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# Hooksett School District

## Parent/Student Handbook

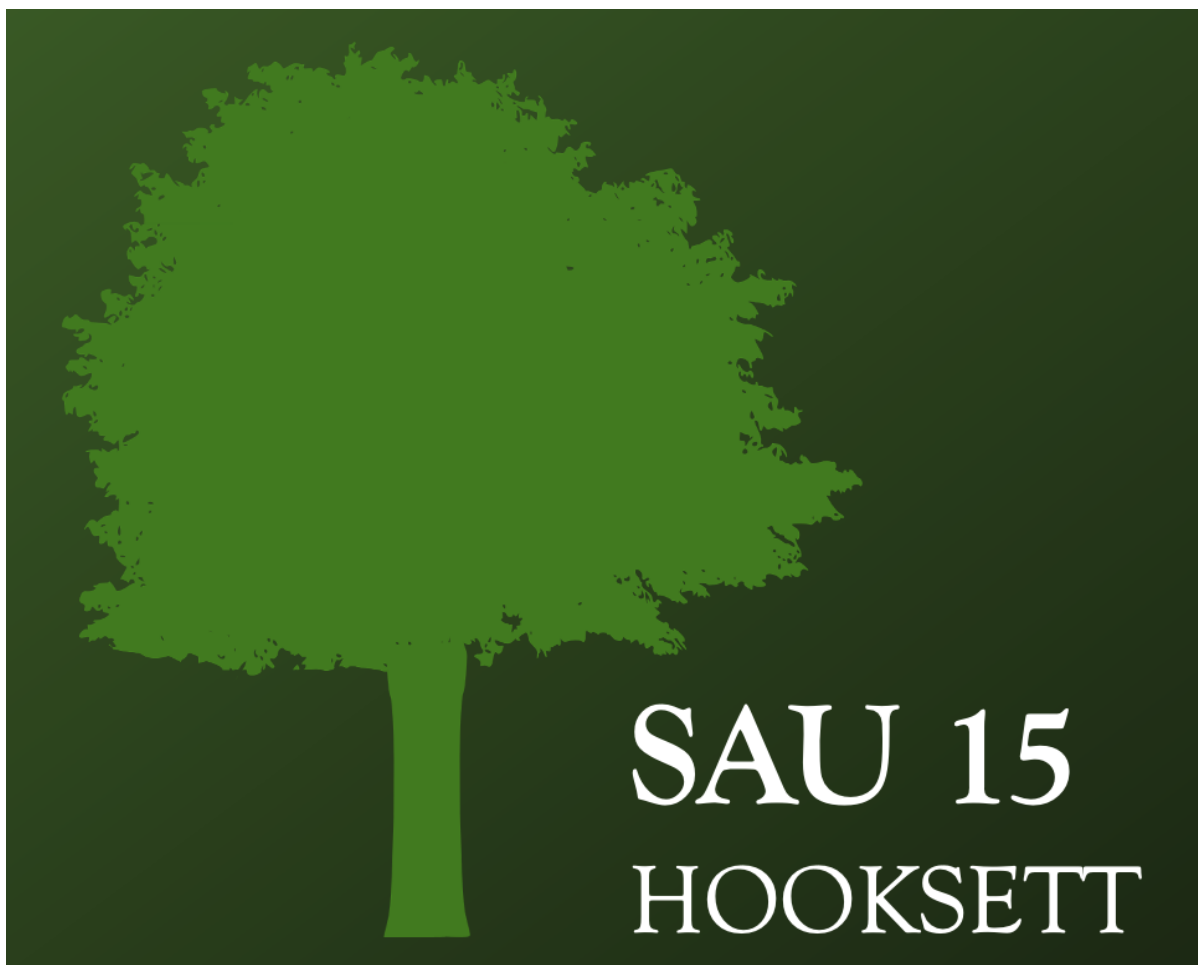
David R. Cawley School (603-518-5047)

Hooksett Memorial School (603-485-9890)

Fred C. Underhill School (603-623-7233)

Fall 2023-2024

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**HOOKSETT SCHOOL BOARD**

SCHOOL ADMINISTRATIVE UNIT 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 children's teachers and school Principal, and maintain an open dialogue throughout the year.

