFORMATION

### ***Special Observances at Memorial and Underhill***

Notices of special observances/events will be communicated via classroom teacher. Flower deliveries, balloons, and other surprises should not be delivered to the school. Do not send food to the classrooms unless prearranged with the classroom teacher, as foods distributed in school must meet nutritional standards established by state and federal law. (See policy EFA in Appendix.)

### ***Party Invitations at Memorial and Underhill***

In respect to all students, to protect privacy, and ensure safety and security, **invitations to private parties cannot be distributed on school grounds. Staff cannot release the addresses and/or telephone numbers of our students.**

### ***Cawley Awards***

The David R. Cawley Middle School believes that it is important to recognize individual student's outstanding effort and achievement. Students are recognized as such during class award assemblies and Recognition Evening at the conclusion of the year. Major eighth grade awards include:

Daughters of the American Revolution Award  
HAWKS PTO Award  
Hooksett Education Association Award  
Hooksett PTA Cultural Arts Award  
Hooksett PTA Technology Award  
Kiwanis  
Lions Club Award  
McDonald's Ray Kroc Award  
Presidential Academic Excellence and Effort Awards  
Principal's Award

### ***Care of Books and Supplies***

Each student is responsible for the care of the textbooks and/or school supplies he or she receives. Loss, damage, or destruction of texts will result in reimbursement to the school district.

### ***Field Trips***

Field trips are designed to meet the curricular needs of our students. Participation on field trips will be determined in accordance with grade level procedures. Students who are unable to participate due to financial concerns should contact the school administration. Arrangements will be made to provide the financial assistance necessary and all information will be kept in confidence.

School rules relating to behavior apply to all field trips. Before each trip, permission forms will be sent home to parents. These are to be signed and returned to the school before students will be allowed to go on the trip. Parents who are chaperoning are requested not to bring younger children with them.

### ***Open House, Information Nights, and Other Activities***

All **Hooksett School District** schools provide two Open House/Information events during the course of the school year. Cawley, Memorial, and Underhill have Open House prior to the start of school in order to orient students and parents to the school and to meet teachers. A spring orientation is dedicated to parents of incoming sixth graders at **Cawley Middle School**, incoming 3rd graders at **Memorial School**, and incoming kindergarteners at **Underhill**.

Other evening events at our schools may include winter and spring concerts, musical theater presentations, drama productions, language arts open house, expo nights, ice cream socials, adolescent changes presentation, book fairs, NJHS induction ceremony, math nights, high school information nights, Camp MiTeNa and Washington DC information nights, and other relevant school events.

### ***PTSA/PTA***

Parent/teacher organizations (CAWLEY HAWKS PTSA/Memorial and Underhill PTSA) meet monthly. These groups serve as an important liaison between schools and community and organizes such events as fundraisers, teacher recognition programs, and student assemblies.

### ***Insurance***

The Hooksett School District does not provide accident insurance for individual students. However, student insurance is made available to all students at a reasonable cost to the parent. All student accidents or injuries are reported in writing by the school nurse. Complete information regarding insurance is made available early in the school year.

### ***Media Release-Hooksett School District***

Parents of students in the Hooksett School District should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. In addition, video and audio recordings may be used for instructional purposes (see HSB Policy EEAB for more information.) A form is sent home at the beginning of the school year relating to permission for media release.

### ***Notices and Information***

In an effort to maintain communication between parents and the school, notifications are posted on the schools' websites, Powerschool parent portal, emailed to parents using the Bright Arrow Notification System and may also be sent in printed form. Please read these carefully. Please follow us on Facebook and Twitter.

Students are safeguarded from outside organizations attempting to raise money through the students by School Board policy. Unless approved by the School Board, announcements and advertisements are limited to those which are school-sponsored or which are promoted by organizations that are school-sponsored or which are promoted by organizations that are civic, non-profit and based in Hooksett.

You can access information about the Hooksett School District and its schools on each specific school on their websites.

### ***Public Solicitation in the Schools***

Per Hooksett School District Policy KI: "Public Solicitation in the Schools", the Hooksett School District will strive to safeguard the students and their parents from money raising plans of outside organizations, commercial enterprises, and of individuals. We request that parents and students refrain from soliciting donations.

### ***Traffic Procedures***

Parent drop-off and pick-up will be conducted at designated areas of each school. Cars should stay in single file. Personal vehicles are not allowed in the bus drop off and pick-up areas during the loading and unloading of students.

### ***Items Delivered by Parents***

Parents may drop off band instruments, projects, lunch boxes, etc. at the front office once school has begun. The front office staff will make sure that the items make it to the student. Other deliveries (balloons, flowers, etc.) are not allowed during the school day whether by florists/delivery person or by parent.