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 first initiate contact with their child's teacher, and then the school Principal. If the Principal has not provided you with an acceptable solution, you may then contact Superintendent William J. Rearick at 603-622-3731 x4016.

We also want to encourage all members of the community to attend our School Board meetings. We meet on the third Tuesday of each month during the school year, with additional meetings as necessary. The meetings are generally held at 6:00 pm in the David R. Cawley Middle School Media Center, and are broadcast online at YouTube channel, "Hooksett YouTube". The Board's meeting schedule, agendas, and minutes are available online at <https://hooksettschoolboard.sau15.net> under menu "Agendas/Minutes". Every meeting's agenda provides an opportunity for members of the public to address the Board, and 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,

Wayne Gortel, Hooksett School Board Chair

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Benjamin Loi  
*Principal*

Jennifer Colantuoni  
*Assistant Principal*

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2 Sherwood Drive  
Hooksett, NH 03106

Phone: (603) 623-7233  
Fax: (603) 623-5896

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August 2023

Dear Fred C. Underhill Parents/Guardians and Students,

Welcome to the 2023-2024 school year at Fred C. Underhill School! Our school offers Preschool through Second Grade for Hooksett students. For most Hooksett students, Underhill School is where they begin their educational journey. We are committed to providing your child with high-quality learning experiences so they can thrive and grow as learners. We have a warm and inviting school community that supports all students. Each school year brings new learning experiences and memories and we look forward to sharing them with students and their families.

We are also dedicated to partnering with parents/guardians to support their children during their time at our school. It is essential that we communicate clearly and regularly to develop positive working relationships. We encourage parents to sign up for our Bright Arrow email/phone/text messaging system so they can receive important information from the school or the district. Parents may visit our school's website for announcements, updates on school events, and policies/procedures. Parents can also sign up to receive information on Twitter and Facebook through the website. The teachers use various communication methods including Seesaw, email, phone, and meetings to share information about learning progress, classroom news, assignments, dates, etc.

Parents are also welcome to be a part of the school through volunteer opportunities and various school activities and events. There are several ways for parents to interact and support the school through the award-winning Hooksett Parent-Teacher Association as well.

We look forward to having an amazing school year with you and your child!

Sincerely,

A handwritten signature in black ink that reads "Benjamin Loi".

Benjamin Loi  
Principal

A handwritten signature in black ink that reads "Jennifer Colantuoni".

Jennifer Colantuoni  
Assistant Principal

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## Hooksett Memorial School

5 Memorial Drive  
Hooksett, NH 03106

(603) 485-9890

(603) 485-8574

memorial.sau15.net

@hooksetthms



**Brad Largy, Principal**  
**Bill Hinkle, Assistant Principal**

**Donna Ellis, School Counselor**  
**Kimberly Ackles, School Counselor**

School Year 2023/2024

Dear Hooksett Memorial School Students and Families:

Welcome to Hooksett Memorial School! We are excited to have you in our school and look forward to learning and growing together. Our school provides third, fourth, and fifth graders with engaging 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 work hard every day to create a dynamic and supportive learning environment for *all* HMS students. The school is comprised of 19 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 dedicated support staff consisting of special education paraprofessionals, a media specialist, nutrition services and custodial staff, and our school administrative assistants, that all enrich our learning environment.

The Hooksett School District's Mission and 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 climate and culture that appreciates all learning styles inspires varied and rigorous learning experiences. We are confident that the HMS staff, working with all school community members, will positively influence learning outcomes. As students, parents, or residents of Hooksett, this is your school. Your active 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! If you have any questions pertaining to your child's education or health and safety as it relates to school, please contact the school. Thank you as always for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Largy".

Brad Largy  
Principal

A handwritten signature in black ink, appearing to read "Bill Hinkle".

Bill Hinkle  
Assistant Principal

*Inspiring Excellence Together*

**David R. Cawley Middle School**

89 Whitehall Road  
Hooksett, NH 03106

☎ (603) 518-5047

📠 (603) 518-5086

🌐 [cawley.sau15.net](http://cawley.sau15.net)

🐦 @hooksettcms



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**Matthew Benson, Principal**  
**Karin Rogers, Assistant Principal**

**Lea Maguire, School Counselor**  
**Kimberly Ackles, School Counselor**

August 1, 2023

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 updates and access their child's learning through Schoology. Schoology is an online learning platform that provides parents and students with class assignments, resources and grades.

Encourage your child to become an active member of the school community. Participating in athletics, fine arts, volunteer organizations and other after school activities enhances 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 cursive script that reads "Matthew Benson".

Matthew Benson  
Principal

A handwritten signature in cursive script that reads "Karin B Rogers".

Karin Rogers  
Assistant Principal



Dear Members of Our Hooksett School District,

We would like to take this opportunity to introduce you to the Hooksett PTA, a volunteer organization that works tirelessly to support the students, families, and staff of the schools in our district.

As a local branch of the greater PTA organization, our mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. We believe that by working together, we can create a world where every child can thrive.

We are committed to providing a welcoming and inclusive environment for all families, regardless of background or circumstance. We understand that each family has unique needs and challenges, and we are here to offer support and resources to help navigate the school experience.

The Hooksett PTA is made up of dedicated volunteers who are passionate about making a positive impact in our community. We are proud to be part of a national organization that has been advocating for children for over 120 years.

We invite you to learn more about the Hooksett PTA and how you can get involved. Whether you have a few hours to spare each month or are looking for a more significant volunteer opportunity, we welcome your participation and support.

Thank you for your time and consideration, and we look forward to working together to support the students, families, and staff of our district.

Sincerely,

A handwritten signature in cursive script that reads "Michael Dullen".

Michael Dullen  
President, Hooksett PTA  
[president@hooksettpa.org](mailto:president@hooksettpa.org)

**Hooksett School District  
Parent Student Handbook**

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# I. EDUCATIONAL PHILOSOPHY

## 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

Revised: March 3, 2015

Revised: June 16, 2015

**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 a.m.

Homeroom... 7:40-7:55 a.m.

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

CMS Note: Students who are not in their homerooms at 7:55 a.m. 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 New Morning Program 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.

In the event schools have an unplanned early dismissal the times above will apply.

### **Unexpected Closure of Schools**

In the event schools are closed as a result of inclement weather, a distance learning model may be implemented.

### **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 WMUR and WMUR website. 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 with as much advance notice as possible. If an announcement is made the morning of the delay/cancellation, it will be given between 5:00 and 6:30 am.**
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 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 television station if necessary: **WMUR and WMUR website**. Please do not call the school, the bus company, teachers, school board members or WMUR.

### **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.

- |                        |                      |                  |
|------------------------|----------------------|------------------|
| • Drop, Cover and Hold | • Reverse Evacuation | • Clear Hallways |
| • Secure Campus        | • Scan               | • Lockdown       |
| • Shelter in Place     |                      | • Evacuation     |

### **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.**

The school district expects civility and orderly conduct among all individuals on school property or at a school event. Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the

supervising district employee. The district reserves the right to issue no trespass letters to any person whose conduct violates this policy. (See policy KFA in appendix)

### **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 2 forms for proof of residency. The building principal, or his/her designee, may contact you for further explanation of these policies. (See policy [JFAA](#))

### **Certification of Residency**

It is the policy of the Hooksett School Board to accept students into our school system who are legal residents of the Hooksett School District as defined by RSA 193:12. Families who are seeking to enroll their children in the Hooksett public schools and who are planning to move into or within the District must provide appropriate documentation to demonstrate legal residency. Such documentation is described in Hooksett School Board Policies [JFA](#) and [JFAA](#).

### **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 each school'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.

## **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 for your cooperation in completing an annual online registration 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. At Memorial and Underhill, if a parent has not reported the student absence they will be notified through the Bright Arrow automatic messaging system. At Cawley please email [green@sau15.net](mailto:green@sau15.net) or call the school by 8:30 am to inform the school that your child will be absent. If a parent has not reported the student absent at Cawley by 8:30 am, they will be notified through the Bright Arrow automatic messaging system at 8:31 am.
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.

## **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.**

Memorial & Underhill: If it is necessary for a student to leave school during the day, please update Pick Up Patrol by stating the time of dismissal and the individual who will be providing transportation. At Cawley, please email [green@sau15.net](mailto:green@sau15.net).

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 and Underhill, 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**

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.

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 back of the school in the parent pickup car line at 3:20 pm.

Any changes in student transportation from Underhill and Memorial must occur prior to 2:15 p.m. using Pick Up Patrol. If you are unable to access Pick Up Patrol please call your child's school. Any changes after 2:30 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 or added changes using Pick Up Patrol. 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 am.** Tardies are excused when a parent reports his/her child to the office and/or writes a note providing the reason for the tardiness. Should neither occur, an

unexcused tardy will be recorded. According to RSA 193:2 children are to attend school “during all the time public schools are in session.” Continued and excessive tardiness will necessitate a letter being sent home documenting absences. If excessive tardiness continues a conference between the student’s parents and the school administration will be scheduled.

### **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**

Parents will be emailed a link to complete their child’s emergency information before the beginning of each school year. Please make changes as needed, sign, date and return. It is very important that this online form 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 administration to exercise an emergency response, 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. **Please do not immediately travel to your child’s school. Instead, parents should be patient and wait for information 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 competencies are available on our website and provide a sampling of the skills and understandings we focus on in each content area. Please visit <https://sau15.net/curriculum/> to view the SAU 15 Grade Level Competencies.

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

At Memorial and Underhill, 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 and/or State or National content specific standards. 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.

At Cawley, students are provided one quarter of Health and Physical Education instruction annually. Additionally, students may be enrolled in Art, Music, Family and Consumer Science, Industrial Technology, and/or Computer Technology classes quarterly as another Unified Arts class. Students may also be enrolled quarterly in French or Spanish as a 6th grade student and can choose to enroll in French or Spanish as a full-year course as a 7th and 8th grade student.

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, charged Chromebook, pens or pencils, and homework assignments are standard requirements.

## **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.

District learning management systems (Seesaw, Schoology) are created to improve student learning, to enable parents to monitor student homework, and to reduce student homework incompleteness. Important classroom information can also be found through these district learning management systems. General school information is given to students and is also available on the schools' websites.

## **Grading System and Reporting**

**All Hooksett Schools align their curriculum and instruction with the SAU 15 Grade Level Competencies in all content areas along with work study competencies. We use a variety of assessment methods to measure students' progress toward the end of year grade level competencies.** The school provides three report cards at the end of each grading period to communicate students' achievement of specific skills. Mid-term progress reports are also provided to families at Underhill and Memorial School. Mid-term progress checks are provided at Cawley Middle School via Schoology. Please visit <https://sau15.net/curriculum/> to view the SAU 15 Grade Level Competencies.

### **Underhill School Grading System and Reporting**

Underhill School uses the grading indicators and rubrics to reflect overall student progress toward grade level competencies during each grading period.



#### Progress Indicators

**4 - Exceeds Expectations** - The student, with relative ease, grasps, applies, generalizes, and extends key concepts, processes, and skills consistently and independently.

**3 - Meets Expectations** - The student, with limited errors, grasps key concepts, processes, and skills for the grade-level and understands and applies them effectively.

**2 - Approaching Expectations** - The student is beginning to grasp key concepts, processes, and skills for the grade-level, but demonstrates inconsistent understanding and application of concepts.

**1 - Requires Ongoing Support** - The student is yet to demonstrate understanding of grade-level key concepts, processes and skills and requires additional time and support.

#### **Hooksett Memorial School Grading System and Reporting**

Students needing to redo work or retake assignments can receive full credit for all work passed in based on the original reporting criteria. i.e. The grade on a redone unit assessment showing mastery would replace the old grade. If an assignment is incomplete or missing it will be marked as incomplete or left blank. If the assignment is excused, it will be marked as 'excused.' The lowest grade marked for any assignment will not be lower than the equivalent of a "60%"

Student behavior(s) do not affect the academic grade but are outlined in the work-study practices and in the narrative/comment section of the report card. Extra credit assignments will not be assigned. The grades that are reported are reflective of a student's ability against a standard and are raised when students demonstrate increased understanding of the assessed concept and are not impacted by external factors.

#### **Cawley Middle School Grading and Reporting**

At Cawley, students will receive a report card at the end of each trimester (12 weeks) and a progress report in the middle of each trimester. Parents will be notified to check Schoology for progress checks in the middle of each trimester. Additional progress reports will be distributed by teachers as deemed appropriate. Parents are strongly encouraged to contact teachers with concerns about student grades. Grades for year-long classes such as math, science, social studies, language arts, French, Spanish, band and chorus are reported every 12 weeks. Unified Arts courses are nine weeks long and will be reported on the trimester report card.

### **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

### **Cawley**

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

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. Make-up work and scheduling is the responsibility of the student.

In order to be consistent across all content areas, Cawley Middle School has implemented a uniformed protocol for students to retake assessments that are considered major grades. An example of a major grade that would be eligible for a retake is a unit test. Teachers can also determine if an alternative assignment such as a project or lab is eligible for a retake. This must be communicated in writing to the students before the assignment.

The purpose of the protocol is to provide students with an opportunity to further demonstrate their understanding and learning of a concept or skill.

There are several steps in the protocol that include the completion of the "Request to Retake" form, parent/guardian signature and communication or conference with the teacher.

### **Cawley Middle School Retake Protocol**

- Only major grades are eligible for a retake.
- Retakes are only for grades 89% and below.
- The retake grade is eligible for any grade percentage higher than the first grade.
- A student study plan developed by the teacher must be completed before retake.

- The student study plan shall include completing all originally assigned homework and classwork, correcting first assessment and conference or communication with teacher and any learning activities that relate to the standards of the assignment.
- Students **will not** be required to write why they did poorly on the first assessment.
- Retake test must be of similar or shorter length and same subject matter as the original test.
- The teacher determines the retake timeline completion.
- Students can only retake the assessment one time.
- Alternative **major** grades (projects, labs, essays, other long term assignments, etc.) are subject to teacher discretion for retake approval and teachers must communicate retake eligibility in writing before the assignment.
- Students must fill out the retake Cawley Middle School form prior to the retake assignment. See appendix for this form.
- Students who were absent on the day the first assessment was administered still have the opportunity to have a retake. For example, a student can make up the test they missed as a result of the absence first and still have the opportunity to retake the assessment.

### **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 7th. 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

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

HAWKS ..... A's and B's

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. Families of incoming Kindergarten students can choose to participate in the Ready for Success summer program. The Ready for Success program has limited seats and will be filled on a first come, first served basis.

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.

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students with respect to the student's educational records which includes but is not limited to inspection and review of the student's educational records.

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 [JICK](#))

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. Recess detention
- C. Loss of internet privileges
- D. Teacher-held detention
- E. Office detention
- F. Suspension from activities
- G. Internal suspension
- H. External suspension
- I. 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 or as decided by teacher/administration.

- B. Recess detention - Students are required to spend recess, in their classroom or in the main office for one or more days due to infractions of rules or as decided by teacher/administration.
- C. 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.
- D. 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 24 hours in advance. Transportation home is the responsibility of the parent.
- E. Activity suspension - Should students fail to respond to routine discipline procedures, suspension from activities such as dances, athletics, Student Council activity days, assemblies, etc. may occur.
- F. 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, bullying and cyberbullying.
- G. 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/electronic cigarettes, tobacco products, and/or vaping paraphernalia, and other mind altering substances, 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 class when each period begins. If continually tardy, a consequence may be received.

### **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. Students 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**

Student lockers are the sole property of the Hooksett School District and are made available for the convenience of students. Student lockers are not their private property. Further, the Hooksett School District asserts that it maintains control of lockers.

Students are hereby notified that school officials maintain the right to inspect and/or exercise their right to access and search lockers for any reason without consent of the student. School officials have the right to cut off any non-school issued lock to a locker.

## **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.

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, vape, or drink alcohol
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 may range from a written notification to parents up to a three (3) day suspension of school bus privileges.

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

Third Write-Up: Consequences may 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.

#### 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' dismissal changes should be done via Pick Up Patrol by 2:15 p.m. If you are unable to access Pick Up Patrol then the student must give the request in writing 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 2:15 p.m. for student safety. At **Cawley only**, parents can email [green@sau15.net](mailto:green@sau15.net).

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**

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

The Hooksett School District has contracted with First Student 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 First Student at TBA to report a problem. Contact Information will be shared at a later date.
- 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 or 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. Headgear, 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. At Underhill, flip flops, sliders/sandals with no heel strap and high heels are *not allowed* for safety purposes.

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

It is the expectation that during the school day, students communicate with families/guardians via the main office. Students and families may not communicate via personal devices, e.g. cell phones or watches during school hours. Mobile communication devices possessed by students, e.g. cell phones and smart watches, should be turned off during school hours.

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. At Underhill and Memorial, toys/trading cards need to stay home unless requested for a special event at school. Toys and cards are not to be traded at school.

Cigarettes, electronic cigarettes, tobacco products, vaping paraphernalia, 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 on School Property policy [JICI](#).)

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 all emergency drills 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 the 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, tobacco products, vaping devices, alcohol, illegal drugs and other mind altering substances 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, school provided transportation, 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 School 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 (February, 2023)". 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 may include the school psychologist, administration, 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. (See Appendix)  
The nurse is available to perform the following functions for students as listed below:

1. Hearing and vision screening
2. Pediculosis screening according to the American Academy of Pediatrics guidelines
3. Maintain up-to-date cumulative health records on each child
4. Assess and refer students in need of medical and/or dental care
5. Provides medical care for a student or staff member who has suffered an injury or illness
6. Provides ongoing care to students with regard to health, developmental, and emotional needs
7. Communicates with families regarding 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 (e.g. COVID 19, 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 potential life threatening allergies, i.e. food, insect sting, latex from a physician. Accommodations may 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, the principal or designee will administer such when the following conditions have been met:

1. For over-the-counter medications, the Hooksett School District parent permission form must be completed yearly. If a child is required to take an over-the-counter medication, more than occasionally, the parent must provide a supply of that medication.
2. For prescription medications, a written order must be provided from the licensed provider with the following instructions: The child's name, diagnosis, medication, dosage & route of administration, time schedule, and duration of the order.
3. All medication, prescribed and/or over-the-counter, will be delivered to the school nurse, principal, or principal's designee by a parent or responsible adult
4. The medication must be in the current pharmacy bottle or an unopened over-the-counter container labeled by the manufacturer
5. When having prescriptions filled, please request a separate, properly labeled container for school use
6. The school nurse will document the quantity of medication delivered
7. Possession and self-administration of Epipens and rescue inhalers is allowed per HB 57 and HB 92. Contact the school nurse for information. The medication authorization form is available from the school nurse.

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

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

**RSA 200:32** 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 consists of a letter or record from a previous school, a physician's statement on office letterhead or a copy of the child's official immunization card. (See Appendix)

#### 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 from immunization for one disease shall not affect other required immunizations.
- II. A parent or legal guardian objects to immunization because of religious beliefs. The parent or legal guardian shall sign a 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 (603) 271-4482.

## **VII. SCHOOL PROGRAMS**

### **Cawley Middle School 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 team, club, or organization. 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, club, or organization, the following academic conditions must be met:
  - a. Participants must pass all classes at report card time.
  - b. Participants must not receive more than one failing grade at progress check time.
  - c. 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
  - a. 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 during the course of the season. Upon receiving his/her fourth (4th) detention,

- the student will be notified of his/her suspension from athletic/activity participation. **On that day a student is to serve an internal or external suspension or office detention, he/she is not allowed to participate in either that day's game, practice, or co-curricular activity.**
- b. 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 final decision.
  - c. 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, clubs and activities may occur for reasons such as the use of tobacco, vaping paraphernalia, drugs and alcohol on or off school grounds, fighting, bullying, cyberbullying, inappropriate conduct, or other inappropriate activity.
  - d. Absences from Games/Events/Performances/Dances
    - i. Should personal circumstances dictate that a student-athlete miss a scheduled game or practice, meeting, event, or performance, a written note, or email must be provided by the parent.
    - ii. Students not in school on the day of a game or practice may not participate in any after-school event.
    - iii. Students must be in school by 11:30am to be considered a day of school.
    - iv. Students have to attend school until 1:00pm in order to participate in afterschool events.
    - v. Extenuating circumstances can be communicated to the building principal for exceptions to absences.
  - e. 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.**
  - f. 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.
  - g. 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 precedence over non-school teams. Failure to comply with this procedure may result in student dismissal.**

#### C. Health Standards

- a. 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.

- b. Insurance: It is strongly suggested that all student-athletes be covered by some form of medical insurance.
- c. Health Attitudes: It is well known at the present time that smoking, vaping, 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.

### **Cawley Middle School Athletics 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	Girls' Softball
Boys' Basketball	Golf
Boys' Lacrosse	Student Newspaper
Boys' Soccer	Jazz Band
Builders' Club	AKC (Animal Keepers Club)
Cheerleading	National Junior Honor Society
Cross Country	Drama
Field Hockey	Chess Club
FIRST Robotics	Spring Track and Field
Girls' Basketball	STEM Club
Girls' Lacrosse	Student Council
Girls' Soccer	Volleyball

### **Hooksett Memorial School Co-Curricular Programs**

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

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

### **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. Sixth 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. If a student is not picked up on time it may result in he/she not attending the next dance.

## VIII. MISCELLANEOUS INFORMATION

### **Special Observances at Cawley, 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 the 8th Grade Recognition Ceremony at the conclusion of the year. Major eighth grade awards include:

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

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

Each student is responsible for the care of the textbooks, Chromebook/Tablet and charger, and/or school supplies he or she receives. Loss, damage, or destruction of texts will result in reimbursement to the school district. Please refer to the Hooksett School District's Chromebook user agreement.

### **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 different opportunities for parents to learn more about the schools and to help students with acclimating to their new schools and classes. Cawley has an Open House in late August prior to the start of school. Memorial and Underhill offer “Meet Your Teacher” events before the start of the school year. Students and parents have the chance to visit the schools and to meet teachers at these events. Underhill also hosts a fall Open House and Memorial has a spring Expo Night for students and their families.

A spring orientation is dedicated to parents of incoming sixth graders at **Cawley Middle School**, incoming 3rd graders at **Memorial School**. **Underhill** hosts an information night for parents of incoming kindergarteners in early February.

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.

### **PTA**

The PTA meets monthly. This group serves 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.) An annual permission for media release form is included in the online registration process.

## **Notices and Information**

In an effort to maintain communication between parents and the school, notifications are posted on the schools' websites, through Seesaw (Underhill) or Schoology (Memorial & Cawley), 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 Superintendent, 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 on the district website. You can access Cawley Middle School, Hooksett Memorial School and Fred C. Underhill School on their specific school on their websites.

<http://hooksett.sau15.net/>

<http://cawley.sau15.net/>

<http://memorial.sau15.net/>

<http://underhill.sau15.net/>

## **Public Solicitation in the Schools**

Per [Hooksett School District Policy KH: "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.



## Appendix

### **Cawley Middle School Sample Form** **Request to Retake**

This form must be submitted before retaking the assessment. Retakes are only for grades of 89% and below. The retake grade is eligible for any grade percentage higher than the first grade.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Assessment to Retake: \_\_\_\_\_

What was the score on the first assessment? \_\_\_\_\_

Student Study Plan: (EXAMPLE)

Correct first assessment (Please attach)

Complete all homework (Please attach)

Conference or communication with teacher: Date \_\_\_\_\_

Other: (Please attach or write a short description)

\_\_\_\_\_  
\_\_\_\_\_

Teacher Approved Plan on: \_\_\_\_\_

Student will retake the assessment on: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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